

AFTER EXCHANGE

1. How can the courses transferred to SU system?

Please check the credit transfer information on our website.

<http://iro.sabanciuniv.edu/students/exchange/outgoing/credit-and-grade-transfer>.

2. What should I do after the exchange period? What documents should I submit to IRO?

We kindly would like to ask you to fully complete the following documents and return them to our office, right after your return to Sabancı University. Please note that completing these steps are compulsory.

a. Transcript of Records of your exchange period from your host institution:

Please follow the below mentioned steps to get your transcript of records from your host institution:

i. You have to find the department at your host institution, which is in charge of printing transcripts and request your transcript from them. You may ask for help to the International/Exchange Office of your host institution. The **original hard copy** of your transcript need to be submitted to our office.

ii. Ask that specific department, which is in charge of the transcripts at your host institution to send your transcript as soon as possible to the name of Sabancı University International Relations Office **International Relations Office/Sabancı University/Orhanlı, Tuzla/34956 Istanbul, Turkey**.

iii. Please make sure that, your transcript arrives to our office at Sabancı **latest 1 month** after the completion of your exchange semester. It is **your responsibility** to track your transcript.

b. Certificate of Participation Form:

The form will be sent to you via e-mail by IRO. In order for that document to be completed fully and correctly, please follow the below mentioned steps;

i. Please visit the International/Exchange Office of your host institution and ask them to complete this document for you.

ii. Please make sure that the officer writes the CORRECT dates of your arrival and departure! Since we will calculate the amount of the second installment of your grant money by using this document, it is extremely important to have right dates written down. "I have stayed longer, however, they have written those dates and I don't know why" type of excuses will never be accepted!

iii. Upon your return to Sabancı, please return the completed document to our office.

c. Final Report From: This survey will come to your email automatically and it is compulsory for you to complete this form.

d. IRO Satisfactory Survey: This survey will come to your email automatically and it is compulsory for you to complete this form.

e. OLS (Online Language Support): You must complete 1st and 2nd tests. You will receive an automatic email from the online system to complete these test. Tests are to determine your level of English, there's no pass or fail. You are going to enter a return date in the system and the 2nd test will be activated on the 15th of the month you entered.

3. **Does IRO contact with the host University for the Transcripts?**

It is your responsibility to track your transcript. However, if you cannot get any answer or reply from the host university, then IRO will get in touch with the university.

4. **Are the dates on the confirmation of stay important? Is it important for grant calculation?**

According to the rules of EU and Erasmus program the actual amount of the grant money, that you will get for your exchange semester is calculated according to the dates written on your Certificate of Participation Form. Again according to the rule of the EU and the Erasmus Program, the grant money calculations will base on the dates, those cover the shortest period of the stay. Since we won't be able to know your exact date of departure & arrival before you complete your exchange semester and submit the above mentioned documents to our office, we have defined an amount of 4,5 months grant money to all of you before your departure and made the payment of %70 of this defined amount. Upon your return, according to the documents you will return to our office, we will be able to calculate the actual amount of the grant money that you suppose to get and if you need to get an extra payment, we will make the payment to you or if you need to return money to our office, we will ask you to return it. AGAIN, PLEASE make sure that the dates written on Certificate of Participation is correct!