**FENERBAHÇE UNIVERSITY**

**……………………………………………………… TO THE DIRECTORATE OF THE INSTITUTE**

**…………………………………………………….. TO THE DEAN OF THE FACULTY  
…………………………………** **TO THE VOCATIONAL SCHOOL DIRECTORATE**

I am a student at Fenerbahçe University, enrolled in the ………………………………………… department, with the student ID…………………………………. In the academic year 20... - 20..., during the …………………... semester, I have been granted the opportunity to participate in the Erasmus+ Student Mobility Program to attend …………………………………………. in ………………………….

The list of courses I plan to take at the host university and the table of courses I wish to count at our university are provided in the attached annex. I kindly request the approval of the listed courses and the necessary procedures to be taken for my approved absence during the semester of my mobility.

Sincerely,

|  |  |
| --- | --- |
| … / … / 20...  Student Name, Last name:  ……………….  SIGNATURE:  ……………….. | … / … / 20...  Erasmus Departmental/Program Coordinator Name, Last Name:  …………….  SIGNATURE:  …………… |

Annex: Course List

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving University** | | **Host University** | |
| **Course Code and Course Name** | **ECTS** | **Course Code and Course Name** | **ECTS** |
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| Total |  | Total |  |

Note: The courses listed in the table must match those on your signed OLA document, and a total of 30 ECTS credits worth of courses should be selected at both institutions.