



## Erasmus+ Programme – Incoming Exchange Students

If you are interested in spending your exchange semester or year at TEDU, you first need to contact your Home Institution’s International Office or Exchange Coordinator to learn if there is an Erasmus+ Inter-Institutional Agreement between your institution and TEDU.

### Nomination & Application

When applying for Erasmus+ Study Mobility from a partner institution, you must be nominated by your home institution. Nominations and applications to TEDU can be completed through e-mail. Once you are nominated, the International Programs Office sends you an e-mail that includes all the necessary information to complete your application.

As part of the application, you will be asked to complete/send the following items:

1. [Application Form](#)
2. Two biometric photos
3. A copy of your passport ID page
4. Latest official transcript (English)
5. Online Learning Agreement
6. English certification letter by your University\*
7. A copy of health insurance valid in Turkey
8. In case of any severe disability, a medical certificate stating the level of disability.

\*Erasmus+ Incoming Students are supposed to have English knowledge at the B2 level. We expect a B2 level IELTS and TOEFL or OLS result. A proficiency certificate signed by your home institution is also accepted. Students applying from partner institutions teaching fully in English do not need to submit proof of language proficiency.

### Important Deadlines

	Fall	Spring
<b>Nominations must be received at the latest:</b>	May 31 <sup>st</sup>	November 30 <sup>th</sup>
<b>Applications must be received at the latest:</b>	June 30 <sup>th</sup>	December 31 <sup>st</sup>

### Visa

- You may or may not be required to obtain a Turkish “education/study” visa.
- If you are eligible for a touristic e-visa, you must enter Turkey (TR) with an e-visa.
- If you are exempt from visas to TR, you can travel with only a valid passport.
- If none of the above applies to you, you must apply for a visa at a consulate.



You may also check the following link for visa information for foreigners: <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

Regardless, you must contact the nearest Turkish Embassy/Consulate to learn if you need to apply for a study visa.

### **Residence Permit**

A Residence Permit is an official document declaring registration at the Directorate General of Migration Management (Immigration Office). All foreign nationals must register with the Immigration Office within one month of entering Turkey to obtain a residence permit. The International Office will actively assist you with the necessary procedures. Please note that due to the high number of first-time applications, your appointment may not be scheduled until one month after the day of entry. This is not a concern, because obtaining an appointment within 30 days of arrival to Turkey is sufficient. Due to the high number of applications at the beginning of each semester, appointments may be given for 4-6 weeks after the beginning of each semester. Students need to make an online appointment and apply personally on the date and time mentioned. Click here to view [Application Guide for Residence Permit](#).

Residence Permit Documents:

1. [Residence Permit Application Form](#)
2. A copy of your passport ID page
3. Four (4) pcs biometric photos with white background
4. Valid Health Insurance
5. Address of residence in Turkey / Proof of Address
6. Receipt of Residence Permit Card Fee Payment

### **Health Insurance**

All exchange students must have valid health insurance coverage for the duration of their academic stay. If you obtain health insurance that is different from the options below, you may use it for medical care when in Turkey, however, it will not be valid for the residence permit application. The following are the only types of health insurance that are valid to be used for the residence permit application:

- Option 1: Bilateral Social Security Agreements: E-signed/signed and stamped/sealed document to be obtained from provincial social security units which states that the foreigner is benefiting from the health services in Turkey within the scope of bilateral social security agreements. You will need to get signed approval from the office in Turkey.
- Option 2: E-signed/signed and stamped/sealed provision document received from the Social Security Institution in Turkey after registration (Provision documents to be received from Social Security Institution must be in such a manner that they must be both supportive and cover family members in family residence permits).
- Option 3: Private health insurance (The policy must express, "This policy covers the minimum coverage stipulated in circular no 9, dated 06/06/2014, on private health insurance required to be taken out for residence permit applications." Please present your insurance policy's signed



and stamped/sealed original during application). Important Note: Private health insurances obtained abroad are valid only if the same is given out by the branches (agents) of those insurance companies within Turkey. If your private health insurance company does not have a branch in Turkey, you can obtain different private health insurance from Turkey.

## Housing

TED University works with [two dormitories](#) where students can stay by affording themselves. The International Programs Office (IPO) can assist international students in finding private accommodation (house-sharing). Please note that the Provincial Directorate of Immigration Management does not consider Airbnb stays valid, therefore, you will need an official and notarized rental contract to obtain a residence permit.

## Transportation

You can reach the center from Ankara Esenboğa Airport via bus line 442, by taxi, or by shuttle services. It approximately takes 45 mins to reach the city center.

TEDU campus is in the city center and equidistant from everywhere. With its location at the intersection of the transportation network, it provides easy access to its students. All rail systems in Ankara, with different directions of passage, are headquartered in Kızılay, which is the city center. EGO is the acronym for public bus transportation in Ankara. You can purchase multiple-use AnkaraKart at most newspaper kiosks, EGO booths, and Metro stations. You can apply for the [AnkaraKart](#) (student discount) with your student certificate and foreign ID number (residence permit).

## Course Catalogue and Academic Calendar

Regarding the course catalogue, while the upcoming semester's course offerings may not be available during the application process, we recommend checking the last semester's offered course list as a reference. Additionally, visit the websites of specific programs to get an understanding of the courses available for your field of study:

- [Academic Calendar](#)
- [Offered Courses](#)
- [Faculty of Architecture and Design](#)
- [Faculty of Arts and Sciences](#)
- [Faculty of Economics and Administrative Sciences](#)
- [Faculty of Education](#)
- [Faculty of Engineering](#)

## Departmental Coordinators and Course Registration

During your exchange at TEDU, the Departmental Coordinator at your designated program will act as your supervisor. Please [click here](#) to view the list of Departmental Coordinators.

As a rule, exchange students do not register for the courses on their own on the TEDU Portal. The International Programs Office will send you an informative e-mail regarding the course selections and



forms 1-2 weeks before the semester starts. According to your selections, we will complete your registration by communicating with Student Affairs on your behalf.

Course registration takes place at the beginning of each semester and there is a two-week "Add/Drop period" when students can modify their course schedules. At the end of the Add/Drop period, exchange students are expected to finalize their schedules and update their learning agreements signed by both the home and host institution program coordinators.

Students accepted to TED University under the exchange agreements are considered TEDU students for the period of enrollment and have the same rights and privileges as TEDU students while also being subject to academic and administrative rules as applied to TEDU students.

At the end of your exchange period, TEDU will send your academic transcript, including the courses you took during your stay at TEDU, to your home institution.

### **Grading System and ECTS Grade Conversion Table**

TED University issues ECTS Transcripts automatically to all incoming Erasmus exchange students and their home institutions.

<b>Percentage</b>	<b>Letter Grades</b>	<b>Status</b>	<b>Grade Point</b>
90-100	AA	Excellent	4
85-89	BA	Good- excellent	3,5
80-84	BB	Good	3
75-79	CB	Satisfactory-good	2,5
70-74	CC	Satisfactory	2
60-69	DC	Weak- satisfactory	1,5
50-59	DD	Weak	1
49 and below	F	Failing	0



If you have any questions or concerns, you may contact the International Programs Office by emailing us at [erasmus@tedu.edu.tr](mailto:erasmus@tedu.edu.tr).

We look forward to welcoming you to TED University!