**OUTGOING STUDENTS SUPERVISION FORM\_RETURN**

**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.**

* **Certificate of Attendance**

A copy of the signed and stamped document encompassing your period of exchange that was given by the university abroad

* **Transcript**

A copy of the signed and stamped transcript taken from the host university (The transcript showing the courses in the Learning Agreement with the achievement status and ECTS credit equivalents)

* **İntibak B Form**

The original of the document showing that the courses taken at the host university were approved equal according to the achievement status in your transcript

* **Faculty Board Decision**

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

* **Final Report Form**

The form containing your evaluation regarding your exchange activity

* **Observation Report**

A one-page report where you discuss your overall impression regarding the host university, department and the issues regarding education, social life and administrative processes

**Note: All the documents on the Supervision Form must be submitted in one file.**

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