



Avrupa Birliđi tarafından
finanse edilmektedir



2026 SUMMER TERM

PROCEDURES TO BE COMPLETED BEFORE ERASMUS+ TRAINEESHIP

1. Orientation and Application Process

After the final list for traineeship mobility is published on our Office website, students must attend the orientation meeting where detailed information about the process will be provided. If a student cannot attend, they must watch the meeting recording.

After the meeting, the meeting recording, presentation, and additional documents published on our website should be downloaded. These documents are the primary reference sources throughout the process whenever needed. For detailed information and all documents: [https://aybu.edu.tr/dib/tr/sayfa/8971/Erasmus%2DStaj%2DHareketlili%C4%9Fi%2D\(Erasmus%2DStudent%2DMobility%2Dfor%2DPlacement%2FTraineeship\)](https://aybu.edu.tr/dib/tr/sayfa/8971/Erasmus%2DStaj%2DHareketlili%C4%9Fi%2D(Erasmus%2DStudent%2DMobility%2Dfor%2DPlacement%2FTraineeship))

Then, students must create a record or log in to the ErasmusPort system:

<https://app.erasmus.aybu.edu.tr/>

By clicking “My Applications” and then “My Traineeship Applications,” they must access the section titled: “Erasmus+ Traineeship Mobility 2026 Summer Term (For Funded/Non-Funded Students)”

Afterward:

Click “Apply” Fill out the relevant form and Upload the invitation letter obtained during the initial application. Finalize the application by clicking the “Complete” button.

Once this is completed, all documents required before, during, and after mobility can be uploaded through this system.

If you cannot see the document upload screen, make sure that:

You have finalized your application using the “Complete” button

You have accessed the upload section via “Transactions” → “Files”

2. Passport

Students who do not yet have a passport must apply for one.

Detailed information about fee-exempt passports is available at:

<https://randevu.nvi.gov.tr/>

and the AYBÜ Student Affairs website:

<https://aybu.edu.tr/oidb/tr/sayfa/715/Formlar>

For minimum passport validity requirements of the destination country:

<https://www.mfa.gov.tr/resmi.tr.mfa>

3. Changes to Traineeship Details

Students who wish to make any changes to their traineeship date and/or location (country, city, institution, etc.) must: Upload the updated invitation letter together with a signed petition (request for invitation letter change) as a single PDF to ErasmusPort Inform our Office via erasmus@aybu.edu.tr The petition must be reviewed by our Office.

4. Learning Agreement (Before the Mobility)

After finalizing traineeship details, the **Learning Agreement (LA – Before the Mobility)** must be prepared.

- The sample LA document on our website can be used as a guide
- Students must contact their department's Erasmus+ Coordinator/Assistant Coordinator to ensure recognition of the traineeship

Coordinator list:

<https://aybu.edu.tr/dib/tr/sayfa/2688/Erasmus-Koordinat%C3%B6r-Listesi>

Before signatures:

- Send the completed document to erasmus@aybu.edu.tr for approval
- After approval, print and sign the document
- Obtain a wet signature from the department Erasmus+ Coordinator/Assistant
- Scan and send the document to the host institution for signature
- Students who will do their traineeship in Germany should get the signature of the host institution first and then have wet signature of their own and AYBU Departmental Coordinator.

5. Visa Facilitation Letter

Once signed by:

- Student
- Department Coordinator
- Host institution

Students must upload the **LA (Before the Mobility)** to ErasmusPort and proceed with requesting a visa facilitation letter.

Steps:

- Fill out the “Visa Facilitation Request Form”
- Upload it to ErasmusPort
- Notify via email

Our Office will:

- Enter necessary data into TurnaPortal
- Notify the student via email

Students can then:

- Log into TurnaPortal: <https://turnaportal.ua.gov.tr/>
- Go to “My Applications”
- Click the green globe icon under “Transactions”
- Download the visa letter as PDF

If the letter does not appear:

- Click “Refresh application list” and try again

After receiving the visa letter:

- Send it to our Office for stamping
- Collect the stamped version
- Upload the final scanned version to ErasmusPort

 These documents are prepared within **5 working days**, so requests should not be left until the last minute before visa appointments.

6. Visa Application

Students must book their visa appointment (if not already done). They must:

- Carefully review the embassy/consulate website of the destination country
- Submit all required documents completely

⚠ According to Erasmus+ rules:

- Visa processes are entirely the student's responsibility
- Our Office is not responsible for visa rejection or related expenses

7. Insurance

Students must obtain travel health insurance covering at least **€30,000**, including:

- Travel
- Health
- Accident
- Personal liability

Personal liability means coverage for damages caused to equipment at the host institution.

⚠ Some insurers offer “public liability” instead, but these are different. Ensure **personal liability** is included. The scanned PDF must be uploaded to ErasmusPort.

8. Bank Account

Students must have a Euro account and upload the account document to ErasmusPort. Students should open a **Euro account** at: Halkbank Ankara Central Branch:
<https://goo.gl/maps/wu2MV9SggtBz4SgM8>

⚠ Other banks can be used, but transfer fees may apply.)

9. Document Submission

Students must upload:

- LA Before the Mobility Part
- Insurance policy
- Bank account details (including IBAN, name, bank, branch)
- Passport ID page
- Visa copy

After uploading all documents:

- Notify via email erasmus@aybu.edu.tr
- Request a grant agreement appointment

10. Grant Agreement

Documents are reviewed by our Office and two copies of the grant agreement are prepared within **5 working days**. The student is invited to sign the grant agreement.

11. Remote Signing (If Not in Ankara)

If the student is not in Ankara:

- The agreement is sent via email
- Students must print **two copies**, sign each page and the final page
- Send back by hand or cargo

If sent by cargo:

- Shipping cost and tracking are the student's responsibility

Recipient:

Gizem AKBAŞ
Ankara Yıldırım Beyazıt University
Office of International Relations
Etlik Milli İrade Building, B Block, Floor 8
Ayvalı Mah. Gazze Cad. No:7
Etlik, Keçiören-Ankara

12. Language Support (Optional)

Students may request access to EU Academy (OLS) language courses. It is not mandatory but optional. Requests should be sent to: erasmus@aybu.edu.tr

13. Grant Payment

After signing the grant agreement:

- **80% of the grant (including travel support)** is paid within **45 days**

Students must complete all documents early to receive payment before departure.

PROCEDURES TO BE COMPLETED DURING ERASMUS+ TRAINEESHIP

1. Confirmation of Arrival (Compulsory)

On the first day of their traineeship at the host institution/organization, students must have the document titled “Erasmus+ Programme Student Mobility for Placement (SMP) Confirmation of Student’s Arrival” signed by the authorized/competent person at the host institution. The scanned copy of this document must then be uploaded to the ErasmusPort system, and the our Office must be informed via erasmus@aybu.edu.tr

This document serves as proof of the date on which you started your traineeship at the host institution. If this document is not provided, a deduction may be made from the grant payment. Therefore, this document must be signed and submitted to us within the required timeframe (no later than one week).

2. Learning Agreement (If Necessary)

If students wish to make any changes (dates, duty, mento etc) to the **Learning Agreement (LA – Before the Mobility)** document, they must inform:

- AYBÜ Office of International Relations (via erasmus@aybu.edu.tr)
- Erasmus+ Departmental Coordinator/Assistant Coordinator (via email)
- The authorized person at the host institution

After informing all parties, students must prepare the **Learning Agreement (LA – During the Mobility)** document and complete the signature process.

Once all signatures are obtained, the document must be uploaded to the ErasmusPort system, and our Office must be notified via email.

Students who do **not** have any changes during their traineeship **must not** prepare the **Learning Agreement (LA – During the Mobility)** document.

PROCEDURES TO BE COMPLETED AFTER ERASMUS+ TRAINEESHIP

1. Learning Agreement After the Mobility

At the end of the traineeship, preparing the **Learning Agreement (LA – After the Mobility)** document is **mandatory for all students**. Students must prepare the **Learning Agreement (LA – After the Mobility)** at the host institution/organization where they carried out their traineeship (during the final week of the traineeship period). They must first sign the document themselves, and then have it signed by the authorized/competent person at the host institution. The scanned copy of this document must be uploaded to the ErasmusPort system (together with the documents listed below), and the Coordination Office must be informed via a **single email** sent to erasmus@aybu.edu.tr, stating that the return documents have been uploaded to the system.

2. Certificate of Attendance

Students must have their **certificate of participation**, indicating the dates of their traineeship, signed and stamped by the authorized person at the host institution/organization. Since the original (wet-signed) version of the certificate may be requested from you, it is recommended that you obtain **several copies**.

3. Departure Form

On the last day of their traineeship at the host institution/organization, students must have the “Erasmus+ Programme Student Mobility for Placement (SMP) Confirmation of Student’s Departure” document signed by the authorized person at the host institution. After returning to Türkiye, students are required to upload this document to the ErasmusPort system and, if requested, submit it to our Office. This document serves as important proof of the date on which your traineeship ended at the host institution.

4. Passport Exit & Entry Dates

Additionally, it is **mandatory** to upload the scanned version of your passport page showing entry and exit stamps and an official document containing border entry-exit records obtained via the e-government system to the ErasmusPort system.

5. Travel Ticket Invoices

Since you will also receive a travel grant within the scope of the activity, it is mandatory to upload the flight/bus ticket invoices to the ErasmusPort system.

6. EU Survey

At the end of the activity, students are required to complete the **evaluation survey (EU Survey)** that will be sent to the email address they used during the application via the European Commission system. Completing this survey within the specified timeframe is **mandatory**. If the survey is not completed, a **deduction will be made from the grant payment**. Therefore, please complete the survey within the given period and upload its **PDF version** to the ErasmusPort system.

7. Experience Report

After completing their mobility activity, students must upload their experience reports to ErasmusPort system and inform our Office accordingly.

- a **short experience report** summarizing their traineeship process, and
- a **commemorative photo** illustrating their traineeship experience (taken at the host institution during the traineeship activity),

For sample submissions, the following page can be reviewed:

<https://aybu.edu.tr/dib/tr/sayfa/5247/Erasmus-Staj-Hareketlili%C4%9Fi-%C3%96%C4%9Frenci-Deneyimleri>

8. Notification

Within **no later than one (1) month** following the end of their traineeship activity, students, including zero grant students, are required to upload the following documents **completely** to the ErasmusPort system:

- Certificate of participation
- Learning Agreement (Before, After, and During the Mobility, if applicable)
- Flight ticket invoices
- Arrival and Departure documents
- Experience report and photo
- Official document showing border entry-exit records
- Scanned copies of passport entry-exit pages

After uploading all documents, students must inform our Office via **erasmus@aybu.edu.tr**.

9. Final Steps

The remaining **20% of the grant payment** will be transferred to the students' accounts within a **maximum of 45 days** after:

- all the above-mentioned documents have been uploaded to the system,
- Our Office has been informed, and
- the evaluation survey has been completed.

This completes the process.