

MEVLANA EXCHANGE PROGRAM

EXCHANGE PROCESS STEP BY STEP FOR INCOMING ACADEMIC STAFF to OMU

- 1 • Preparing the Academic Staff Information Form
- 2 • Filling in the Academic Staff Mobility Plan
- 3 • Sending the Academic Staff Mobility Plan to Host Institution (To be signed by head/coordinator of department and institutional coordinator of the host institution.)
- 4 • Arrival of the documents approved by home and host institutions to the Mevlana Coordinating Office
- 5 • The academic staff's planning of his/her travel plan and submitting one copy of travel document to the Mevlana Coordinating Office
- 6 • Conduct the exchange programme at host institution
- 7 • Submission of the following documents to the Mevlana Coordinating Office /Used tickets (air, bus, train, etc)/Boarding pass or a copy of the stamps in a passport with the dates of travel/Academic Staff Mobility Final Report Form.
- 8 • Mevlana Coordinating Office makes 100% of advance payment to the academic staff while he / she is in Turkey.
- 9 • Receive Academic Staff Certificate of Attendance from the host University.
- 10 • The academic staff leaves the host country. Send the scan of the boarding pass by email to mevlana office at host institution.

All the necessary documents can be found here: <http://mevlana-en.omu.edu.tr/documents/>