# 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>



1. Please select “Outgoing Staff (SU staff going abroad)” as your application type
2. Please select “2018-TR01-KA103-052989” as a project code
3. Please select “Administrative Staff” as your status



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

\*Please fill “Other” part with the name of the institution you plan to visit , if you cannot find the institution in the drop-down list.



1. Upload the work plan filled out by you, and signed by you and the host institution.
2. Upload the English Language Certificate (Language test score showing your proficiency or a degree in undergraduate or graduate program entirely taught in English) **OR** a support letter approved by your unit executive/manager showing your Adequate Proficiency in the English Language.
3. Please submit your application with “save” button.