**OUTGOING STUDENTS SUPERVISION FORM\_LEAVE**

**Name – Surname:**

**Department:**

**Semester/Year (Fall/Spring):**

**Hosting University/Country:**

**Please fill in the following documents electronically and put in the following order.**

**The checking will be done by the International Cooperations and Joint Programs Unit.**

* **A Copy of the Signed Protocol**

A copy of the protocol signed between the two universities (Can be retrieved at the website of International Relations Office)

* **Application Form for Outgoing Students**

The original of Yıldız Technical University Application Form for Outgoing Students and a copy of the application form to be filled in for the university you are going to visit

* **Transcript of Records**

Stamped Transcript in Turkish (Original)

* **Learning Agreement**

The original of the Learning Agreement signed by both sides and showing the courses to be taken at the university the student is visiting - In case the original doesn’t arrive in time, a scanned version through e-mail is acceptable temporarily)

* **Acceptance**

A copy of the acceptance/invitation document proving that you have been accepted by the university you would like to study at

* **İntibak A Form**

The original of the document demonstrating that the courses you have taken at the host university equal to the ones at Yıldız Technical University (3 copies)

* **Faculty Board Decision**

A copy of the decision document showing that İntibak A Form has been approved by the faculty board

* **A Copy of Procuration**

A copy of notary authorized procuration you left to a relative for the banking and enrollment while you are abroad (Optional)

* **YTU Tuition Fee Receipt**

Tuition Fee Receipt for the term when you are abroad (For evening education students and the students who completed their usual period of study)

* **A Copy of Visa-Passport**

The copies of the first page and the pages with identity information and validity date on them

***!!! Please put this form on top of each of the three Outgoing Student Files you are preparing.***