



YILDIZ TECHNICAL UNIVERSITY
International Relations Office
Erasmus Unit

Incoming Student Application Manual
Study Mobility
2023 - 2024

Compulsory Reading



INTRODUCTION

- This manual has been prepared for the purpose of informing the nominated Erasmus students about only **BEFORE THE MOBILITY** procedures and application rules.
- Students will receive "during the mobility" information following their acceptance.
- Observance and compliance of the guidelines herein described will guarantee a smooth application process.
- None-compliance of the given rules and proceedings may result in unsuccessful application, which will cause to not being able to benefit from the programme.
- Incoming students are completely free to ask about any aspects of the manual they do not understand or know not how to proceed with.

Thank you for your cooperation!

CONTACTS

Erasmus Office (Administrative Contact for Application and Mobility Procedures)

- Located on Davutpaşa Campus, Erasmus office is your primary administrative contact while studying at YTU.
 - E-mail : incoming@yildiz.edu.tr
 - Phone : +90 212 383 3932
 - Web : www.erasmus.yildiz.edu.tr/en
 - Address : Yıldız Teknik Üniversitesi Davutpaşa Kampüsü
Taşbina A-1004 Esenler 34220 İstanbul Türkiye

Departmental Coordinators (Academic Contact for Courses and Learning Agreement Approval)

- All departments have their own Erasmus coordinators to advise incoming students on academic matters and to guide them on their course selection.
- Departmental coordinators are also the responsible professors who check, approve, and sign the learning agreements of Erasmus students. Therefore, **students should be in contact with the departmental coordinators to prepare their learning agreements.**
- The contact information of the departmental Erasmus coordinators can be found in this list: <https://erasmus.yildiz.edu.tr/page/16/Departmental-Coordinators/745>

PROCEDURES

- Nominees must follow and abide by the rules and procedure of Yıldız Technical University (YTU).
- The basic mobility procedures are as follows:

Before the Mobility

- Nomination
- Review of the rules and procedures by the student
- Application by the student
- Review of the LA by departmental coordinator
- Formal check by YTU Erasmus Office
- Acceptance/Rejection

During the Mobility

- Enrolment
- Information session
- Arrival
- Course registration
- Lecture period
- LA changes (if necessary)
- Exam period

After the Mobility

- Certificate of attendance
- Transcript of records
- Language certificates

Any student that does not follow the procedures before the mobility shall not be accepted.



BEFORE THE MOBILITY

STEP	WHO	TO WHOM	WHAT
1.Nomination	Home Institution	YTU Erasmus Office	Home Institution sends the nomination. YTU Erasmus Office acknowledges receipt and send the student and the institution this manual in order for the student to make an application.
2.Review of the courses and application information	YTU Erasmus Office	Students	Upon receiving this manual and before starting the online application, the student reads this manual in its entirety to get information about the courses and other formalities.
3.Application	Student	YTU Erasmus Office	The student makes an online application at https://ytuerasmus.yildiz.edu.tr/ as instructed in the manual and within the deadline given , uploads the required documents to the tool, completes the application, and waits for the decision.
4.Formal Check: Learning Agreement	Departmental Coordinator at YTU	Student	Online Learning Agreement (OLA) is checked by the departmental coordinator. In case any course change is needed, the coordinator may ask the student to update the OLA.
5.Final Check	YTU Erasmus Office	Student	YTU Erasmus Office checks the completed applications. In case documents are missing or wrong, YTU Erasmus Office instructs the student on how to correct the errors spotted. The student makes the required corrections.
6.Acceptance/ Rejection	YTU Erasmus Office	Student	After the student uploads all the required documents to the application platform and the Learning Agreement is signed by all parties, YTU Erasmus Office prepares and uploads the official Letter of Acceptance to the online application tool for the student to download .



1. NOMINATION

- Students should bear in mind that **being nominated does not automatically guarantee a stay at YTU**: students should complete their applications by complying with the application and university requirements.

2. REVIEW OF THE PROCEDURES

Academic Calendar

- Academic calendar is set yearly and the dates for undergraduate and graduate programmes may differ.
- The official academic calendar is only available in Turkish and is announced on the website of the Student Affairs: <https://ogi.yildiz.edu.tr/ogi/3>
- There is a shortened English version for Erasmus students here: <https://erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Erasmus-Calendar/470>
- If the academic calendar is not yet set when the student's letter of acceptance is issued, the dates given in the letter of acceptance will be merely estimated and they are strictly subject to change according to the beginning and end dates of the lecture and examination period:
 - For the fall semester, the estimated dates are from 1 October to 31 January.
 - For the spring semester, the estimated dates are from 1 February to 30 June.
 - For the whole academic year, the estimated dates are from 1 October to 30 June.

Language of Instruction

- The main languages of instruction at YTU are Turkish and English.
- Although no certificates are required, incoming students are expected to have medium proficiency in the language of instruction of the hosting department.
- The language of instruction of the undergraduate and graduate programmes offered by the same department can be different and most of the graduate courses may be offered in Turkish.
- When in doubt for the language of instruction, please contact the departmental coordinator.
- Language of instruction of **undergraduate** programmes can be found here:
 - <https://ogi.yildiz.edu.tr/duyurular/Fak%3%bclte---B%3%b6l%3%bcm---Program-Bilgileri/324>
 - Some of the programmes on the link above are at least "30% English." This means that most of the courses offered by that programme will be instructed in Turkish and there will be a number of courses instructed in English.
- Language of instruction of **graduate** programmes can be found here:
 - Institute of Social Sciences:
 - Master: <https://sbe.yildiz.edu.tr/page/Programs/MA-Programs/253>
 - Doctorate: <https://sbe.yildiz.edu.tr/page/Programs/PhD-Programs/254>
 - Institute of Science and Engineering:
 - Master: <https://fbe.yildiz.edu.tr/page/DEPARTMENTS/MSc--PROGRAMS/136>
 - Doctorate: <https://fbe.yildiz.edu.tr/page/DEPARTMENTS/Ph-D--Programs/59>
 - The language of instruction is English if it is stated in parentheses on these web pages.

Thesis Study

- Students who would like to make a research/thesis study at YTU first must check <http://www.bologna.yildiz.edu.tr/> to ensure that the department is offering the intended type of research/study.
- If the department offers such a study, then the student must **find a supervisor at YTU before starting the online Erasmus application at YTU and send a copy of the approval (e-mail/letter) of the supervisor to incoming@yildiz.edu.tr**
- Students can contact the relevant departmental coordinator to ask for assistance in finding a suitable supervisor.



Attendance

Regular and punctual class attendance is compulsory and students who miss the classes more than allowed shall receive a failing grade due to absence.

Assesment and Examination

- YTU does not offer any special treatment nor does it create incoming-only groups. The assessment methods for incoming students are the same as for YTU students.
- All students are expected to attend a certain percentage of the course time, participate in class and, depending on the course, take one or more exams, hand in written papers or make projects.
 - The lecturer shall inform the students about the assessment method of the course.
- Exam dates shall not be changed for the convenience any incoming students. All students take their exams during the official dates, which may be found in exam calendar of the department.
- Students may take a first sitting and fail. Should this be the case, the students may leave with a failed course, or they may take a resit exam if offered.

Credit and Grading Systems

- Credits at YTU are fully ECTS-compatible.
- The official grading system of YTU may be found at: <http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

COURSES

BASIC COURSE STRUCTURE

Course Levels

- Bachelor (undergraduate) level courses are taught at levels 1 to 4.
- Master (graduate) courses are identified as level 5.
- Doctorate (graduate) courses are identified as level 6.
 - The first number in the course code indicates the subject level (see "course codes" below)

	Bachelor				Master	Doctorate
Subject Level	1	2	3	4	5	6
	First cycle				Second cycle	Third Cycle
	Undergraduate				Graduate	

Course Codes

- The course code includes a **three-letter abbreviation** for the department's name in Turkish [e.g. MAT=Mathematics (Matematik), BLM=Computer Engineering (Bilgisayar Mühendisliği)], followed by the **four-digit course number**.
- The first number following the letters indicate the year of study.
 - For example, MAT**1**051 is a first year and MAT**2**042 is a second year bachelor course. MAT**5**064 is a master and MAT**6**037 is a doctorate course.
- Course codes should be indicated in the learning agreement by the students.
- The codes are useful while searching the courses in the online course registration tool (OBS) for the compulsory course registration.



COURSE TYPES AND CATEGORIES

Required (Compulsory) Courses

- Core requirements of that field of study.
- Core courses are often prerequisites for other courses they are often the same from year to year.
- **Incoming students are strongly advised to prepare their learning agreements by selecting the required courses. Since it is not known which electives will be offered in the semester as the students prepare their learning agreements, students can add the electives to their course selection upon their arrival.**

Elective Courses: Occupational/Vocational

- Major area courses designed primarily for those specializing in that field of study.
- Not offered every semester.

Social Elective Courses

- General cultural courses that are open to students from any field of study.
- Not offered every semester.

Service Courses

- Fundamental courses offered by the main related departments, such as some basic mathematics, science, language, informatics, cultural or sports courses.
- Below are the departments that offer service courses:
 - Physics: <http://www.fzk.yildiz.edu.tr/>
 - Chemistry: <http://www.kml.yildiz.edu.tr/>
 - Mathematics: <http://www.mat.yildiz.edu.tr/>
 - Atatürk's Principles and History of Turkish Revolution: <http://www.ata.yildiz.edu.tr/>
 - Sports: <http://www.bdn.yildiz.edu.tr/>
 - Humanities and Social Sciences: <http://www.itb.yildiz.edu.tr/>
 - Language courses offered by School of Languages: <http://www.ybd.yildiz.edu.tr/>

PREPARING LEARNING AGREEMENT

Tentative Course Offerings

- Upon nomination, **undergraduate** students receive the lists of the tentative course offerings by e-mail. Students are strongly advised to prepare their Learning Agreement by using these lists and by getting in touch with their departmental coordinator at YTU.
- **Graduate** students should check the online course catalogue as stated on the next page.

Confirmed Courses

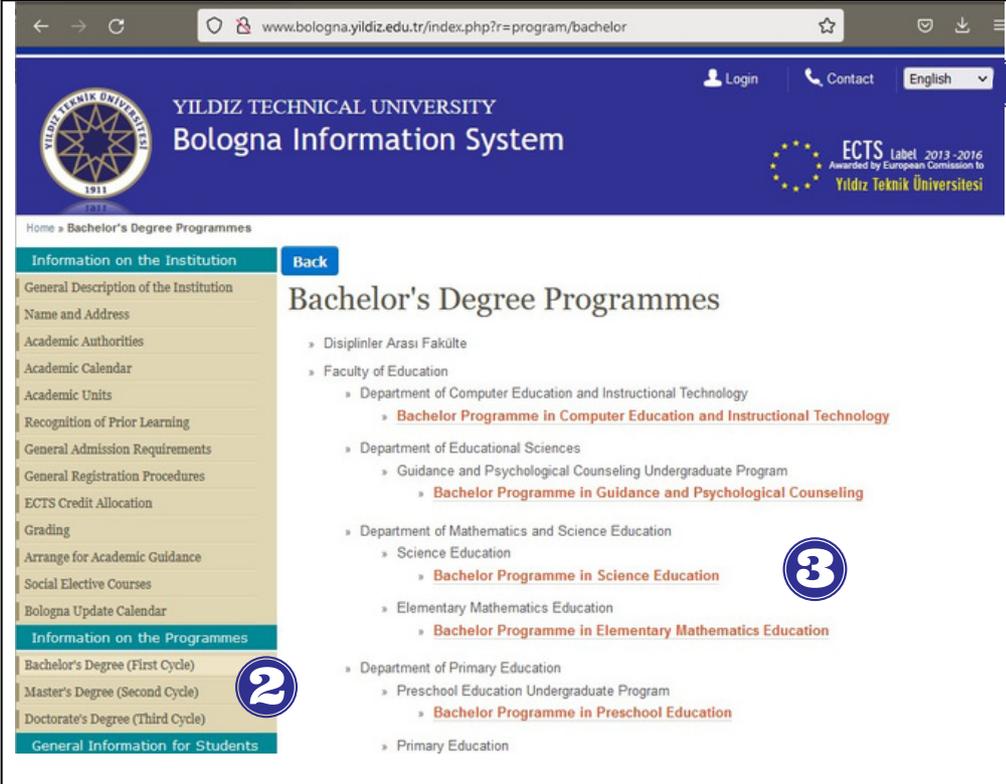
- The lists of the confirmed courses that will be offered in a particular semester are listed in the student information system (OBS) during the online course registration (add/drop) period.

Course Selection

- The course **offerings change from year to year.**
 - Students are encouraged to **prepare their Learning Agreements with the compulsory (required) courses as much as possible, since these courses are more likely to be offered each year.** Elective courses may not be offered every year. Students are advised to choose the elective courses upon their arrival
- Students are to **select courses that are only taught during the semester the student is on mobility** at YTU. This means, for instance, if your mobility period is fall, you must choose among the fall semester offerings.
- Students must **select most of their courses from their hosting department.**
- Please be flexible and keep an open mind that last minute changes regarding course offerings may sometimes happen. Even though the Learning Agreement is signed, this does not imply that changes cannot occur.

Course Catalogue & Course Descriptions

Course catalogue at <http://www.bologna.yildiz.edu.tr/> do not reflect the courses available to students! This website lists all the courses that may be offered by a department at any time or language. Therefore, before you get your LA signed, please **contact your departmental coordinator** (who is your academic advisor) to get information about the availability or the language of instruction of the courses in your mobility period.



1 Go to <http://www.bologna.yildiz.edu.tr/>

1. You can change the language of the webpage on the top right.

2. Choose your degree level under the section "information on the programmes."

3. Choose the programme you will study at YTU. Programme titles are listed here.

4 On the opening page, you will see a sample course programme, prepared on a semester basis. **You must select courses that are only taught during the semester you are on mobility at YTU.** You can choose from all years regardless of your year of study at your home university.

5 Clicking on the course code opens the course description page.

2.Year - Fall Semester							
Code	Req.	Title	Lecture	Practical	Laboratory	Local Credit	ECTS
MIM2081		Computer-Aided Design	2	2	0	3	3
MDB2051		Reading and Speaking in English	2	0	0	2	2
ELEC 2		Social Elective 1-2	3	0	0	3	3
MIM2011	<input checked="" type="checkbox"/>	Architectural Design 2	4	4	0	6	8
MIM2071		History of Architecture 1	2	0	0	2	2
MIM2031	<input checked="" type="checkbox"/>	Structural Analysis in Architecture	1	2	0	2	3
MIM2101		Constructional Elements of Building 2	2	2	0	3	4
MIM2001		Internship 1	0	0	0	0	3
MIM2201		Occupational Health and Safety 1	2	0	0	2	2
Total:							30
2.Year - Spring Semester							
Code	Req.	Title	Lecture	Practical	Laboratory	Local Credit	ECTS
MIM2082		Introductory Computer Sciences	2	2	0	3	3
ELEC 3		Social Elective 1-3	3	0	0	3	3
MIM2042		History of Architecture 2	2	0	0	2	2
MIM2092		Structural System Design 1	2	2	0	3	3
ELEC 4		Social Elective 1-4	3	0	0	3	3
ELEC 5		Social Elective 1-5	3	0	0	3	3
MIM2012	<input checked="" type="checkbox"/>	Architectural Design 3	4	4	0	6	8
MIM2002		Internship 2	0	0	0	0	3
MIM2202		Occupational Health and Safety 2	2	0	0	2	2
Total:							30

Course Description Page

- The course description pages on www.bologna.yildiz.edu.tr open when you click on the course code.
- Some course descriptions are more detailed than others but the basic information is always included for all courses.
- In cases of doubt or you need specific information about a course, you can always contact the course coordinator or the instructor(s) for help and advice. Click on the names to see the contact information of the professors:

Title	Code	Local Credit	ECTS	Lecture (hour/week)	Practical (hour/week)	Laboratory (hour/week)
Basic Design	MIM1041	2	3	1	2	0
Prerequisite	None					
Semester	Fall					
Course Language	English, Turkish					
Level Of Course	First Cycle					
Course Type	Required @ Bachelor Programme in Architecture					
Course Category	Core Courses					
Mode Of Delivery	Face-to-Face					
Owner Academic Unit	Department of Architecture					
Course Coordinator	Aslı Sungur					
Instructor(s)	Aslı Sungur, Çiğdem Canbay Türkyılmaz, Kunter Manisa, Selin Yıldız, Hande Düzgün Bekdaş					

This means that the course may be offered in English or Turkish or in both languages in different classrooms. Students can only know the language of instruction when the course schedules are announced, which will happen right before the courses start!

ACADEMIC GUIDANCE

Departmental Coordinators

- All departments have their own Erasmus coordinators to advise incoming students on academic matters and to guide them on their course selection.
- **Students must always contact their departmental coordinator whilst they are preparing their learning agreements.**
- The list of the departmental coordinators can be found here:
<https://erasmus.yildiz.edu.tr/page/16/Departmental-Coordinators/745>

Instructors

- The departmental coordinators may not have information about all courses you choose. To get detailed information about a course, you can contact the instructor or the course coordinator.

Finding Faculty & Contact Information

- The name of the instructor or the course coordinator can be found on the course description page (the page opening when you click on the course code) at www.bologna.yildiz.edu.tr
- The e-mail addresses of the instructor or the course coordinator appears when their names are clicked on.
- Also, you can use **AVESIS** to learn more about any faculty member. Just go to www.avesis.yildiz.edu.tr, type the name in the box, and search.

3. APPLICATION

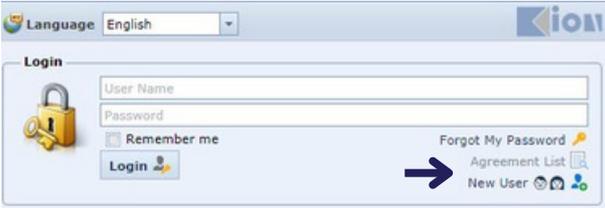
- Nomination does not automatically guarantee a study stay at YTU. Students wishing to study at YTU must complete the online application within the concerning application period.
- Students may already select courses in their applications. However, they should bear in mind the language requirements for the department they are applying and the course selection criteria. Please check the previous pages of this manual for further information.

Application Platform

- The platform is only active within the application period!
- Link: <https://ytuerasmus.yildiz.edu.tr/>

Application Periods

- Students must complete the online application within the stated period:
 - **Spring Semester : 1 - 30 November**

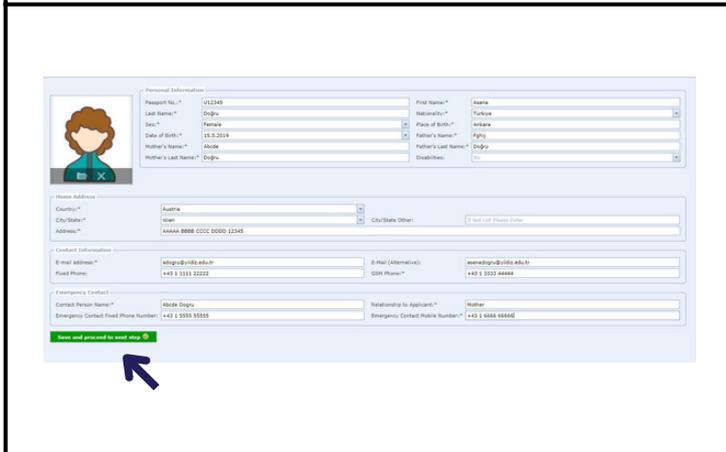
	<p>Creating User Account</p> <p>Go to https://ytuerasmus.yildiz.edu.tr/ Click on "New User" button to create your account.</p>
	<p>Choosing the Right Application Type</p> <p>Make sure you select the correct programme:</p> <ol style="list-style-type: none"> 1. Erasmus 2. Student 3. Incoming Student <p>Fill in the pre-application form</p>
	<p>Filling in the Pre-Application Form</p> <ul style="list-style-type: none"> • Enter an e-mail address you ALWAYS check. • Choose a password and save it for your future logins. • Write this information as stated in your passport: <ul style="list-style-type: none"> ◦ passport number (must be valid) ◦ FULL name as in passport ◦ nationality • Your study type must be "education" • For the study period, please choose the period you are nominated for: fall OR spring OR fall and spring. • Select your home university. • Hit "save"
	<p>Login</p> <p>After you fill in the pre-registration form successfully, go back to the main page to login to the tool to complete your application and upload the required documents.</p>

- Now you are ready to make your application.
- Your application is only successfully submitted if all the following steps are completed **before the deadline:**
 - Step 1: Give information
 - Step 2: Collect all required documents
 - Step 3: Submit all required documents
 - Step 4: Complete application
- Then you must regularly check the application tool and your emails until your application status changes into "succeeded."



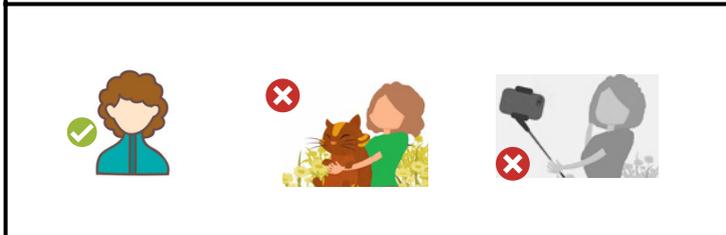
Starting the Application

When you log in, you will see the "my applications" page. Click on the "Complete the Application" button.



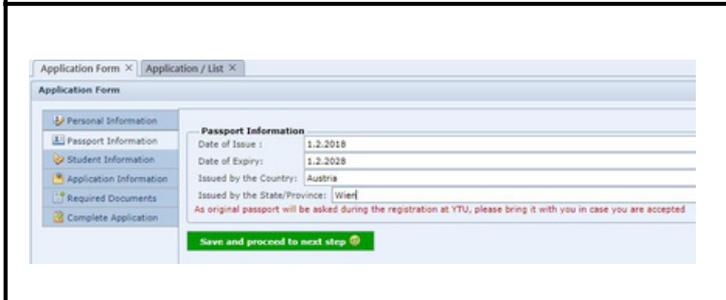
Giving Personal Information

- The fields marked with an asterisk (*) are compulsory.
- Some info will already appear completed.
- Do not use any special characters (i.e.: æ, ç, đ, é, í, ï, ñ...)
- Write your home address and contact information.
- You must also add an emergency contact.
- Do not forget to add the country code for the phone numbers (i.e.: +90 XXXXXXX...)
- Write an e-mail address you DO check.
- Hit "save and proceed to next step" button each time you complete a step.



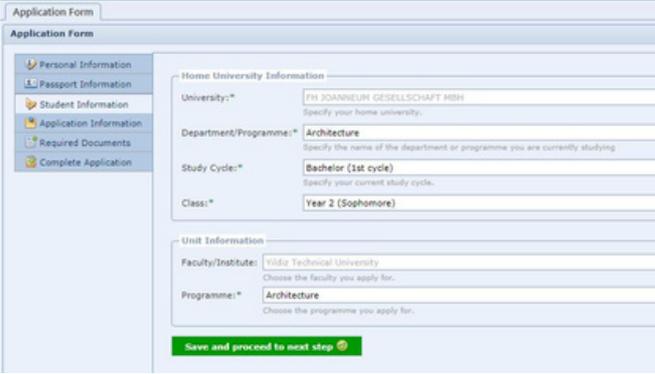
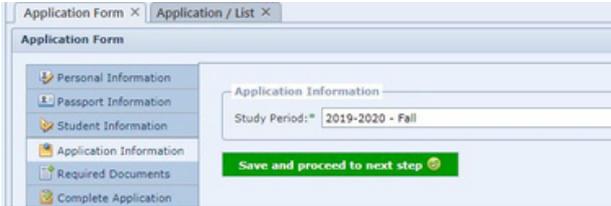
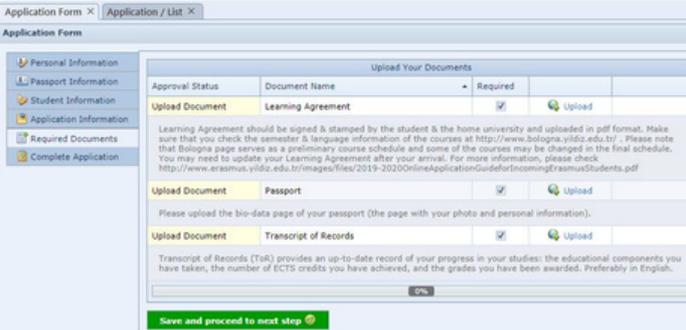
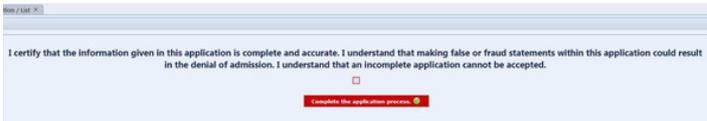
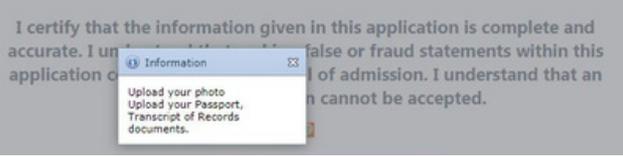
Uploading Photo

Upload a clear and color passport photo for your student ID card. Make sure you look straight ahead and that your face is clearly and fully visible without shady or overexposed places. Do not upload a copy of your passport or selfie.



Giving Passport Information

Enter the passport information as stated on the bio-data page of your passport. The expiration date of the passport should be valid 60 days longer than the duration of the intended stay. If you do not have a valid passport, you must apply to get one.

	<p>Academic Information</p> <p>Type the name of the programme you are studying at your home university, select your study cycle and current year of study. Select the programme you will study at Yildiz Technical University. Here you can only select among the programmes that we have an agreement with your home university. If the programme you would like to study does not appear, it means that we do not have an agreement for that department. In such cases, please send an email to incoming@yildiz.edu.tr</p>
	<p>Study Period</p> <p>For the study period, you should choose the period you are nominated for:</p> <ul style="list-style-type: none"> • fall • spring • fall and spring (full year)
	<p>Uploading Documents</p> <p>These are the documents you need to submit online:</p> <ol style="list-style-type: none"> 1. Transcript of Records 2. Copy of the bio-data page of your passport 3. Copy of the Online Learning Agreement <p>Information about these documents can be found on the next page.</p>
	<p>Completing the Application</p> <p>After filling in all the required fields and uploading required documents, read terms and if you agree, put a tick in the box and click the button 'complete the application.' If you do not complete this step, your application will go unnoticed and it will not be evaluated.</p>
	<p>If there is any missing document or information, the system gives an error message and do not allow you to complete the application. You need to go back and complete what is missing.</p>
	<p>After completing your application, go to main page and check your application status: If it is "online registered" it means you have not yet completed the application. If it is "in the process" you should now wait for the formal check of YTU. Do not forget, only the applications with status "in the process" are evaluated.</p>



REQUIRED DOCUMENTS

These are the documents you need to submit online at <https://ytuerasmus.yildiz.edu.tr/>

1. Transcript of Records
2. Copy of the bio-data page of your passport
3. Copy of the Online Learning Agreement
4. Photo for student ID

1. Transcript of Records:

- It is an official document given by the home university that lists the courses and grades the student has taken so far in your current study programme.
- Please make sure that your transcript is in English.

2. Copy of the bio-data page of the passport:

- A scan of the passport bio-data page to verify your details (the page with your photo and personal information).
- The passport copy is required to ensure that you can make your residence permit application upon your arrival.
- Your passport must be valid for at least 60 days after your studies are expected to end in Turkey.
- If you are in the process of renewing your passport, a copy of the expiring one will allow us to initiate your application, but you will need to send a copy of the new passport as soon as you receive it.
- **DO NOT UPLOAD THE COPY OF YOUR NATIONAL ID.**
- **Turkish citizens and Mavi Kart holders must upload the copies of their Turkish ID or Mavi Kart.**

3. Photo for Student ID Card

- The ID card identifies the student as a current YTU member. All students are required to obtain an ID card.
- Incoming Erasmus students must upload a photo to be added on the student ID card with following requirements:
 - Clear background, colour photo (black and white photos will not be accepted), full front view of your head and shoulders only, not retouched, no other people or objects in photo.

4. Copy of the Online Learning Agreement (OLA)

- **Students should prepare an Online Learning Agreement (OLA).**
- Information about how to fill in an OLA can be found here: <https://erasmus.yildiz.edu.tr/page/Erasmus-Without-Paper/Online-Learning-Agreement/758>
 - For OLA, please ask for guidance from your home university since they may utilize another web-based tool.
 - After your OLA is signed by you, your home university, and your departmental (academic) coordinator at YTU, you should download your signed OLA and upload it to the application platform at <https://ytuerasmus.yildiz.edu.tr/>
- If your home university does not yet use OLA, you can submit a paper-based Learning Agreement.
 - More information can be found here: <https://erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Learning-Agreement/465>

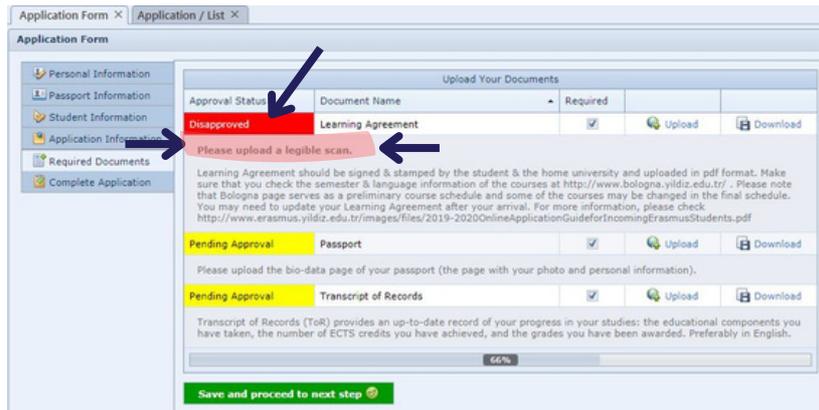
Reminders for Course Selection

- At least half of your selected courses must be offered by the hosting department (see the section "courses").
- It happens quite often that you will have to change your Learning Agreement after your arrive at YTU because the courses in the sample plans are **not offered** or the courses offered **overlap** / the class is **full** / the course is **cancelled due to low enrollment**.
 - You can easily **implement changes** after having checked the schedules of the courses offered and talked to your department coordinator at YTU **within 1 month after the courses start**.
- For all the courses at YTU, you will have to register online. Please be aware that you will only be able to register during the **course registration** period stated in the academic calendar, which is generally before the classes start.
 - You will be informed about the course registration procedures before the semester starts.
- If you need assistance to select courses, you can contact the relevant departmental coordinator:
<http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Departmental-Coordinators/467>

FORMAL CHECK OF YOUR APPLICATION

1. Erasmus Office

- After submission of your application, Erasmus Office makes the first check.
 - If your application is submitted correctly, it will be approved by the Erasmus Office and your status will be changed into "Office Approved."
 - Your online file will then be sent to the approval of the departmental coordinator (if the uploaded learning agreement is already signed by the departmental coordinator, this step is skipped)
 - In case your application is **not** submitted correctly, Erasmus Office will contact you by e-mail and inform you about what needs to be adjusted. If it is one of the documents, you can see the reason for the adjustment on the application tool, as well.



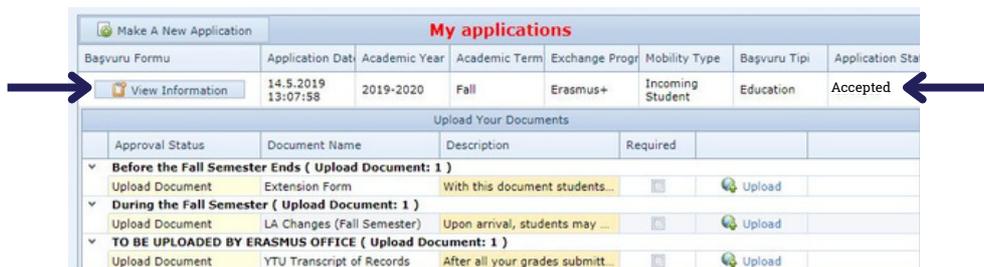
IMPORTANT: For you to be able to make the adjustment, your application status will be changed back into "online registered." Do not forget to complete your application again by marking the button 'complete the application process!'

2. Departmental Coordinator

- If the departmental coordinator signs your learning agreement, your application status turns into "coordinator approved" (if the uploaded learning agreement is already signed by the departmental coordinator, this step is skipped).
- In case the departmental coordinator requires changes to the Learning Agreement:
 - You receive either a notification on the application tool or an email with remarks on the course selection made.
 - You should discuss the proposed changes with your coordinator at the home university. As soon as an agreement has been reached between all three parties (yourself, YTU, home Institution), you should adjust your Learning Agreement and upload the updated and duly signed document to the application tool within the deadline.

Acceptance

- After your application is approved by both the Erasmus office and the departmental coordinator:
 - Your application status is changed to "accepted" on the online application tool.
 - A document list will appear on the home page of your account at <https://ytuerasmus.yildiz.edu.tr/>
 - The list includes the documents you have to upload throughout your mobility, as well as the documents to be uploaded by the Erasmus office.
- You can download your duly signed letter of acceptance amongst the documents "to be uploaded by Erasmus Office.'
- To see your duly signed learning agreement you need to click on "view information" under "my applications" and check the documents tab, as it is a document uploaded before completing your application.



Approval Status	Document Name	Description	Required
Before the Fall Semester Ends (Upload Document: 1)			
Upload Document	Extension Form	With this document students...	Upload
During the Fall Semester (Upload Document: 1)			
Upload Document	LA Changes (Fall Semester)	Upon arrival, students may ...	Upload
TO BE UPLOADED BY ERASMUS OFFICE (Upload Document: 1)			
Upload Document	YTU Transcript of Records	After all your grades submit...	Upload

Definitions of the Application Status on the Tool

Online Registered: The student only completed the registration form and did not submit the online application. The applications on this status will never be processed.

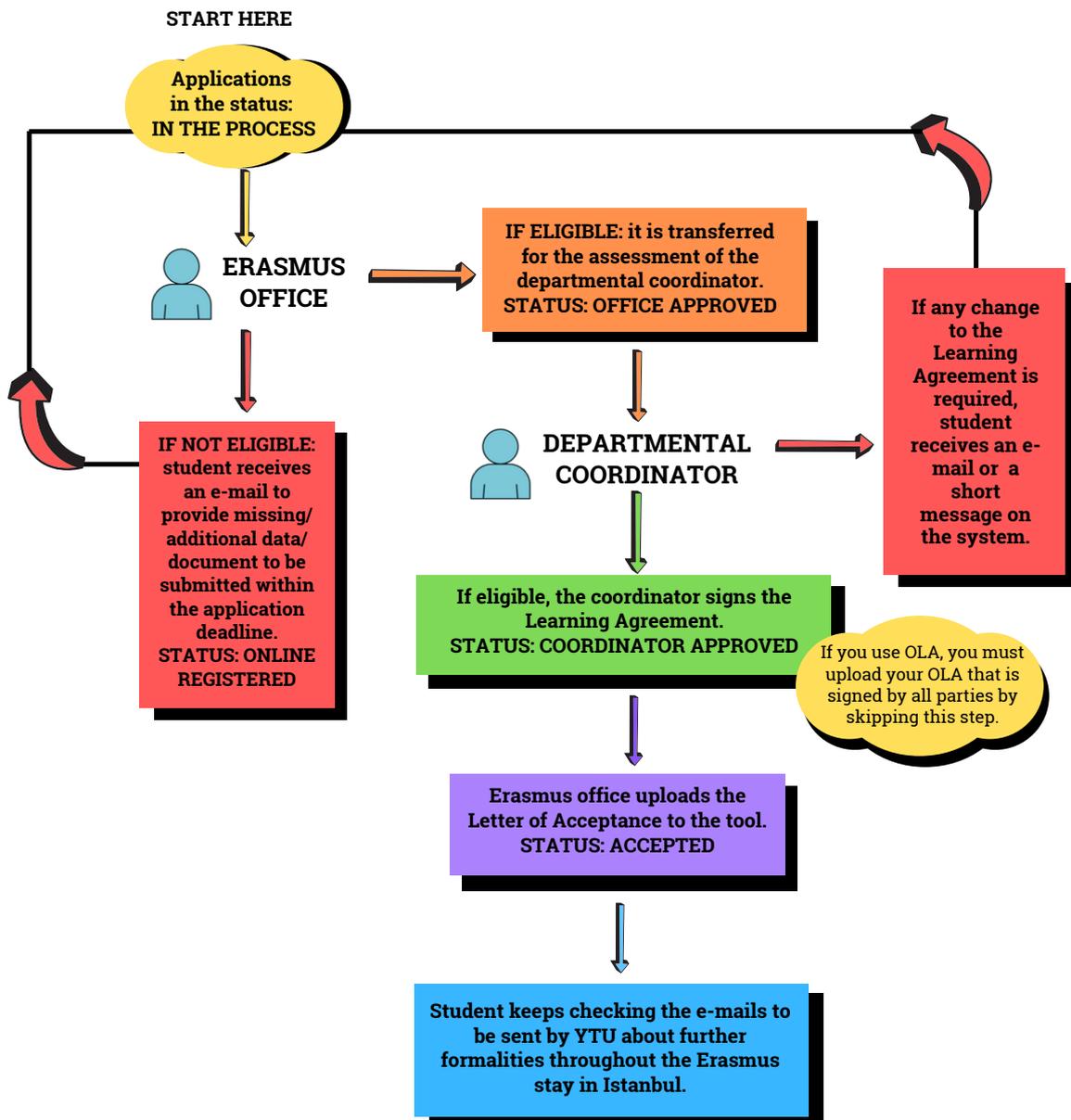
In the process: The student has completed the application and it is pending for the assessment of Erasmus Office.

Office approved: Erasmus office finds the application eligible in terms of documentation and the application is pending for the assessment of the departmental coordinator in terms of academic eligibility.

Coordinator approved: Departmental coordinator finds the application academically eligible.

Accepted: The application is eligible and the student can download the letter of acceptance and the signed learning agreement on the “documents” tab.

FORMAL CHECK





E-MAIL TRACKING

- Students must keep track of all the e-mails they exchange with YTU Erasmus Office as well as with the departmental coordinators and individual professors.

DOCUMENT TRACKING

- Incoming students are encouraged to read and keep track of all their documents.
- Documents issued by YTU Erasmus Office are saved in the application tool and can be downloaded by the students at all times: <https://ytuerasmus.yildiz.edu.tr/>

LETTER OF ACCEPTANCE

- Once the students' applications have been processed and if everything checks out, the YTU Erasmus Office will issue the official acceptance letter and upload it to the application tool.
- If the academic calendar is not yet set and announced when the student's letter of acceptance is issued, **the dates given in the letter of acceptance will be merely *estimated* and they are strictly subject to change according to the beginning and end dates of the lecture and examination period:**
 - For the fall semester, the estimated dates are from 1 October to 31 January.
 - For the spring semester, the estimated dates are from 1 February to 30 June.
 - For the whole academic year, the estimated dates are from 1 October to 30 June.
- **Students should look up the academic calendar of the concerning year in order to see the exact dates:** <https://erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Erasmus-Calendar/470>

ARRIVAL AND DEPARTURE CERTIFICATES

- After the semester officially starts, students can have the certificates of arrival signed by the Erasmus Office.
- Once the students have finished their examination, they are expected to have their certificates of attendance signed by the Erasmus Office still within the period of study.
 - **Students cannot have their certificates with any dates earlier or later than those specified by the academic calendar given that there is no academic justification for any earlier or later date, regardless of the dates in their grant contract/agreement.**
 - In case the student has a resit exam, the student may need to provide the YTU Erasmus Office with a proof stating the resit exam date and student's attendance.

LOCATION

- YTU has two campuses, therefore, please be aware of the location when planning your courses:
 - Yıldız Campus, Beşiktaş
 - Davutpaşa Campus, Esenler
- More information: <https://erasmus.yildiz.edu.tr/page/16/Campuses--Faculties--Departments/635>

ACCOMODATION

- YTU does not provide any form of accommodation for incoming students nor interacts in any way with any residence hall (public or private) nor in the rental of apartments.
- For more information and tips: <https://erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Accommodation/474>

VISA & RESIDENCE PERMIT

- Students are responsible for applying for visa and residence permit: <https://erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Visa-and-Residence-Permit/472>
- Some students may be required to obtain a visa prior to their arrival, depending on their citizenship: <https://en.goc.gov.tr/visa>
- All students are required apply for a residence permit upon their arrival: <https://en.goc.gov.tr/residence>

HEALTH INSURANCE

- All incoming students are required to have health coverage: <https://erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Health-Insurance/473>

FURTHER INFORMATON

- <https://erasmus.yildiz.edu.tr/page/27/1>



www.erasmus.yildiz.edu.tr/en

Yıldız Teknik Üniversitesi Erasmus Program Birimi
Davutpaşa Kampüsü Taşbina A-1003 34220 Esenler İstanbul Türkiye
incoming@yildiz.edu.tr
+90 212 383 3937