

# GLOBAL EXCHANGE & SWISS EUROPEAN MOBILITY PROGRAM

## OUTGOING STUDENT REMINDERS

---

### 1. Timeline:

- You must present your respective **Language Test score** by the previously stated deadlines. You will not be nominated by OzU IEP if you fail to comply with the partner institutions' min. application qualifications.
- You must complete and approve the OzU Financial and Personal Commitment Form.
- Fall term and Spring term outgoing students have different application deadlines.
- Partner institutions have different application deadlines.
- Fall term outgoing students usually have to submit their applications to partner institutions between March - May. Accordingly, they will be nominated by OzU IEP before the application deadline and receive application instructions from the host institutions directly.
- Spring term outgoing students usually have to submit their applications to partner institutions between September-November. Accordingly, they will be nominated by OzU IEP before the application deadline and receive application instructions from the host institutions directly.
- Once you apply, the partner institution will evaluate your documents and get back to you with their decision. Please note that institutions have different evaluation timeline and procedures. Please remain patient and wait to hear from them in the meanwhile. If you are accepted, you will receive an acceptance letter as well as other official papers from the host institution. They may also provide additional information on immigration/housing/health insurance policy requirements, etc.
- Do not apply for a student visa before receiving your official acceptance letter. The main and ultimate source of information regarding the student visa/residence permit procedure is the respective Consulate/Embassy. Please remember that green passport holders have to obtain a student visa as well.
- Obtaining a student visa/residence permit might take longer than your expectation. Applying for a visa application appointment and collecting the required documents as soon as possible is highly required. Please arrange your flights in accordance with the visa requirements as well as visa application results. For instance, if you are purchasing a transit flight, you are highly advised to double check whether your citizenship status requires a transit visa or not. Please do not make assumptions about any formal procedures such as these.
- Follow the instructions of the partner institution. If you are in doubt, please contact OzU IEP or the partner institution's International Office in accordance with the content of your query.
- Please do not wait until the very last minute to start working on your application package since receiving the necessary approvals and collecting signatures and documents take time. To avoid unpleasant incidents, please remember that partner institutions are very strict with their application deadlines.

## 2. Application Documents

- Partner institutions ask for a transcript and the Language Proficiency Report. OzU IEP can request an official transcript from the Student Services on your behalf. For the language proficiency report, please have your official scores ready.
- Partner institutions may ask for financial affidavit and bank support letters that amount to the min. expenses that students will incur for the duration of their stay.
- Make sure to deliver a copy of your application form to OzU IEP.
- Partner institutions may ask for the hard copy of application forms & documents and/or may share an online application form/link with you.
- Some institutions may ask for approvals from OzU IEP/program coordinators. In such cases, bring your form to the respective person in a timely manner.
- Should you need to post your application documents via an international courier, OzU IEP can help you. Please contact us with your full set of documents.
- Copy of your passport will be required by most of the partner institutions as a mandatory application document. In case you don't have a valid passport yet, you must apply for one before the deadline – in a timely manner. If you have a passport but it's going to expire soon or is not valid for 6 months beyond the end of exchange, make the necessary arrangement in a timely manner.
- If you are going to apply for a student passport (Turkish citizens only-harçsız öğrenci pasaportu) you must apply to the General Directorate of Civil Registration and Citizenship in advance to learn/clarify about the procedure and necessary documents they require.

## 3. Pre-Departure Arrangements

- Remember to fulfill OzU obligations such as preparing your **Course Transfer and Adaptation Table** and the rest of the announced documents.
- OzU exchange students are responsible of paying their regular tuition fees at OzU, and benefit from the tuition fee waiver at the host institution. However, students may still be asked to pay registration/administrative fees and buy the insurance plan suggested by the partner institution.
- Students cannot register for courses at OzU during the course registration period and their SIS status will be changed accordingly.
- In some partner institutions, you must carry out necessary health checks and immunizations to be able to finalize your registration. Please do this on a timely manner to avoid delays upon arrival.

## 4. Upon Arrival

- You may need to revise your **Course Transfer and Adaptation Table** should there be a change in the previously determined courses. You must obtain your program coordinators' approval accordingly.
- Check in with the International Exchange Programs Office of the partner institution, follow their instructions and attend the orientation session.