

**İSTANBUL UNIVERSITY - CERRAHPAŞA**  
**INCOMING STUDENT / TEACHING STAFF AND ACADEMICIAN**  
**PROCEDURE**

1. The incoming undergraduate students benefit from the exchange only within the framework of the Bilateral Protocol between Istanbul University–Cerrahpaşa and the host University.
2. Positive decision from the Division, Department and/or Vocational School-Institute and the Faculty respectively must be informed to the International Academic Relations Office in writing with his / her information. Therefore the student / instructor or Academician who wants to come to our University from abroad for Research, education, observation, scientific visit, etc. must apply and contact to the scientific department which the research will be done at least 3 months in advance.
3. The decision is reported according to the conformity of the relevant Division, Department and/or Vocational School-Institute, Faculty and the conditions of our University.

**Required documents for the Incoming Instructor or Academician**

1. Application Form and CV
2. Official permission letter of visitor from his/her own University indicating study period of his / her work at Istanbul University-Cerrahpaşa
3. Invitation letter from Istanbul University-Cerrahpaşa
4. Project proposal summarizing the research that will be done in Istanbul University-Cerrahpaşa
5. Photocopy of passport

**Required documents for the Incoming Student**

1. Application Form and CV
2. Official permission letter of student from his/her own University indicating study period of his / her work at Istanbul University-Cerrahpaşa
3. The transcript for undergraduate students or a copy of the most recent diploma for MSc. and PhD students
4. Research project proposal
5. Photocopy of passport

**NOTE: All documents must be in English except for the passport**