

Erasmus+ Incoming Student · Nomination & Application Checklist

For partner universities and exchange students · KA131 / KA171

For partner universities and incoming students. Nominations are accepted only from the partner institution's International Office to **erasmus@kilis.edu.tr**. Nomination deadlines for each semester are set in the inter-institutional agreement and announced on erasmus.kilis.edu.tr; application documents are expected within two weeks after nomination.

A · Nomination (by the sending institution)

☐	Belge / İşlem	Açıklama	Kaynak · Sorumlu
☐	Valid inter-institutional agreement	Agreement between the sending institution and Kilis 7 Aralık University covering the study field (ISCED code) and cycle.	Sending IRO
☐	Nomination e-mail	Student's full name, e-mail, date of birth, field of study, cycle (BA/MA/PhD), semester(s) of exchange.	Sending IRO
☐	Language level	English B1 (B2 for some programmes; Turkish for Turkish-taught programmes); certificate or sending institution's confirmation.	Sending IRO

B · Application documents (by the student)

☐	Belge / İşlem	Açıklama	Kaynak · Sorumlu
☐	Application form	Kilis 7 Aralık University incoming student application form (sent after nomination).	Student
☐	Online Learning Agreement (OLA)	Prepared on learning-agreement.eu ; courses chosen from the K7AÜ course catalogue; min. 30 ECTS per semester; signed by the student and the sending coordinator before submission.	Student · Sending coordinator
☐	Transcript of Records	In English; issued by the sending institution.	Sending institution
☐	Passport copy	Valid for at least 6 months beyond the planned stay.	Student
☐	Passport photo	Digital (JPG), recent.	Student
☐	Health insurance	Covering the whole stay in Türkiye; required for the residence permit.	Student
☐	Accommodation request (optional)	Dormitory (KYK/private) request form if accommodation support is needed.	Student

C · After acceptance

☐	Belge / İşlem	Açıklama	Kaynak · Sorumlu
☐	Letter of Acceptance	Issued by the International Relations Office; needed for the visa application.	K7AÜ IRO

☐	Belge / İşlem	Açıklama	Kaynak · Sorumlu
☐	Visa / e-Visa	Check requirements at the Turkish consulate; student visa recommended for stays over 90 days.	Student
☐	Arrival and orientation	Report to the IRO (Rectorate, 2nd floor, room 84) within 3 working days of arrival; orientation week dates are announced on erasmus.kilis.edu.tr.	K7AÜ IRO
☐	Residence permit	Application via e-ikamet.goc.gov.tr within 30 days of arrival; the IRO assists with the appointment.	Student · IRO
☐	Changes to the OLA	Within 5 weeks after the semester starts, via the “During the Mobility” section of the OLA.	Student · Coordinators
☐	Transcript and Certificate of Attendance	Issued by the IRO within 5 weeks after the exam period; sent to the sending institution.	K7AÜ IRO