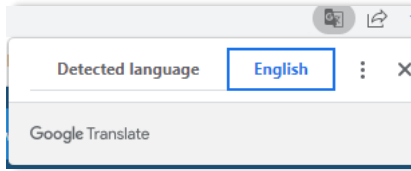


How to Apply - Step 1: TURNA Portal



- ▶ Go to **TURNA Portal** turnaportal.ua.gov.tr and click the “**e-devlet ile Giriş Yap**” (Sign-in with e-government) button at the top right corner.
- ▶ Login with your e-Government (e-Devlet) account credentials.
- ▶ You must create a brand-new application in the portal.

- ▶ **INTERNATIONAL STUDENTS:** **Students who are outside of Türkiye during the application period must inform our office via e-mail (international.relations@ozu.edu.tr).** **They will be provided with a personalized application link to proceed. Please be informed that the link is for single use only and must not be closed before submitting the application.**

- ▶ International students who obtained their residence permits need to obtain an e-Government password from the PTT post office to log in. Students who have a Turkish bank account can also use their online banking information to log in.
- ▶ When you are logged in, you will see the Personal Data Protection Law of the platform. Please read carefully, click “**Kabul Ediyorum**” (I accept) button and “**Gönder**” (Submit) to proceed.

Please note that the owner of the portal is the Turkish National Agency and the application form is only available in Turkish. Therefore, international students are encouraged to use Google Translate.

T.C. DİŞİŞLERİ BAKANLIĞI
AVRUPA BİRLİĞİ BAKANLIĞI
TÜRKİYE ULUSAL AJANSI

T.C. Dışişleri Bakanlığı, Avrupa Birliği Bakanlığı, Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı, misyonu gereğince başta Avrupa Birliği olmak üzere diğer ülkeler ve uluslararası kuruluşlarla, eğitim ve gençlik alanında finansal destek, öğrenme ve hareketlilik fırsatları sağlayan programların yürütülmesi ve yenilerinin hayata geçirilmesi faaliyetlerini yerine getirmek için çalışır. Başkanlık faaliyetlerinden faydalanan yararlanıcıların kişisel verilerini toplar ve “bilmesi gereken” prensibine bağlı olarak kişisel ve özel nitelikli kişisel verileri işler. Verilerin işlenmesinde 6698 sayılı Kişisel Verilerin Korunması Kanununun 4 üncü maddesinde belirtilen ilkelere ve 12 nci maddesi gereği bu verilerin korunmasına yönelik alınması gereken tedbirler göz önünde bulundurularak işlem yapılır. Kayıt ortamları; elektronik veriler için bilginin sistemi sunucuları, uygulamaları, kurumsal bilgisayarlar ve depolama ortamları olup başlı dokümanlar için ise ofis ve arşivlerdir.

Başkanlık, yararlanıcıların projeler gereği toplanan kimlik bilgilerini, iletişim bilgilerini, proje bilgilerini, Kurum ağı kullanılarak gerçekleştirilen internet erişim bilgilerini, kampüs giriş-çıkış bilgilerini, kamera ve fotoğraf görüntülerini, Kanunun 5 inci ve 6 ncı maddelerinde belirtilen kişisel veri işleme şartları kapsamında toplayabilmektedir. Kişisel ve özel nitelikli kişisel veriler, Başkanlık ile ilgili devam ettiği müddetçe doğrudan ya da dolaylı yöntemlerle:

- İdari ve adı makamlardan gelen bilgi taleplerinin cevaplandırılması, hukuki süreçler ve mevzuata uyum sağlanması amacıyla,
- Başkanlık yetkiçisi içerisinde ziyaretçilerin, can ve mal güvenliğinin sağlanması veya bu maddede belirtilenlere ilişkin kuralara uyum sağlanması da dâhil olmak üzere yasal yükümlülüklerin, yargı organlarının veya yetkili idari kuruluşların görevlik ve taleplerinin yerine getirilmesi amacıyla,
- Ziyaretçi sağlık hizmetlerinin ve iş sağlığı ve güvenliği yükümlülüklerinin yürütülmesi amacıyla, Başkanlığın sunmuş olduğu hizmetlerin kullanılması amacıyla,
- Programların ülkemizde daha etkin ve verimli hale getirilebilmesi için yapılan istatistikli çalışmalar ve etki analizi araştırmalarında kullanılması amacıyla,
- Program uygulamalarının değerlendirildiği, süreçler ve sonuçlarının analiz edildiği araştırmaya ve raporlamalarda kullanılması amacıyla,
- Başkanlığın sunmuş olduğu hizmetlerin kullanılması amacıyla,

İşlenebilmektedir.

Yukarıda izah edilen esaslar çerçevesinde, kişisel ve özel nitelikli kişisel verilerinin, belirtilen amaçlara bağlı kalmak kaydıyla, kanunun belirttiği yöntem ve amaçlara uygun şekilde toplanabileceğini ve işlenebileceğini, kanunun yetkili kamu kurum ve kuruluşlarına, Kişisel Verileri Koruma Kurumuna, Kolluk Kuvvetlerine, Bilgi Teknolojileri ve İletişim Kurumuna, dava süreçlerinin takibi için ilgili danışmanlık firmalarına, avukatlara, ilgili yargı mercilerine aktarılacağını ve bu hususta açık rızam olduğunu kabul ve beyan ederim.

Bununla birlikte, KVKK Kanununun 11.maddesi ve ilgili mevzuatı uyarınca, Başkanlığa başvurarak kendimle ilgili; kişisel veri işlenip işlenmediğini öğrenme, kişisel verilerin işlenişine buna ilişkin bilgi talep etme, kişisel verilerin işlenme amacını ve bunların amacına uygun kullanılıp kullanılmadığını öğrenme, yurt içinde veya yurt dışında kişisel verilerinin aktarıldığı üçüncü kişileri bilme, kişisel verilerinin eksik veya yanlış işlenmiş olması hâlinde bunların düzeltilmesini isteme, işbu verilerin işlenmesini gerektiren sebeplerin ortadan kalkması hâlinde kişisel verilerinin silinmesini veya yok edilmesini isteme, düzeltme ve silinme taleplerini üzerine yapılan işlemlerin, kişisel verilerin aktarıldığı üçüncü kişilere bildirilmesini isteme işlemlerinin münhasıran otomatik sistemler vasıtasıyla analiz edilmesi suretiyle kendi aleyhime bir sonuca orta çıkmasına itiraz etme, kişisel verilerinin kanuna aykırı olarak işlenmesi sebebiyle zarara uğramam hâlinde zararın giderilmesini talep etme ve bu hakları Başkanlığın Veri Sorumlusu İhtisarı Kişisine iletmek üzere Başkanlığa yazılı şekilde başvurarak talep etme haklarına sahip olduğum konusunda bilgilendirildiğimi beyan ederim.

Ayrıca, İşbu Sözleşme kapsamında paylaştığım kişisel verilerimin doğru ve güncel olduğunu; bu bilgilerde değişiklik olması halinde değişiklikleri Başkanlığa bildireceğimi kabul ve beyan ederim.

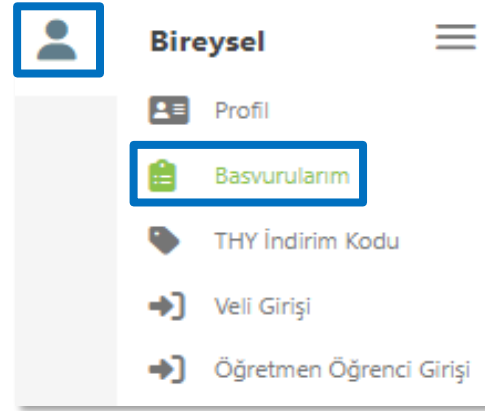
Özel nitelikli kişisel verilerimin (ırk, cinsiyet, milliyet ve göçmenlik tedbirleri bilgisi, kan grubu, sağlık verileri, din, mezhep ve felsefi inanç, biyometrik ve genetik veriler, demek, vaka ve sendika üyeliği, kıyazi dışlanma vb.) de dâhil olmak üzere ilgili kişisel verilerimin işlenmesine, ilgili süreç kapsamında işleme amacı ile sınırlı olmak üzere kullanılmasına ve paylaşılmasına, gereken süre zarfında saklanmasına açık rızam olduğunu beyan ederek bu hususta tarafıma gerekli aydlatılmaları yapıldığını, Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı Kişisel Verilerin Korunması ve İşlenmesi hakkında Aydınlatma Beyanını ve İşbu Açık Rıza Metni'ni okuduğumu ve anladığımı;

Veri Sorumlusu:Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı

Kabul Etmiyorum Kabul Ediyorum

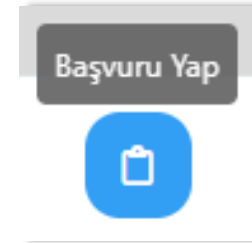
Gönder

Step 1: TURNA Portal



- ▶ After logging in, your profile will be activated.
- ▶ Click on the icon on the left side to review your application status by clicking the human icon > **Başvurularım** (My Applications).
- ▶ The active Erasmus+ Application Calls are listed on the “**İlan Adı**” (Announcement Name) section as **2024-25 Erasmus+ Öğrenim (Study)** and **2024 Erasmus+ Staj (Traineeship)**.

İlan Adı	Son Başvuru Tarihi
2024-25 Erasmus+ Öğrenim Hareketliliği Başvuru Çağısı	20.02.2024 13:00
2024 Erasmus+ Staj Hareketliliği Başvuru Çağısı	20.02.2024 13:00
2024-25 Erasmus+ Öğrenim Uluslararası Kredi Hareketliliği Başvuru Ç...	20.02.2024 13:00

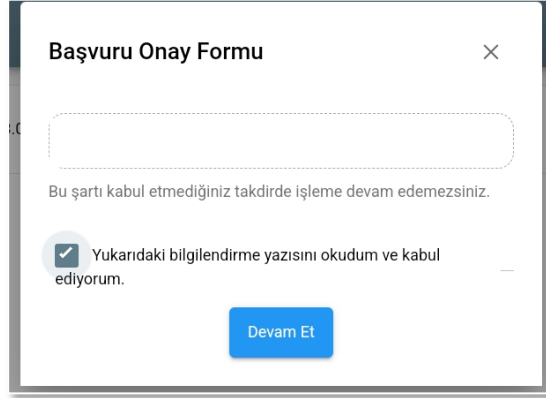


- ▶ To start your application, click “**Başvuru Yap**” (Apply) button on the right side of the related announcement. You can also see the application deadline next to it.

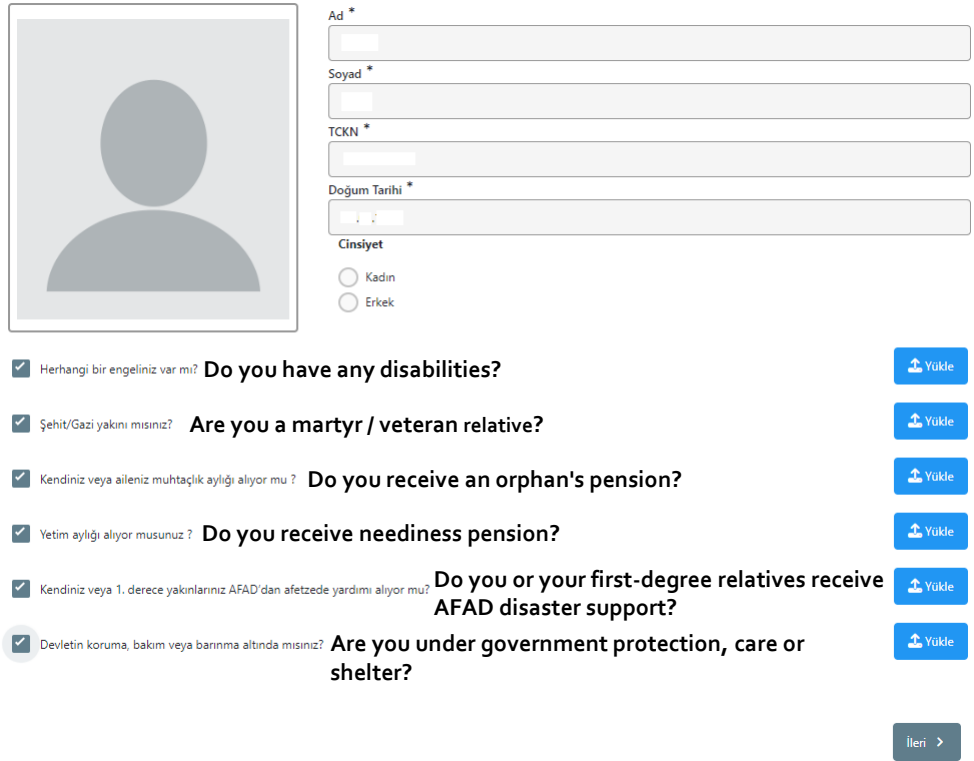


- ▶ If you leave your application form without submitting, you can continue by clicking “**Devam Et**” or cancel by clicking “**İptal Et**”.

Step 1: TURNA Portal



- ▶ After you select «Başvuru Yap», you will see the Application Approval Form. Please read the conditions carefully, **select «Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum»** (I have read and accept the information above) and continue. If you do not accept the conditions, it will not be possible to access the application form.



- ▶ The first step is "**Kişisel Bilgiler**" (Personal Information). Your full name, Turkish ID number, birth date and gender information will be listed automatically.
- ▶ A profile photo must be uploaded here.
- ▶ If any of the additional conditions (disabilities and/or others) apply to you, please select and upload your supporting document for evaluation.
- ▶ If the questions do not apply to you, do not make any sections and click "**İleri**" (Next) to proceed.

Step 1: TURNA Portal

The screenshot shows the 'Eğitim Bilgileri' (Education Information) step of the TURNA Portal. At the top, there is a progress bar with eight steps: 1. Kişisel Bilgiler, 2. Eğitim Bilgileri (current step), 3. Tercih Bilgileri, 4. Yabancı Dil Bilgileri, 5. İletişim Bilgileri, 6. Diğer, 7. Belge Yükleme, and 8. Onay. The form contains the following fields:

- Üniversite *: ÖZYEĞİN ÜNİVERSİTESİ
- Bölüm/Program *: [Empty dropdown menu]
- Sınıf *: [Empty dropdown menu]
- Dönem *: [Empty dropdown menu]
- Not Ortalamanız *: [Empty text input field]
- Öğrenci Numarası: [Empty text input field]

At the bottom, there are two buttons: '< Geri' (Previous) and 'İleri >' (Next).

- ▶ In the “**Eğitim Bilgileri**” (Education Information) step, information regarding your education status at OzU will be automatically listed.
- ▶ Please check the listed information, enter your current semester at OzU, student number, and click on “**İleri**” to proceed to the next page. Please note that double-major students can apply from only one of their majors.
- ▶ If you see any inaccurate data, please contact our office before completing your application.

Step 1: TURNA Portal

1 Kişisel Bilgiler 2 Eğitim Bilgileri 3 Tercih Bilgileri 4 Yabancı Dil Bilgileri 5 İletişim Bilgileri

Aradığınız tercih bilgisi yok ise buradan ekleyebilirsiniz.

Tercih Listesi

+ 3. Tercihinize Ekleyin

Başvuru Tercihleriniz

↑↓	STICH		
↑↓	UNIVE		
↑↓			
↑↓			

☐ Erasmus Değişim Programları'ndan daha önce yararlandınız mı? Have you benefited from the Erasmus Exchange Programs before?

☐ Vatandaş olduğum ülkeye gitmek için başvuru yapıyorum I'm applying to go to my country of citizenship.

☐ Aynı başvuru döneminde birden fazla başvurunuz var mı? Do you have multiple applications within the same application period?

Dönem Tercihi *

2024-2025 Güz

☐ Daha önce programdan yararlanmaya hak kazandığınız halde sebepsiz yere hareketliliğten vazgeçtiniz mi? Have you withdrawn from participating to the program without a force majeure reason?

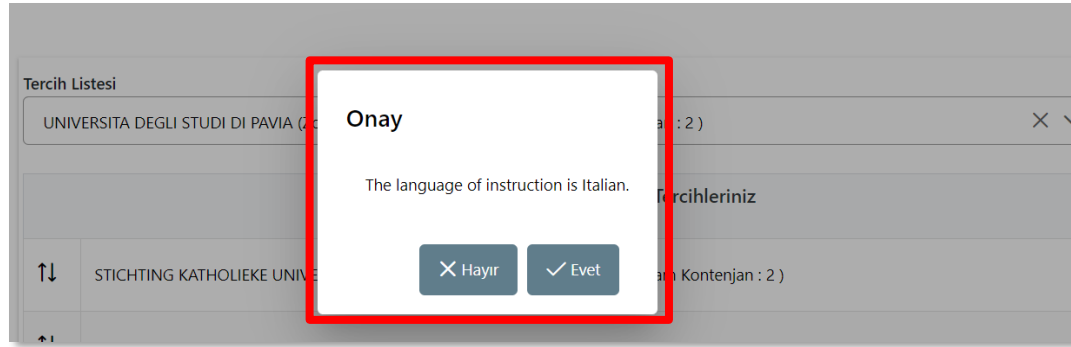
< Geri İleri >

- ▶ The third step is the “**Tercih Bilgileri**” (Preference Information) section.

ONLY FOR STUDY MOBILITY:

- ▶ Please make sure your partner institution selections are identical in both application systems (KION system and TURNA Portal). **In the case of different university selections, the preference list in the TURNA Portal will be considered.**
- ▶ You may review the up-to-date **partner institution list** in the announcement. Please check the list and inform us if there are missing universities in the portal.
- ▶ Please find the partner university that you want to select in the drop-down menu and click «**Tercihinize Ekleyin**» button to proceed.
- ▶ You can select up to 4 partner institutions.
- ▶ Please review all the questions related to the Additional Criteria by the Turkish National Agency listed below. If applicable, click and enter the related information.
- ▶ Select the semester you would like to apply from the «**Dönem Tercihi**» (Semester Preference) section: **2024-25 Güz (Fall)** or **2024-25 Bahar (Spring)**.

Step 1: TURNA Portal



ONLY FOR STUDY MOBILITY:

- ▶ Please make sure to check the additional note for the university you would like to select carefully. Students who accept the note and add the university to their preference list will be considered to have read and accepted the information.



- ▶ You can also display this information by the blue «Information» button after you add the university to your preference list and the **list of partner institutions in the [announcement](#)**.

2024-25 Erasmus+ Öğrenim Hareketliliği Başvuruları

18 Oca 2024

General Information

Erasmus+ program information, presentation slides, partner institutions list, and important information can be found below. Please note that agreements/quotas are subject to change, and the final list of institutions will be available in the online systems during the application period.

All applicants are responsible for attending one of the online information sessions and reviewing the information provided in the links below:

1. Erasmus+ Study Mobility General Information

2. Presentation

3. List of partner institutions (the institutions can be updated until the application period starts. Please clear your browsing data to review the updated list.)

Step 1: TURNA Portal

ONLY FOR TRAINEESHIP MOBILITY:

- ▶ Here, you will insert your traineeship institution. **Please check out the following slides to know how to add your host institution.**
- ▶ If you do not have an invitation/acceptance letter with signed approval yet and will submit it by March 31st, 2024, you should select «**Başvuru sonrası tercih beyanında bulunacağım.**» (I will make a declaration of preference after the application) to proceed.
- ▶ You will need to add the institution details on this page and upload your letter with signed approval by March 31st after you complete your application on both application platforms (KION system and TURNA Portal)
- ▶ Please review all the questions related to the Additional Criteria by the Turkish National Agency listed. If applicable, click and enter the related information. Please do not click if you do not meet the criteria.
- ▶ Select your semester as **2023-24 Yaz (Summer).**

Step 1: TURNA Portal

ONLY FOR TRAINEESHIP MOBILITY:

If you have an acceptance letter at the time of application:

Aradığınız tercih bilgisi yok ise [buradan](#) ekleyebilirsiniz.

Tercih Listesi

Başvuru Tercihleriniz

2023-2024 Yaz

☐ Erasmus Değişim Programları'ndan daha önce yararlandınız mı?

☐ Hareketliliğinizin Dijital Becerilerin geliştirilmesine yönelik faaliyetler kapsamına giriyor mu?

☐ Aynı başvuru döneminde birden fazla başvurunuz var mı?

☐ Vatandaşı olduğum ülkeye gitmek için başvuru yapıyorum

☐ Bir önceki yıl programdan yararlanmaya hak kazandığınız halde mücbir sebepten dolayı hareketlilikten vazgeçmek zorunda kaldınız mı?

< Geri

İleri >

- ▶ Upload your letter with **signed approval** by your [program coordinator](#) (grad students: from advisors)
- ▶ Check out the list to see if the company/institution's name is there. Make sure to check out the institution's official name in their native language.
- ▶ If you find it on the list, select the institution and click on **"1. Tercihinize Ekleyin"** to add. **You can add 1 traineeship institution only.**
- ▶ If not, click on **"Aradığınız tercih bilgisi yok ise buradan ekleyebilirsiniz."**(If your host institution is not here, you can add it here) to enter the institution information.

Go to the next slide to see how to add the institution.

Step 1: TURNA Portal

Ev Sahibi Bilgi Formu

☐ OID'siz kayıt yapmak istiyorum.

OID Giriniz

✓ Kaydet

Ev Sahibi Bilgi Formu

☒ OID'siz kayıt yapmak istiyorum.

Erasmus Kod

Kurum Adı *

PIC

Proposal Number

Ülke *

Şehir *

Web Site

Posta Kodu

Kurum Telefon

Açık Adres

ONLY FOR TRAINEESHIP MOBILITY

- ▶ To add the host institution, you will see the Host Institution Information Form firstly.
 - If your host institution is a university, you can enter its OID number and the information will automatically appear. Please note that the host university can provide this information.
 - If your host institution is *not* a university, click on «**OID'siz kayıt yapmak istiyorum**» (I want to add institution without OID). Enter all the information of the institution correctly except PIC and proposal code.
- ▶ You can click on “**Kaydet**” (Save) to add the institution to the Institution List of the system.
- ▶ Then find the institution from the list, add it by clicking on “**1. Tercihinize Ekleyin**” to officially add it to your traineeship institution preference list.

Step 1: TURNA Portal

- ▶ The fourth step is the “**Yabancı Dil Bilgileri**” (Language Information).
- ▶ Select “**Üniversite Yabancı Dil Sınavına Girmek İstiyorum.**” (I want to take the University Foreign Language Exam.) **only.**
- ▶ You do not need to enter any previous exam results therefore you can skip this section.

- ▶ The fifth step is the “**İletişim Bilgileri**” (Contact Information).
- ▶ Add your Turkish mobile phone, OzU e-mail address, official residence address in Türkiye, emergency contact full name and emergency contact phone number to proceed.

- ▶ The sixth step is the “**Diğer**” (Other) section.
- ▶ No information is needed for this section; therefore, you can skip it.

Step 1: TURNA Portal

The screenshot shows the TURNA Portal interface for Step 1: Belge Yükleme (Document Upload). At the top, there is a progress bar with 8 steps: 1. Kişisel Bilgiler, 2. Eğitim Bilgileri, 3. Tercih Bilgileri, 4. Yabancı Dil Bilgileri, 5. İletişim Bilgileri, 6. Diğer, 7. Belge Yükleme (highlighted), and 8. Onay. Below the progress bar, the header includes the Özyeğin University logo, the text "2024-25 Erasmus+ Öğrenim Hareketliliği Başvuru Çağrısı", and the Erasmus+ logo. The main content area has two document upload slots: "Kabul Belgesi" and "Öncelik Dilekçesi". Each slot has a red "X" icon and a blue "Yükle" (Upload) button with a question mark icon. At the bottom, there are two buttons: "< Geri" (Previous) and "İleri >" (Next).

► The seventh step is the “**Belge Yükleme**” (Document Upload).

1. Only students who apply to both study and traineeship mobility simultaneously and would like to benefit from the additional criteria for AFAD support receivers must upload a Priority Petition (**Öncelik Dilekçesi**), considering the document explanation next to the Upload (**Yükle**) button.
2. **ONLY FOR TRAINEESHIP MOBILITY**: Upload your acceptance/invitation letter as “**Kabul Belgesi**” (Acceptance Document) if you have it. If you submit your letter later, you can proceed to the next part to complete your application. This part of the application will be open for document uploading after February 20th for students who completed their application until the deadline. Students who will receive their acceptance letter **by March 31st** must upload their letter.



► You can preview the document you uploaded by clicking the related button.



► After clicking this button, you can download (**İndir**) or delete (**Sil**) the document you have uploaded by clicking the related buttons.

Step 1: TURNA Portal

1 Kişisel Bilgiler 2 Eğitim Bilgileri 3 Tercih Bilgileri 4 Yabancı Dil Bilgileri 5 İletişim Bilgileri 6 Diğer 7 Belge Yükleme 8 Onay

ÖZYEGİN UNIVERSITY

Ad

Soyad

TCKN

Doğum Tarihi

Cinsiyet

☐ Kadın ☐ Erkek

Üniversite Yabancı Dil Sınavına Girmek İstiyorum.

Yabancı Dil Bilgileriniz

Cep Telefonunuz

Mail Adresiniz

İkamet Adresiniz

☒ Kabul Belgesi

[Başvuruyu Tamamla](#)

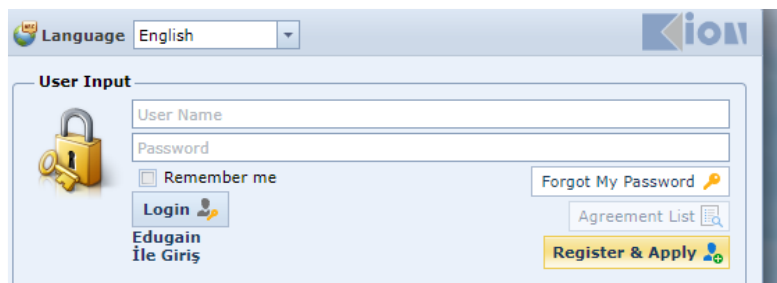
[Geri](#)

- ▶ The last part is “**Onay**” (Approval). You will preview your application form with all information. Please check all information carefully and click on “**Başvuruyu Tamamla**” (Complete the Application) to finish the process.
- ▶ Please be reminded that **it is not possible to make changes after the application deadline.**
- ▶ **ONLY FOR TRAINEESHIP MOBILITY:** Only acceptance/invitation letters can be uploaded by March 31st, 2024, with the condition of completing the application on both application forms by February 20th, 2024, at 13:00.
- ▶ If you want to upload your letter after submission, you can click on «Güncelle» (Update) and submit your application again. **If you do not submit the application again, your application form will be invalid.**
- ▶ After completing your application, download the application form by clicking «Başvuru Formu İndir» (Download Application Form) at the bottom of the page **and upload it to the KION system.**

[Güncelle](#)

[Başvuru Formu İndir](#)

How to Apply - Step 2: KION System

The screenshot shows the KION system interface. At the top, there is a language dropdown menu set to 'English' and the KION logo. Below this is a 'User Input' section. On the left, there is a padlock icon and the text 'Edugain İle Giriş'. In the center, there are input fields for 'User Name' and 'Password', a 'Remember me' checkbox, and a 'Forgot My Password' link. To the right of the password field is an 'Agreement List' link. At the bottom left is a 'Login' button with a user icon, and at the bottom right is a yellow 'Register & Apply' button with a plus icon.

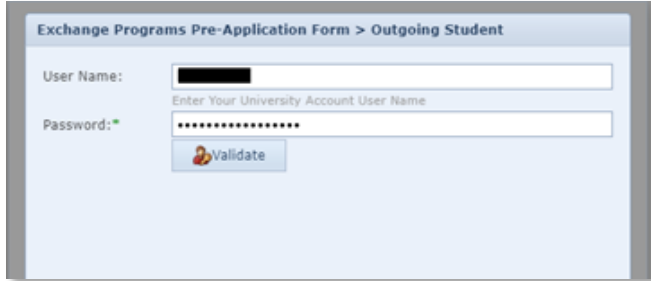
- ▶ Go to KION system - <https://intexchange.ozyegin.edu.tr/>
- ▶ If you have used the KION system previously, you may start your application by logging in with your OzU username-password. Then, use the "Make a New Application" button on the system
- ▶ If you are using the system **for the first time**, you need to click the **"Register & Apply"** button and to complete your registration.
- ▶ After registration, you will receive an automatic confirmation email.

NOTE:

- ❖ Double major students should choose either one of their departments.
- ❖ Students cannot select their minor program.
- ❖ Graduated, unregistered, visiting students, special students cannot apply.

Step 2: KION System

REGISTRATION

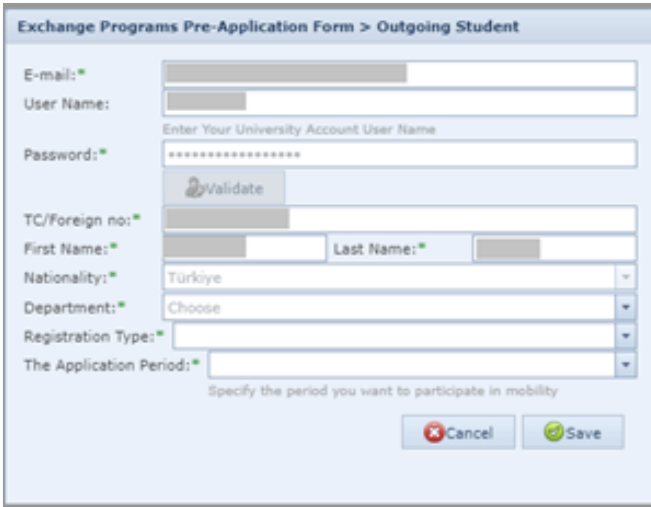


Exchange Programs Pre-Application Form > Outgoing Student

User Name:

Enter Your University Account User Name

Password:



Exchange Programs Pre-Application Form > Outgoing Student

E-mail:

User Name:

Enter Your University Account User Name

Password:

TC/Foreign no:

First Name: Last Name:

Nationality:

Department:

Registration Type:

The Application Period:

Specify the period you want to participate in mobility

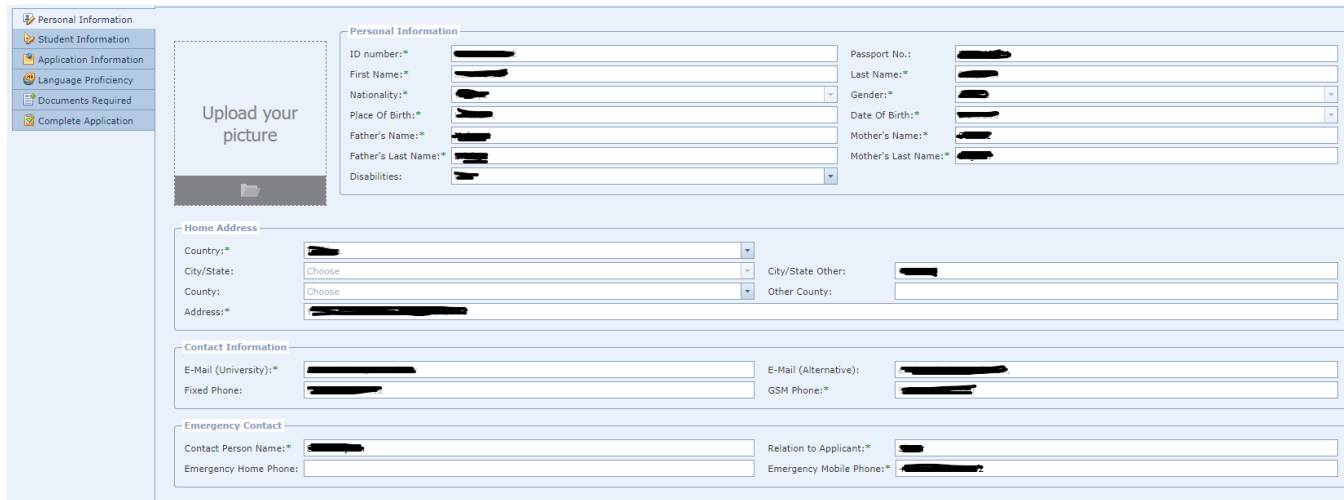
- ▶ Select the program: **Erasmus+ > Student > Outgoing Student**. Use your OzU username/password and click validate. Your personal information will be automatically filled in. Check your information and click save. **Do not** select Erasmus+ KA107 since it is a different program.
- ▶ If you receive this error: "sistemden dönen öğrenci bilgisi bulunmuyor", please check the following cases and try again:
 1. The first two letters of the OzU username must be written in lowercase, please check this and try again.
 2. If your CGPA is lower than the minimum requirement, you are not eligible for application and review this error.
- ▶ After your validation, you will review the attached screen with your personal information and will need to complete it by making the required selections. Please select **either Internship or Study** Mobility options and the respective semester you wish to be on the exchange.
- ▶ Make your semester selection as
 - **Fall** or **Spring term** for the Study Mobility (Öğrenim),
 - **Summer term** for the Traineeship Mobility (Staj) application.It is not possible to change the semester after registration. If you need to change your exchange semester selection, contact our office.
- ▶ You will receive a confirmation email when you successfully save your registration.

Step 2: KION System

APPLICATION

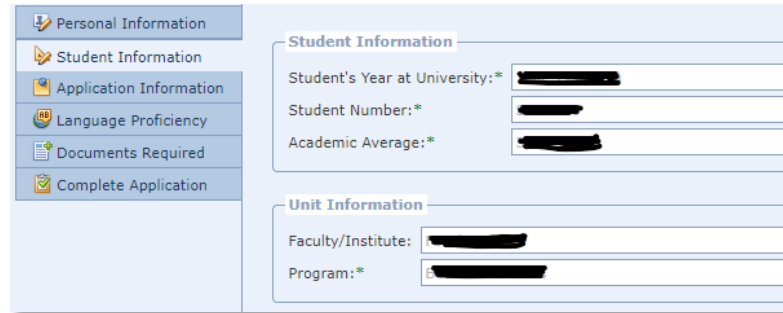


When you are logged in, click on the “**Make A New Application**” button to start the application.

A screenshot of the KION System application form. The form is divided into several sections. On the left is a vertical sidebar with a list of tabs: "Personal Information", "Student Information", "Application Information", "Language Proficiency", "Documents Required", and "Complete Application". The "Personal Information" tab is selected. The main content area is titled "Personal Information" and contains a large box labeled "Upload your picture" with a folder icon. Below this are several input fields: "ID number:", "First Name:", "Nationality:" (with a dropdown), "Place Of Birth:", "Father's Name:", "Father's Last Name:", "Disabilities:" (with a dropdown), "Passport No.:", "Last Name:", "Gender:" (with a dropdown), "Date Of Birth:" (with a dropdown), "Mother's Name:", and "Mother's Last Name:". Below these are sections for "Home Address" (Country, City/State, County, Address, City/State Other, Other County), "Contact Information" (E-Mail (University), Fixed Phone, E-Mail (Alternative), GSM Phone), and "Emergency Contact" (Contact Person Name, Relation to Applicant, Emergency Home Phone, Emergency Mobile Phone). All input fields are filled with blacked-out text.

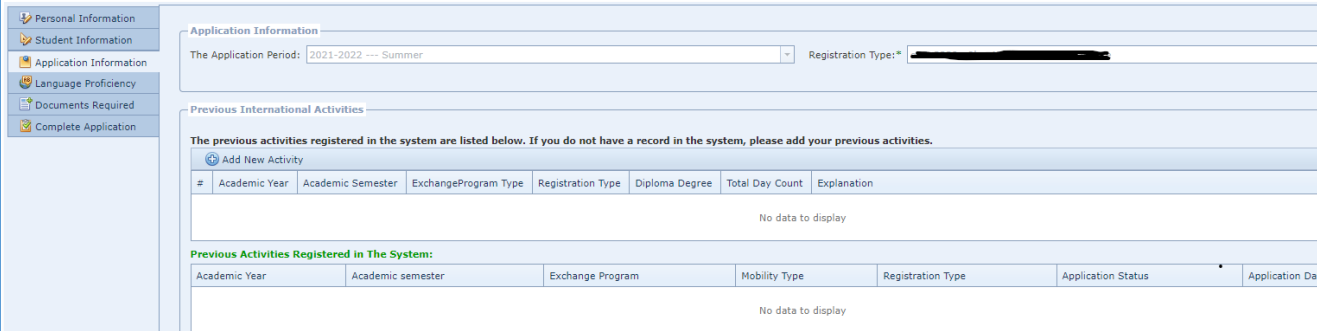
You must complete all tabs/parts of your application form. All mandatory fields need to be filled in before you are able to submit the form. Please upload your photo to proceed.

Step 2: KION System

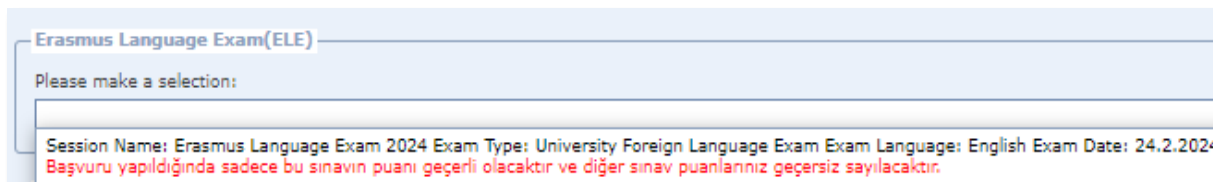


- ▶ Your information will be listed in the «Student Information» tab. Please check all the information and proceed.

- ▶ In the «Application Information» tab, you may review your exchange term selection and previous exchange program application information if you have participated in the program previously.



- ▶ In the «Language Proficiency» tab, select the ELE 2024 exam.



- ▶ Please be reminded that **only** 2024 ELE scores will be considered valid.

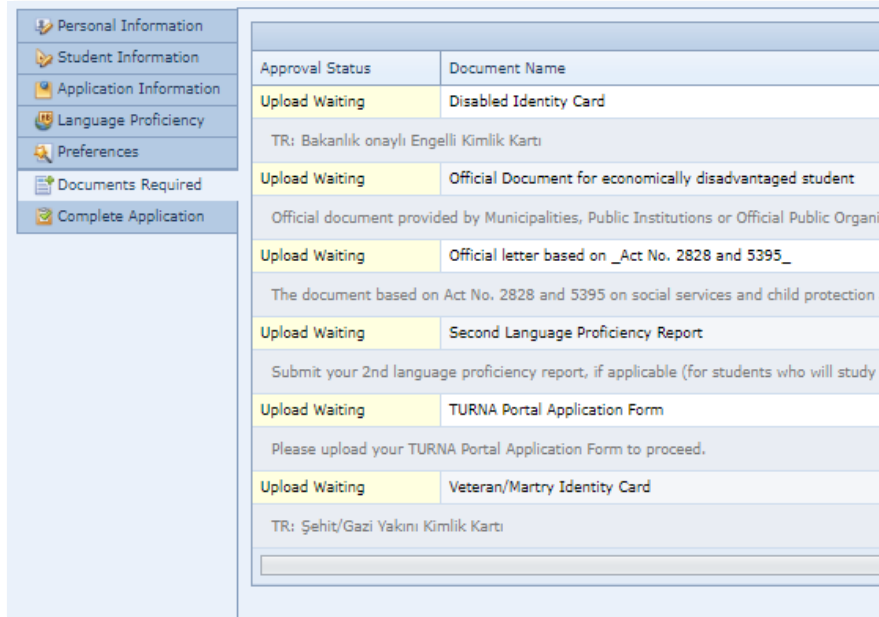
Step 2: KION System

Personal Information		
Student Information		
Application Information		
Language Proficiency		
Preferences		
Documents Required		
Complete Application		

Please list your choices in order of preference.	
Preference No	Name of University
1	Choose
2	Choose
3	Choose
4	Choose

- **Only for STUDY MOBILITY:** In the «**Preferences**» tab, please select partner institutions.
- You can select up to 4 institutions. Since you cannot **make changes** after you submit your application form, we strongly suggest you **check the application information and notes about institutions** before you finalize your application.

Step 2: KION System



The screenshot shows the 'Documents Required' tab in the KION system. On the left is a sidebar with navigation options: Personal Information, Student Information, Application Information, Language Proficiency, Preferences, Documents Required (selected), and Complete Application. The main area displays a table of required documents:

Approval Status	Document Name
Upload Waiting	Disabled Identity Card
	TR: Bakanlık onaylı Engelli Kimlik Kartı
Upload Waiting	Official Document for economically disadvantaged student
	Official document provided by Municipalities, Public Institutions or Official Public Organisations
Upload Waiting	Official letter based on _Act No. 2828 and 5395_
	The document based on Act No. 2828 and 5395 on social services and child protection services
Upload Waiting	Second Language Proficiency Report
	Submit your 2nd language proficiency report, if applicable (for students who will study in English)
Upload Waiting	TURNA Portal Application Form
	Please upload your TURNA Portal Application Form to proceed.
Upload Waiting	Veteran/Martyr Identity Card
	TR: Şehit/Gazi Yakını Kimlik Kartı

Approval Status	Document Name
Upload Waiting	Acceptance/Invitation Letter

- **STUDY MOBILITY:** In the «Documents Required» tab, please upload your TURNA Portal application form with the other supporting documents (veteran card, etc.) for additional evaluation criteria, if applicable.
- **TRAINEESHIP MOBILITY:** In the «Documents Required» tab, please upload your invitation/acceptance letter and TURNA Portal application form. **Please be reminded that students who upload a valid invitation letter before the online application deadline (February 20) will receive additional points. Make sure to upload your acceptance letter by March 31st, 2024, 23:59 at the latest with the condition of completing both application forms (KION and TURNA Portal) by 20 February 2024, 13:00.**
- Upload other applicable supporting documents (veteran card, etc.) for additional evaluation criteria.

Step 2: KION System

The screenshot shows the 'Complete Application' tab of the KION System. The left sidebar contains navigation links: Personal Information, Student Information, Application Information, Language Proficiency, Documents Required, and Complete Application. The main content area displays the application deadline as 21 February 2023, 13:00, and includes a commitment form where the applicant certifies the accuracy of their information and understands the program rules. It also lists application announcements for 2021 and 2022 Erasmus+ projects, detailing eligibility criteria and submission requirements. At the bottom, there is a checkbox for privacy consent and a green button labeled 'Complete The Application Process'.

Application deadline is 21 February 2023, 13:00. Please note that you may submit this form only ONCE. If you are not ready to submit it yet, you may save your application and continue to make changes until the deadline.

- I hereby certify that all the information I have provided on this application form is accurate, complete and honestly presented.
- I understand that my application and participation in the program will be cancelled if I fail to fulfill all the requirements (submitting all relevant documents, purchasing the mandatory insurance policies, etc.).
- I have read the important notes and presentations which include program rules via the call for application announcement in myOzU and have been informed about the Erasmus+ Program rules and requirements that I must fulfill below:

Erasmus+ study mobility applications:

Application announcement: <https://my.ozyegin.edu.tr/tr/duyurular/24126>

- Students should check the official websites of the partners and read practical information regarding the academic calendar, course catalogues, availability of accommodation, visa application process, life expenses, health insurance obligations, language of instruction etc. If you have any questions about the equivalency of the courses, please consult your [Program Coordinators](#). For questions regarding non-academic issues, you can send an email to the International Exchange Programs Office.
- Students check the requirements (i.e. language or having completed min. number of ECTS courses) of the partner institutions and make sure they meet the criteria. If partner institutions require a standardized language proficiency report (TOEFL or IELTS) or a certificate for languages other than English, the placed students must submit the required certificate to our office by April 3rd, 2023.
- Placed students will be required to submit their commitment forms to confirm their placement results. Students who submit the commitment form by April 3rd, 2023 will be nominated to partner institutions.
- The partner universities reserve the right to accept/reject exchange students applications. OzU International Exchange Programs Office holds no authority over partners' admission/decision-making process. Therefore, being placed by OzU does not guarantee being accepted by partner institutions. Lack of not following up on necessary documentation and rules of OzU and partner institutions may adversely affect your academic standing, as well as smooth transition at the study abroad destination.
- Applying for the correct visa type in a timely fashion, making travel arrangements, applying for accommodation, purchasing mandatory health insurance policy and getting approval for the course selection are solely the students' responsibility.
- The agreement list and institutional information may be updated according to information coming from partner institutions, current changes and developments due to Covid-19.
- Applicants' personal and academic information that has been provided through our application form will be shared with the host institution during the nomination step.

Erasmus+ traineeship mobility applications:

Application Announcement: <https://my.ozyegin.edu.tr/tr/duyurular/24128>

Erasmus+ traineeship mobility applications will be collected within the following 2021 Erasmus KA131 project with 2021-1-TR01-KA131-HED-00003545 project number and 2022 KA131 Project with 2022-1-TR01-KA131-HED-000053747 project number. The quotas for Erasmus+ grant is based on the number of eligible applications and unused quotas between different cycles are transferable.

- Undergraduate should get signed approval from their [Program Coordinator](#) on the invitation/acceptance letter provided by the host institution. Graduate students should receive it from their advisor.
- In order for the application to be considered, an invitation/acceptance letter must be submitted. Students who submit an acceptance/invitation letter by February 21st, 2023 will be given extra 10 points. However, submitting the application form without an invitation letter is possible. In this case, applicants are required to submit an acceptance/invitation letter by Wednesday, 29 March 2023. Otherwise, their applications will be canceled automatically.
- Applying for the correct visa, work, residence permit in a timely fashion, making travel arrangements, applying for accommodation and purchasing mandatory insurance policies are solely the students' responsibility.

I've been informed on the rules and regulations of the Erasmus+ Program and understand that the Turkish National Agency reserves the right to amend or update these conditions. I hereby declare that I will adhere to changes upon receiving written notice from the OzU International Exchange Programs Office.

I hereby declare that I'm aware of the privacy notice and read it carefully on <https://www.ozyegin.edu.tr/en/Kisisel-Verilerin-Korunmasi>. On the ground of the aforementioned privacy notice I hereby give my clear consent for my personal and academic data to be processed and transferred abroad for Erasmus+ exchange application purposes.

☐

Complete The Application Process

- Please carefully read the commitment form in the “Complete Application” tab. By completing the application form, you confirm that you have been informed and accept & understand all the conditions.
- Click on «Complete the Application Process» to submit your application. **Please be reminded that no changes can be done after submission!**
- **Download the submitted application form** to make sure you do not encounter any technical issues.

If you face any errors in any platforms, please contact international.relations@ozu.edu.tr with a screenshot.