

## Step 1 – Arrangements at your home university

Your university will send a nomination via email, and you will fill the [online nomination form](#)

You will be contacted by our staff.

Nomination Email: [simgeayyildiz@karabuk.edu.tr](mailto:simgeayyildiz@karabuk.edu.tr)

## Step 2 – Online Application

You should fill the [APPLICATION FORM](#)

### **Nomination deadlines**

30 May for Autumn Semester and Academic year

15 November for Spring Semester

### **Application deadlines**

15 June for Autumn Semester

30 November for Spring Semester

**Note!** Please, pay attention that after these dates, nominations and applications will be invalid.

## Step 4 – Matching the Courses

After filling application form, our Erasmus+ Department Coordinator will contact you

- Course list and Academic Callender will be sent by **our Erasmus+ Department Coordinator**
- **Note!** [The list of Erasmus+ Department Coordinators](#)
- Please, pay attention on course entry requirements on each Faculty course list! It is recommended choosing courses not more than from two different faculties.

## Step 5 – Requested Documents

If both universities agree with the courses and follow these steps:

- Attach copy of your passport;
- Attach official transcript of records in English (i.e. a list of courses you have completed).

**Note!** Master level students have to submit also bachelor level diploma supplement in English.

- Submit an official English language proficiency confirmation, stating knowledge of at least level B1 according to CEFR, it can be a confirmation from your home university;
- Online Learning Agreement, please, note that KBU is connected to Erasmus EWP only. Please, note that an online Learning Agreement can be sent for signature only after the reviewing of student's submitted application to KBU.

## Step 6 – Mobility documents

Acceptance letters will be sent by KBU after OLA is signed.

**If you have any questions, please contact incoming Erasmus+ Students Staff:**

Ms. Simge AYYILDIZ

[simgeayyildiz@karabuk.edu.tr](mailto:simgeayyildiz@karabuk.edu.tr)