# 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 “**2019-1-TR01-KA103-066822**” 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 (staff mobility agreement) filled out by you, and signed by you and the host institution.
2. Upload the language certificate/support letter.
3. Please submit your application with “save” button.

If you have any inquiries, please do not hesitate to contact us (erasmus@sabanciuniv.edu or Phone: 9627)