Dear Erasmus Students,

Some of you have completed your term of study in various European countries and returned to your home organizations and the others are still there; however, you all need to be aware of the “return procedures”. Followings are the documents that you need to obtain and the procedures you should follow:

* **Confirmation letter to be provided by the host organization**

Each university has its own format; however, the letters should include the date range of your study (must be indicated as day/month/year), where and what you have studied. Some of the confirmation letters may indicate your grades. In cases where the host organization does not provide a document as such, you should ask for it. You can find an illustrative sample certificate on our website.

* **Transcript to be provided by the host organization.**

This academic record needs to include which courses you have taken at the host organization, the credits obtained as well as the grades. It needs to be an authentic, signed and sealed document. Receiving this document is highly important, since the academic term you have spent abroad can only be illustrated on this specific document.

* **Learning Agreement.**

You need to submit to our Office the up-to-date and signed original Learning Agreement. If you did not make any changes in the courses obtained, the initial version of the agreement may be used. However, if there is any such change (which you should have done in the second page of the agreement under the heading “changes to the original proposed learning agreement”), you need to provide our Office with a Learning Agreement, which matches with the courses indicated in your transcript.

* It is advisable that you complete these procedures before returning. It is much easier and more practical onsite when you are still at the host organization. After returning to the home organization, it can be difficult to follow the procedures via e-mail and fax.
* **Survey “Annex-4” published on our website. Our Office will send this document to the National Agency.**
* **“Additional Information Form” provided on our website.**

* **“Department’s Letter of Approval” provided on our website (for returning students).**

The copies of the **Attendance Certificate, Transcript and the Learning Agreement**, which is now final and signed by both organizations, need to be attached to this Letter. You should submit the letter together with its attachments to your department/institute’s secretariat. This letter serves to you for the purpose of requesting your department/institute to recognize the courses you have taken at the host organization in lieu of the courses you should normally have taken at your home organization. A copy of your letter should be sent to the Office of Students Affairs and the International Office by the secretariat of your department and will be kept in your file.

* We advise you to receive the above-mentioned documents in person as far as possible. The delays in the regular post would cause you predicaments in completing your procedures, making your registration for the study term and receiving the rest of your grant.
* With or without these documents at hand, you must inform your Erasmus Coordinator at first and later, the Erasmus Office of your return (in person or through e-mail).
* For your return procedures, please get an appointment from the Office. **The procedures of those who do not have an appointment will not be initiated**. You can get an appointment through our online appointment service on [http://international.cu.edu.tr](http://international.cu.edu.tr/).
* You will complete your return procedures with the assistance of **Ms. Müge Ergin** from our Office.
* You should submit the copy of your Attendance Certificate and Transcript together with the original of your Learning Agreement to the International Office.
* The procedure explained above is also valid for the soon-to-be-graduate students. The procedures related to their graduation will be initiated as soon as the courses taken abroad are registered to the records of the Office of Students Affairs.

Additionally:

* Postgraduate and doctoral students must, too, receive ECTS credits and indicate their grades even if they do not take courses.
* As a rule, the Erasmus scholarship is granted in return for ECTS credit and there is no exception to this rule. You can still receive ECTS in return for researches you have done, the seminars you have given or assistantship to your Consultant and certify these through a Transcript of Records, even if you are not subject to the regular procedure of class-course-exam. Learning Agreement and Transcript of Records are the other two documents you must obtain in addition to your Attendance Certificate.
* Besides, since you paid your school fee to the Çukurova University, but did not spend the year here, you must show your university where you were and what you were doing throughout the year. You may have received the necessary number of credits at the Çukurova University; nevertheless, the additional study you have done in relation to your academic dissertation and where you have done this during the relevant academic year must still be registered to your file. That is why you should obtain all these documents.

In brief:

**Documents that must be submitted to our Office by the students who have returned from the Erasmus Learning Mobility Programme:**

1. **A copy of Confirmation Letter** (to be provided by the host organization)
2. **A copy of Transcript of Records** (to be provided by the host organization)
3. **Original copy of Learning Agreement** (signed and up-to-date)
4. **Changes To Original Learning Agreement** (original document, if there is any course changes)
5. **Survey Annex-4** (to be filled-in and sent via e-mail)
6. **Additional Information Form** (to be filled-in and sent via e-mail)
7. **Passport** (Entry-Exit pages will be copied at our Office)
8. **Decision of the Departmental Council** (After you file your return letter to your department, the approval letter will be sent to our Office from your Faculty/Institute.)

-    Department’s Letter of Approval (you will fill in the letter and submit it to your department)

Please do not hesitate to refer to us if you have any further questions and/or concerns.

All the best,

Müge ERGİN

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