

Incoming Student Process

1. **Nomination:** Partner universities nominate their students to us via email. The students' basic information and mobility periods are checked.
2. **Application:** Following the nomination, students complete their applications through Global Portal and upload the required documents.
3. **Learning Agreement:** Students prepare their Learning Agreement documents. Course registration and the required academic approvals are coordinated with the relevant department coordinator.
4. **Application Check & Acceptance:** Applications are reviewed by the Erasmus & Exchange Office. If there are any missing or incorrect documents, students are contacted accordingly. Once the application is complete, an **Acceptance Letter** is sent to the student.
5. **Pre-arrival:** Students are provided with the necessary information regarding the academic calendar, orientation, courses, visa/residence permit procedures, accommodation, and arrival in Istanbul.
6. **Arrival & Orientation:** After students arrive, a mandatory **Orientation Program** is organized, covering university systems, course registration, and campus procedures.
7. **Residence Permit:** For students who require a residence permit, their documents are checked, and support is provided throughout the application and file preparation process.
8. **During the Semester:** Course changes, Learning Agreement updates, and students' academic and administrative requests are monitored and addressed throughout the semester.
9. **End of Mobility:** At the end of the mobility period, the necessary documents, such as the **Confirmation of Stay** and **Transcript of Records**, are prepared and shared with the students and/or their home universities.