# How to complete the online application form

1. Please log in with your SU ID number and password to our online system via <http://exchange.sabanciuniv.edu/node/add/staff-mobility>
2. Please select “Outgoing Staff (SU staff going abroad)” as your application type
3. Please select “**2019-1-TR01-KA103-066822**” as a project code
4. Please select “Teaching Staff” as your status



1. Please select “the name of the institution you plan to visit” from the drop-down list\*



1. Upload the work plan filled out by you, and signed by you and the host institution.
2. Please submit your application with “save” button.

