



Request for extension of Erasmus+ Study Abroad Period

Student's Personal Data:

Name, first name: _____

E-Mail-Address: _____

Host Institution: _____

Original length of stay (from...to...): _____

Extension (from...to...): _____

I apply for the above stated extension of my Erasmus study abroad period.

Place, Date

Student's Signature

Approval of the Host Institution:

Name and function of signatory

Signature

Place, Date

Stamp

Approval of the Sending Institution (IAU Departmental Erasmus Coordinator):

Name and function of signatory

Signature

Place, Date

Stamp

Approval of the Sending Institution (IAU Erasmus Institutional Coordinator):

Grant status: With Erasmus grant

Without Erasmus grant (zero granted)

Name and function of signatory

Signature

Place, Date

Stamp



Procedure:

1. The student sends an email to the Erasmus Office (erasmus@aydin.edu.tr) and the Erasmus Departmental Coordinator at IAU informing that he/she is interested in extending the Erasmus-study period. Within one week, an information Email will be sent to the student.
2. The student fills in this form, signs it and obtains the signature of the responsible person at the host institution.
3. The form must be emailed in pdf format to the student's Erasmus Departmental Coordinator at IAU together with the **Approval form for OLA containing the matching courses for the extension semester.**
4. The Departmental Coordinator at IAU approves the application for extension and the Approval form for OLA and sends the forms back to the student and to the Erasmus Office at IAU (erasmus@aydin.edu.tr) by E-Mail.
5. The student proceeds with creating the OLA for the extension semester which needs to be endorsed by all three parties (student, IAU Representative and host institution representative) and follows up with all application documents required by the host institution within their given deadlines.
6. The student finally provides us with an official document from the host institution confirming his/her application for extension was approved and proceeds with the extension procedures for visa/ residence permit abroad.
7. The IAU Erasmus+ Office, upon the express request of the student will endorse the extension procedures for visa/ residence permit abroad of the student by providing him/her with the necessary Visa letter.

Important!

Please note that due to the planning and budgeting requirements of the program, it is possible that the Erasmus+ period will be approved to be extended without entitlement to additional financial support (zero grant students). The student applying for extension will be notified about their Erasmus grant status within max. 2 weeks upon submitting all completed extension documents to our Office.