

Documents to be submitted to the our Coordinatorship before the mobility begins;

The following documents for the incoming and outgoing teaching staff and students for the project mobility according to YÖK Mevlana Regulation should be prepared and delivered to the our Coordinatorship **before the mobilization**.

Documents- Academic Staffs <http://www.mevlana.hacettepe.edu.tr/english/belge.shtml>

- 1) Academic Staff Information Form (1 original copy)
- 2) Academic Staff Mobility Program (3 original copies)
- 3) Academic Staff Grant Agreement (2 original copies)

Documents-Incoming Students <http://www.mevlana.hacettepe.edu.tr/english/belge.shtml>

- 1) Candidate Student Application Form (1 original copy)
 - 2) Student Application Form (1 original copy)
 - 3) Transcript (1 original copy)
 - 4) Document about language level (*we may accept any document which your project manager respect . The language document should be in the education language of the department to which the student applies.*)
 - 5) Photocopy of passport
 - 6) Learning Protocol (3 original copies)
 - 7) Student Scholarship Agreement (2 original copies)
 - 8) Student Acceptance Form (*It will be prepared and sent by the project partner university.*)
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Documents to be submitted to our Coordinatorship after the mobility has been completed;

Documents-Academic Staff <http://www.mevlana.hacettepe.edu.tr/english/belge.shtml>

- 1) Electronic Ticket (*If there is not writing 'e-ticket' on your ticket, your boarding card should be delivered along with the invoice. This is important for payment*)
- 2) Academic Staff Certificate of Attendance (*It will be prepared by the project partner university.*)
- 3) Academic Staff Mobility Final Report
- 4) International Mobility Feedback Information Form

Documents-Incoming Students <http://www.mevlana.hacettepe.edu.tr/english/belge.shtml>

- 1) Student Certificate of Attendance (*It will be prepared by the project partner university*)
- 2) Transcript (1 original copy) (*It will be prepared by the project partner university*)
- 3) Learning Protocol (*Original and final state, including the add-drop.*)
- 4) Student Final Report
- 5) International Mobility Feedback Information Form