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**REPUBLIC of TURKEY**

**KONYA TECHNICAL UNIVERSITY**

**RECTORATE**

**Mevlana Exchange Office**

**… /…/202.**

**Number:**

**Subject: Visa Procedure**

**To Whom It May Concern**

**………………………………..,** one of the Mevlana Exchange Programme students studying in …………………………………...University will carry out her/his study at **…………………………………. University**, in ……………. (Country) between ...**/.../202.** and**../../202.** within the framework of **Mevlana Exchange Programme.**  Mevlana Exchange Programme is an exchange programme for students and academic staff between higher education institutions and the programme is conducted by the Council of Higher Education.

The above mentioned student will be funded by the Council of Higher Education within the scope of Mevlana Exchange Programme and the amount to be paid to the student is **…. TL** per month.

I would therefore kindly request you to facilitate the relevant procedure for any visa and/or residence permit forthe student. If you require any further information, please do not hesitate to contact us.

Sincerely Yours,

**Prof. Dr.…………**

**Vice Rector**