



**Application Form for Requests  
Regarding the Short Term Foreign Missions \***

**TO YAŞAR UNIVERSITY  
..... FACULTY, DEAN'S OFFICE /  
DIRECTORATE OFFICE OF ..... SCHOOL**

I have been working as ..... staff in the ..... Department of your Faculty / School since ..... I hereby kindly request your approval for my appointment in light of the information provided below so that I can carry out the proposed academic research and development works.

Appointment Dates : ..../... - ..../....

Country of Appointment : .....

Form of Appointment : Paid  Un-paid  Erasmus Personnel Mobility

: Travel Allowance  No Travel Allowance

Amount of School Fee Provided from Abroad:.....

Financial Support Donation  Amount of Scholarship: .....

Other (Transportation, Accommodation) Amount: .....

	Conditions	Declaration of Conformity	
		Conformable	Non-conformable
<b>General Conditions for Application (valid for all academics)</b>	* Appointment should be made for a scientific study, research and application.		
	* Proposed appointment will not cause any adverse effect on the education and learning schedule of the relevant unit		
	* These issues have been confirmed by the relevant academic unit.		

**Attachments:**

- 1) Study Schedule (Learning Plan/ Work Plan / Research Plan)
- 2) Invitation / Letter of Acceptance
- 3) Agreement of Cooperation if any (bilateral or multilateral agreements)
- 4) Other

Academic Title – Name & Surname :

Date / Signature:

\*Note: The short-term appointments cover the paid appointments up to three months. A short-term appointment cannot be transformed into a long-term appointment upon completion of the mission. The abovementioned matters should be confirmed by the presidency of the relevant academic unit.