Date:

TO

KOÇ UNIVERSITY

 OFFICE OF INTERNATIONAL PROGRAMS

I am an academic/administrative staff member of …………………………………………. Faculty/Institute/Department. I was selected to the Erasmus+ Staff Exchange program for 202\_\_-202\_\_ Academic Year, ………………. Date/Term for training/teaching mobility in ………(country) …………………………………. University/Company/Institution.

…………………………………………………………………………………………………..According to the abovementioned reasons, I would like to change my mobility dates / mobility institution.

My updated date / institution details are given below:

…………………………………………………………………………

Respectfully submitted for your information.

Name Surname:

 Signature:

ANNEX 1: Official document(s) concerning the situation (Medical certificate, visa status, partner cancellation and et cetera).