**ISPARTA UNIVERSITY OF APPLIED SCIENCES**

**ERASMUS OFFICE**

**ERASMUS+ INTERNATIONAL CREDIT MOBILITY PROGRAMME**

**INFORMATION LETTER**

In accordance with the signed Erasmus+ Inter-Institutional Agreement between University… and Isparta University of Applied Sciences- Türkiye, within the Erasmus+ International Credit Mobility Programme (ICM) - Higher Education Student and Staff Mobility Between Program and Partner Countries, under Key Action 1 of the Erasmus+ programme, **we invite you to visit our university in the period between 00/00/2023 – 00/00/2023,** with the purpose of teaching/training activities.

Please read the following matters carefully before your mobility and tick them according to your preference. Grant calculation and transfer will be made accordingly.

|  |  |  |
| --- | --- | --- |
| **Checkbox** | **Number** | **Activity** |
|  | **1** | **Mobility Agreement (MA) for Studies/Traineeship/Teaching/Training** has to be prepeared before your mobility starts and to sent to the Erasmus Office.[[1]](#footnote-1) *(If the signatures (staff, sending institution and receiving institution) of MA were completed and the MA was sent to the Erasmus Office please select the checkbox)* |
|  | **2[[2]](#footnote-2)** | Within the scope of Erasmus+ ICM, there are two different methods regarding your Euro account information and grant payments to be included in the grant agreement to be made here: *(This section must be chosen and filled by the participant.)* |
|  | **2.1.** | **Receiving payment from a Turkish bank**  If you choose this option, a Euro account is opened in Ziraat Bank on your behalf and you can receive your grant without deductions such as transfer fees or bank commissions. You can withdraw your grant from the account opened in your name here.  The information requested from you for this option is as follows[[3]](#footnote-3):  Name-Surname:  Gender:  Mother’s name:  Father’s name:  Date of Birth (dd/mm/yyyy):  Place of Birth (country):  Phone number (with the country code)[[4]](#footnote-4):  In addition to the information above Passport/ID copy is required |
|  | **2.2.[[5]](#footnote-5)** | **Transfer to another Euro account outside Turkey**  If you choose this option, your grant payment will be transferred to another Euro account outside Turkey. Any transfer fee is going to be paid by the recipient.  The information requested from you for this option is as follows:  Bank name:  Clearing/BIC/SWIFT Number:  Account/IBAN Number:  Name and Code of the Bank Branch:  Adress (City and Country): |
|  | **3.[[6]](#footnote-6)** | **Green Travel Support**  If you will benefit from the green travel opportunities provided to reduce carbon emissions and reduce the environmental footprint of mobility, green travel notification must be made to our office before mobility with proving documents. The Green Travel support is valid when land and sea routes are used within certain kilometres. |
|  | **3.1.** | I will benefit from the Green Travel support. |
|  | **3.2.** | I will not benefit from the Green Travel support. |
|  | **4.** | During your visit, you will have the Erasmus+ ICM financial support as follows: *(This section is filled by the Erasmus Office)* |
|  | **4.1.** | Individual support for teaching/training activity:  (Individual daily support[[7]](#footnote-7) x Number of Days): |
|  | **4.2.** | Travel support[[8]](#footnote-8): |
|  | **4.3.** | Total: |

1. We accept scanned copies of the mobility agreement but we also ask you to bring the original ones wet-signed and stamped. [↑](#footnote-ref-1)
2. The payment amount changes for each mobility. [↑](#footnote-ref-2)
3. [The Tax Office’s](https://ivd.gib.gov.tr/tvd_side/main.jsp?token=d1078f5e3dc646b78d5d4e5842f21e97feb48d366bc7617458b6679dec12675154a01fccc42292bb04d926bc259dbc75e39dd8e202535fd70a7098396c74a6f7) demands to have a non-citizen’s potential tax number and a bank account. [↑](#footnote-ref-3)
4. Your GSM operator must be open to international calls. [↑](#footnote-ref-4)
5. The payment is done after the the mobility is completed. [↑](#footnote-ref-5)
6. Green Travel Support applications will be assessed and the calculated according to the criteria in the Project Handbooks of the Turkish National Agency. [↑](#footnote-ref-6)
7. The daily amount for individual support is determined by the Turkish National Agency’s handbooks. [↑](#footnote-ref-7)
8. The travel support is determined by [the EC’s Distance Calculator.](https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator) [↑](#footnote-ref-8)