**YILDIZ TEKNİK ÜNİVERSİTESİ**

**YILDIZ TECHNICAL UNIVERSITY**

**INTERNATIONAL CREDIT MOBILTY-ICM**

**STAFF MOBILITY CHECK LIST**

|  |  |  |
| --- | --- | --- |
| **Name-Surname:** |  | **Photo**  |
| **Telephone-Email** |  |  |
| **Department:** |  |
| **Mobility dates:** | Start: .. / ../ …. End: .. / ../ …. |
| **Mobility type:** | ❒ Teaching ❒ Training |
| **Host University/Country:** |  |

**FORMS AFTER THE MOBILITY**

*Try to complete the forms maximum 20 days after your mobility so that the rest of the grant can be transferred on time and the files can be closed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Forms (click on it to download)** |  | **Explanations** | **Instructions**  |
| Check list | 🞎 | It is the check list explaining the details of the required forms. | Before preparing other documents, go through it first. |
| Letter of Attendance  | 🞎 | It is the letter (signed&stamped by host university) proving that you attended to the mobility. | You can use either theformat of host university or home university.  |
| Travel documents | 🞎 | It is the copy of the passport ID page, the page stamped at the gates by Turkish Police and the receipt of flight/bus ticket or boarding pass.  | If the Police did not stamp your passport, you can use “Yurda Giriş/Çıkış Belge Sorgulama” at [www.turkiye.gov.tr](http://www.turkiye.gov.tr) .  |
| Online survey | 🞎 | It is a survey developed by European Commission to evaluate the procedures for further improvement. | When you complete all the forms mentioned above European Commission will send a link by e-mail. Please complete the survey through the link and inform the Erasmus Program Unit. Without completing the survey you will not be transferred the rest of the grant. |

*Upon completion of the “forms after the mobility” the participant will be paid the rest (%20) of the grant calculated for the total duration.*