# Erasmus+ Incoming Student Mobility for Studies (KA171)

## How to Apply

If you would like to spend your study period abroad at Atlas University within the scope of the Erasmus+ Student Exchange Programme, you should contact the Erasmus+ Office at your home university and ask whether there is an Erasmus+ agreement between our institutions. If there is an agreement, you should request that your nomination as an exchange student candidate at Atlas University be sent to us.

Required application documents:

- Transcript
- Document proving English proficiency (minimum B1)
- CV
- Motivation letter

## Before the Mobility

Before the mobility, the student must complete all required application documents and submit them to the Erasmus+ Office. A letter of acceptance is prepared by the Erasmus+ Office for students who submit all documents completely. The student must be in Istanbul no later than 1 day before the mobility start date.

The student must prepare the following documents and send them to the Erasmus+ Office e-mail address (erasmus@atlas.edu.tr):

1. Online Learning Agreement for Studies (OLA)
2. Comprehensive Travel Health Insurance: The insurance must also include accident and liability coverage. It should not be confused with ordinary "Travel Health Insurance."
3. Copy of the passport pages containing identity information
4. One passport-size photograph (digital)
5. Transcript

## During the Mobility

- After arriving at Atlas University, Erasmus+ students will be able to carry out course selection and academic procedures.

- The Orientation Programme organized before each semester provides incoming Erasmus+ and other exchange students with information about registration and campus life.
- Course registration is carried out at the beginning of the academic term, and add/drop procedures are completed within the specified period. If you would like to make any changes to your previously prepared course programme, you may do so after obtaining approval from your home institution and indicating the changes on the second page of the learning agreement.
- All international students must apply for a Residence Permit within one month after arriving in Türkiye. The Erasmus+ Office and the Student Affairs Department will advise students during this process. The first step in the residence permit application is to make an online appointment in person through the Directorate General of Migration Management.

## Documents Required for the Residence Permit Application

Documents required for the residence permit application:

1. Application form: This form is generated by the e-Residence system after the residence permit application is completed. The printout must be signed by the student and/or the legal representative.
2. Original and photocopy of the passport or passport substitute document: The passport or passport substitute document must be valid for at least 60 days longer than the requested residence permit period. Please also take a photocopy of your passport and the page showing the entry stamp placed in your passport upon your last entry into Türkiye.
3. Two photographs: The photographs must have been taken within the last 6 months, be biometric, and have a white background.
4. Valid health insurance: It is sufficient to provide one of the documents listed below, whichever applies to your situation:

- A document, e-signed or signed and stamped/sealed, showing that you applied to the Social Security Institution to become covered by general health insurance within 3 months from your first registration date at the university. This document may be obtained from Provincial Social Security Directorates.
- Private health insurance, if you do not apply for general health insurance within 3 months from your first registration date.
- An e-signed/signed and sealed/stamped document from provincial social security units showing that you benefit from health services in Türkiye under bilateral social security agreements.
- An e-signed/signed and stamped/sealed provision document obtained from the Social Security Institution.

5. Student certificate: This document, obtained from the university at which you are registered, must be e-signed/signed and sealed/stamped.
6. Document showing your address information: It is important to remain in contact with the Provincial Directorate of Migration Management in order to access rights and services in Türkiye. Therefore, the address and contact information you submit must be valid and accurate. You must

provide a document concerning your place of residence in Türkiye (rental agreement, dormitory, hostel, etc.), and the document must clearly and understandably show that you are staying at that address. For example, if you are staying in a dormitory, provide a signed/stamped document from the dormitory management; if you are a tenant, provide a notarized lease agreement.

7. Receipt for the residence permit card fee: The card fee amount is stated in your residence permit application form. You must pay this amount to authorized tax offices or authorized banks and attach the issued receipt to the application form.

## After the Mobility

Transcript: The original transcript will be sent by the Erasmus+ Office via e-mail.

Certificate of Attendance: The Certificate of Attendance covering the start and end dates of the mobility will be prepared by the Erasmus+ Office and delivered to the student.

## Health Insurance for Incoming Students under the Erasmus+ Programme

Incoming students must obtain health insurance valid for the duration of their stay in Türkiye. In order for insurance issued by an internationally valid institution to be valid in Türkiye, it must be approved by the insurance company's branch in Türkiye, if any; no additional translation is required. If the company does not have a branch in Türkiye, or if the existing branch does not approve the insurance, the student must either be included in the Social Security Institution system for General Health Insurance (GSS) within three months from the first registration date or obtain a new private health insurance policy. Thanks to agreements between Türkiye and some countries, students who already have health insurance may use that insurance in Türkiye.

For detailed information and applications: erasmus@atlas.edu.tr