HAKKARI UNIVERSITY

INTERNATIONAL COOPERATION OFFICE

ERASMUS+ INSTITUTIONAL COORDINATION

WELCOME TO HAKKARI

# YOUR ERASMUS+ JOURNEY STARTS HERE

## Incoming Erasmus+ Student Guide

For Studies & Traineeships | KA131 & KA171





**PLAN • ARRIVE • LEARN • CONNECT**

A practical guide to nominations, applications, travel preparation, arrival, academic life and completion of your Erasmus+ mobility at Hakkari University.

English edition | November 2026

START HERE

# Your mobility at a glance

Six clear steps, from your first nomination to your final documents.

### 01 Get nominated

Your home institution nominates you through its official Erasmus+ contact.

### 02 Apply to Hakkari

Submit the incoming application and the academic documents requested by the office.

### 03 Plan & get accepted

Agree your Learning Agreement and receive a formal acceptance letter.

### 04 Prepare to travel

Check entry rules, insurance, housing and your journey; send pre-arrival details.

### 05 Begin your mobility

Check in with the Erasmus+ office and your faculty or traineeship supervisor.

### 06 Finish & receive records

Confirm your actual dates and collect the appropriate academic documents.

## WHO DOES WHAT?

### You & your home institution

Your home institution handles nomination, selection, grant arrangements (unless otherwise specified) and recognition. You provide correct information and keep both institutions informed.

### Hakkari University

The Erasmus+ office coordinates your application and hosting. Academic departments or traineeship supervisors approve activities and provide academic records.

### Who is this guide for?

Incoming Erasmus+ students and trainees at Hakkari University. It is not the admissions procedure for full-degree international students.

STEP 01

# Nomination & application

One nomination, one application, and a clear review process.

## 1. Nomination from your home university

Your home international office first sends a nomination from an official institutional email address. The nomination identifies your intended studies or traineeship, period and host unit. A nomination is not yet an acceptance.

## 2. Your individual application

Once nominated, follow the instructions sent by our office and submit the Incoming Student Application Form with the documents applicable to your case.

### APPLICATION DOCUMENT CHECKLIST

- Incoming Student Application Form (includes an accommodation request section)
- Recent official Transcript of Records from your home institution
- Learning Agreement: studies or traineeships, using the correct Erasmus+ version
- Identity/passport document and language or enrolment evidence, if requested for your case
- Any additional academic details requested by the host department or traineeship unit

**Send documents only as requested**

Use erasmus@hakkari.edu.tr for correspondence. Send clear files and avoid unnecessary duplicate copies. Do not email sensitive medical information with your general application.

### TWO PATHWAYS — ONE APPLICATION PROCESS

**STUDIES**

Discuss your preferred courses with the host department; check the course catalogue, academic term and available teaching language.

**TRAINEESHIPS**

Confirm the receiving unit, supervisor, tasks and a realistic traineeship plan before final approval.

STEP 02

# Plan your academic mobility

Your Learning Agreement connects academic activities at Hakkari with recognition at home.

## PREPARE THE LEARNING AGREEMENT BEFORE THE MOBILITY

- Choose the correct Learning Agreement: Studies or Traineeships, KA131 or KA171 as appropriate
- Agree activities, intended dates, contacts and approvals with the relevant institutions
- For studies, compare selected course titles and ECTS with the Course Catalogue
- For traineeships, describe tasks, supervision, monitoring and expected learning outcomes
- Complete the approvals required from the student, sending and receiving organisations before the mobility begins

**A Learning Agreement is not the acceptance letter**

The office issues the Letter of Acceptance only after the relevant academic and administrative checks. Planned dates in the acceptance letter may differ from your final certified activity dates.

## USEFUL HAKKARI UNIVERSITY PAGES

Course Catalogue — browse courses and ECTS

Departmental Coordinators — find your academic contact

Hakkari University — Required Documents & Forms

European Commission Learning Agreements — official templates

## WHAT YOU RECEIVE BEFORE TRAVEL

### Letter of Acceptance – Studies

For an approved study period. It identifies the host academic unit and the planned academic mobility dates.

### Letter of Acceptance – Traineeships

For approved traineeship activities hosted by Hakkari University, including the relevant unit and planned dates.

STEP 03

# Before you travel

Make sure your journey is practical, legal and safe.

## YOUR PRE-DEPARTURE PRIORITIES

### 01 Entry & visa

Check your nationality, passport/identity-document category and purpose of stay with the Turkish authorities or a Turkish diplomatic mission. Do not assume tourist e-Visa conditions apply to your mobility.

### 02 Residence planning

If your stay exceeds your permitted visa/visa-exempt period, ask about the appropriate residence procedure. Your permit type depends on the nature of your mobility.

### 03 Insurance

Check health insurance coverage for Türkiye. Trainees must additionally verify accident and liability coverage as specified in the Learning Agreement.

### 04 Accommodation

Confirm where you will stay. An accommodation request does not reserve a room or guarantee a price.

### 05 Travel details

Arrange your journey and submit the Pre-Arrival Information Form when details are known. Update the office if plans change.

**Official information first**

Rules differ by nationality, mobility type and duration. Check the Ministry of Foreign Affairs visa information and Presidency of Migration Management websites before booking non-refundable travel.

- Türkiye visa information – Ministry of Foreign Affairs
- Residence permit information – Migration Management

STEP 04

# Your first days in Hakkari

Check in, confirm your start date and get settled.

## A SIMPLE FIRST-WEEK PLAN

### 01 Contact the Erasmus+ office

Follow the meeting instructions sent to you. Bring your identification document and relevant documents requested for registration and checks.

### 02 Confirm the activity start

The office verifies the first required academic activity, which may be an obligatory orientation activity. If needed, request the Confirmation of Arrival.

### 03 Meet your host unit

Studies: finalise course access and department contacts. Traineeships: meet your supervisor, review tasks and workplace arrangements.

### 04 Complete legal formalities

Follow the relevant residence and insurance procedure with the authorised university unit. Provide supporting copies only where required.

## KEEP THESE AVAILABLE

### DOCUMENTS

Passport or accepted identity document; acceptance letter; Learning Agreement; insurance evidence; accommodation information; visa/entry records if applicable.

### CONTACT DETAILS

An active email address and reachable mobile phone number with country code. Let the office know if your number or accommodation changes.

**Dates matter**

Your arrival in Türkiye, arrival in Hakkari and Erasmus+ physical activity start date can be different. Confirm the appropriate date with the receiving unit.

STEP 05

# During your mobility

Keep your academic plan, contacts and records up to date.

## STAY ON TRACK

- Attend the courses or traineeship activities agreed in your Learning Agreement
- Tell the Erasmus+ office and your home institution promptly about problems or changes
- If courses, traineeship tasks or periods change, complete the applicable During the Mobility approvals
- Discuss extensions early: extra time, an extended stay or additional grant funding is never automatic
- If you need accessibility or inclusion support, contact the office privately so the appropriate arrangements can be considered

## STUDIES AND TRAINEESHIPS ARE DIFFERENT

### FOR STUDIES

Stay in touch with your academic coordinator. Keep course registration and assessment details consistent with the approved Learning Agreement.

### FOR TRAINEESHIPS

Your supervisor monitors activities and learning outcomes. Keep a practical record of tasks and report any health, safety or supervision issue promptly.

**Grant arrangements are separate**

KA131/KA171 labels do not by themselves establish who pays your grant. Follow your signed grant agreement and instructions from the funding institution. Where Hakkari University manages a KA171 incoming grant, our office will contact you separately.

## REMEMBER

Insurance obligations, lawful residence and institutional rules continue throughout the mobility. Never wait until the last week to report an academic or administrative problem.

STEP 06

# Complete your mobility

Before leaving, make sure your actual activity dates and achievements are correctly documented.

## YOUR COMPLETION DOCUMENTS

### STUDIES

Certificate of Attendance with actual eligible activity dates; official Transcript of Records after results are published; Learning Agreement changes, if any.

### TRAINEESHIPS

Certificate of Attendance with actual eligible dates; completed Table D / Traineeship Certificate describing activities, outcomes and evaluation.

## FOUR CLOSING ACTIONS

### 01 Confirm actual end date

The last required academic activity is the key date, not necessarily the day you leave Türkiye.

### 02 Request the final evidence

The office issues or coordinates the attendance certificate. The responsible academic unit issues the academic record or traineeship assessment.

### 03 Complete grant-related steps

If your funding institution requires a participant report, travel proof or final payment check, follow that institution’s instructions.

### 04 Share the documents with your home university

Your home institution uses the academic records to recognise your mobility. Keep copies for your own records.

### Avoid duplicate forms

Confirmation of Departure may be issued when your home university requests it; Certificate of Attendance normally confirms both actual start and end dates. Do not ask for duplicate certificates unless necessary.

SAVE THIS CHECKLIST

# Your documents, step by step

What to prepare, who completes it and when to use it. Not every document is required from every student.

## BEFORE YOU TRAVEL

| STAGE | DOCUMENT / ACTION | WHO PREPARES IT |
|---|---|---|
| 01 · Nomination | Incoming Student Nomination Form or equivalent official nomination email | Home institution |
| 02 · Application | Incoming Student Application Form + home transcript; ID/language evidence if requested | Student |
| 03 · Academic approval | Learning Agreement for Studies or Traineeships (appropriate KA131/KA171 version) | Student + institutions |
| 04 · Acceptance | Letter of Acceptance (Studies or Traineeships) | Hakkari University |
| 05 · Travel readiness | Pre-Arrival Information Form when travel plans are known | Student |

## DURING AND AFTER THE MOBILITY

| WHEN | DOCUMENT / ACTION | WHO PREPARES IT |
|---|---|---|
| On arrival | Confirmation of Arrival, if required by your home university; identification / insurance checks | Hakkari + student |
| If plans change | Learning Agreement changes (During the Mobility), with required approvals | Student + institutions |
| At completion | Certificate of Attendance; Confirmation of Departure only if separately requested | Hakkari University |
| After studies | Official Transcript of Records after grades are final | Academic / student records unit |
| After traineeship | Traineeship Certificate / Learning Agreement Table D, including evaluation | Host supervisor |

Important: A nomination is not acceptance. Your home university may request additional evidence under its grant rules. Send documents to Hakkari only when instructed, and avoid duplicate copies.

Browse the Documents and Forms centre

TRAVEL & ARRIVAL

# Getting to Hakkari

Plan your connection, accommodation and first visit to campus before you travel.




Zeynel Bey Campus – Central Classroom Building | University photo archive

## AIRPORTS AND LOCAL CONNECTIONS

| ARRIVAL POINT | PRACTICAL INFORMATION |
|---|---|
| Yüksekova Airport (YKO) | Nearest airport: approximately 79 km by road from Hakkari city centre. Allow about 1 hour or more for onward transfer. |
| Van Airport (VAN) | Alternative airport via Van: approximately 210 km by road to Hakkari city. Journey by road generally takes 3–3.5 hours, depending on conditions. |
| Hakkari Bus Terminal | Reach Hakkari by intercity bus or minibus. If you need arrival assistance, contact our office before travel and obtain confirmation; transfer is not automatic. |

## ACCOMMODATION OPTIONS

Public (KYK) student dormitories may be available, subject to eligibility, quotas and the relevant authority's placement process. University and Provincial Special Administration guesthouses, private accommodation and rentals are other possibilities.

The Hakkari University Guesthouse is managed through the relevant university services. Availability, fees and booking conditions must be confirmed separately. An accommodation request in your application does not reserve a room.

## BEFORE YOU SET OFF

Check current routes and winter weather; send your Pre-Arrival Information Form and a reachable mobile number with country code. The airport, your arrival in Hakkari and the start of academic activities may occur on different dates.

Getting to Hakkari — university Erasmus+ information

Official university transport and accommodation guidance

Accommodation options and University Guesthouse

DISCOVER THE REGION

# Life in Hakkari

Outdoor adventures, local culture and active campus life make your exchange more than classroom time.



Skiing in Hakkari | Photo archive



Rafting on regional rivers | Photo archive

## OUTDOORS THROUGH THE SEASONS

| ACTIVITY | WHAT TO EXPECT |
|---|---|
| Skiing & winter sports | Explore Hakkari's winter sports opportunities when snow, services and safety conditions permit. |
| Rafting & rivers | The Zap River region offers rafting opportunities; participate only with qualified organisers, safety equipment and suitable conditions. |
| Trekking, mountains & nature | Discover mountain trails, highland scenery and photography opportunities while following local guidance and weather advice. |
| Culture & local experiences | Enjoy local heritage, arts, food and student events. Activities and openings vary during the year. |

## DISCOVER PEOPLE, NOT ONLY PLACES



Student art and workshop activities | University photo archive

At Zeynel Bey Campus, students can find academic and study spaces as well as opportunities for clubs, workshops, sports and cultural activities. Explore the library and campus facilities, and ask about upcoming events after arrival.

Life in Hakkari — nature, culture and student life

Campus & Facilities — student services

Outdoor activities are regional opportunities, not guaranteed University-organised trips. Always check local conditions, permission, experienced guidance and safety equipment.

KEEP THIS PAGE

# Quick answers & useful contacts

Save the links and contact details below before your journey.

### Is nomination the same as acceptance?

No. The office reviews your application and issues an official acceptance letter only after the relevant approvals.

### Does an accommodation request secure a room?

No. Wait for separate written confirmation of the provider, conditions and any fees.

### Do all incoming students need the same visa or permit?

No. The correct rules depend on nationality, purpose and duration of stay. Use the official Turkish sources.

### Will Hakkari University pay my Erasmus+ grant?

Not necessarily. Check the grant beneficiary and your signed agreement; incoming KA171 grants managed by Hakkari are handled separately.

### What if my study plan changes?

Contact your home institution and host academic unit promptly, then obtain approvals through the appropriate Learning Agreement change procedure.

## YOUR ERASMUS+ OFFICE

**Hakkari University**

**International Cooperation Office | Erasmus+ Institutional Coordination**

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Organisation ID (OID): E10064166 | Erasmus Code (ECHE): TR HAKKARI01

SCAN FOR OUR WEBSITE

### Useful Hakkari & official resources

Course Catalogue • Departmental Coordinators
Academic Calendar • Grading System & ECTS
Incoming Students • Documents & Forms
Partner Universities • Practical Information
Erasmus+ Student Charter • Türkiye e-Residence
Visa information (MFA) • Residence permits (PMM)

### ⚠ Emergency help in Türkiye

For immediate emergency assistance, call 112. For non-emergency Erasmus+ administrative questions, use the office contact details above.