



**ISTANBUL UNIVERSITY**  
**International Academic Relations Department**



*Erasmus+ Program TR ISTANBU03  
221793-EPP1-2014-1-TR-EPPKA3-ECHÉ*

**Instructions for Nomination**

Dear partner,

We would like to thank for your cooperation so far. It is a pleasure for Istanbul University to host your students. We would like to share with you the procedure regarding the Erasmus+ incoming students for the Academic Year 2020/21. The below enlisted two steps need to be followed:

**1<sup>st</sup> Step:** Home University nominates officially the Erasmus students they selected by sending an e- mail to [mustafa.kaplan@istanbul.edu.tr](mailto:mustafa.kaplan@istanbul.edu.tr). The e-mail should include the following information:

- Name and surname
- ID number
- E-mail contact of the nominated student
- Period of stay (First term, second term or whole academic year)
- Subject Area Code under which each student is coming through (make sure that this code corresponds to the one noted in the Bilateral Agreement)

**2<sup>nd</sup> Step:** We will contact your students directly asking them to **fill out application form and learning agreement** which is provided in the following link:

<https://erasmus.istanbul.edu.tr/en/content/incoming-students/form-and-documents>

- ✓ It is not necessary to send any document as paper copy via regular post since we accept all documents digitally
- ✓ Learning Agreement can be sent to [mustafa.kaplan@istanbul.edu.tr](mailto:mustafa.kaplan@istanbul.edu.tr) and we will return it signed and stamped

Deadlines for nomination:

Fall Semester and whole academic year students: **15<sup>th</sup> of July**

Spring Semester students: **15<sup>th</sup> of November**

**\*Late Nominations due to the Pandemic are accepted.**

Here you will find information about list of courses, academic calendar, accommodation, etc.:

For Courses: <http://ebs.istanbul.edu.tr/>

For Academic Calendar: <https://www.kisa.link/NSda>

For Accommodation: <https://erasmus.istanbul.edu.tr/en/content/incoming-students/form-and-documents>

Should you have any question regarding the nomination procedure, please send your inquiries to [erasmus@istanbul.edu.tr](mailto:erasmus@istanbul.edu.tr) or [mustafa.kaplan@istanbul.edu.tr](mailto:mustafa.kaplan@istanbul.edu.tr)

We are looking forward to receiving your students and we are also very grateful for your kind cooperation.