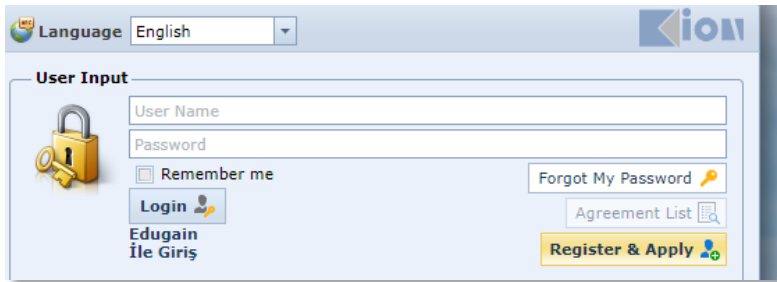


How to Apply - Step 1: KION System

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. It contains a 'User Name' text box, a 'Password' text box, a 'Remember me' checkbox, and a 'Forgot My Password' link with a key icon. There is a 'Login' button with a user icon, an 'Agreement List' link with a document icon, and a prominent yellow 'Register & Apply' button with a plus icon. At the bottom left, the text 'Edugain İle Giriş' is visible.

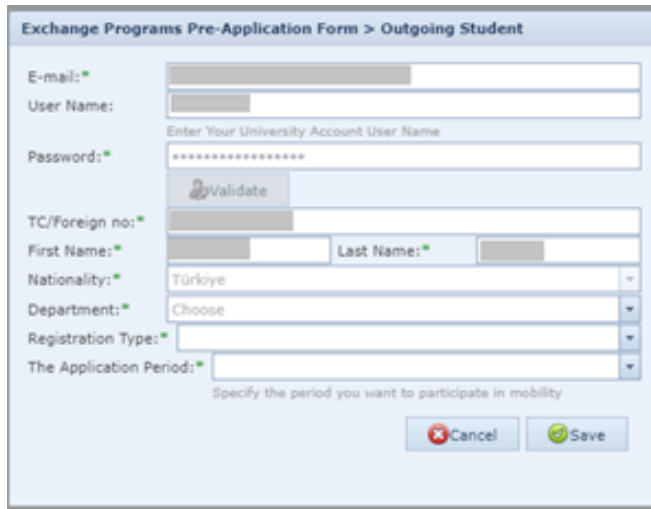
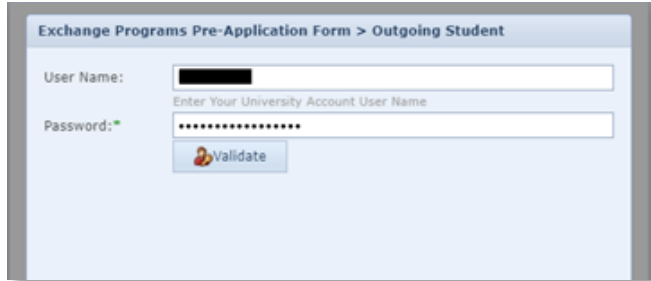
- ▶ Go to <https://intexchange.ozyegin.edu.tr/> - KION System
- ▶ If you have used the online application system previously, you may start your application by login with your OzU username-password. Then use the "Make a New Application" button on the system
- ▶ If you are using the system **for the first 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 1: KION System

REGISTRATION



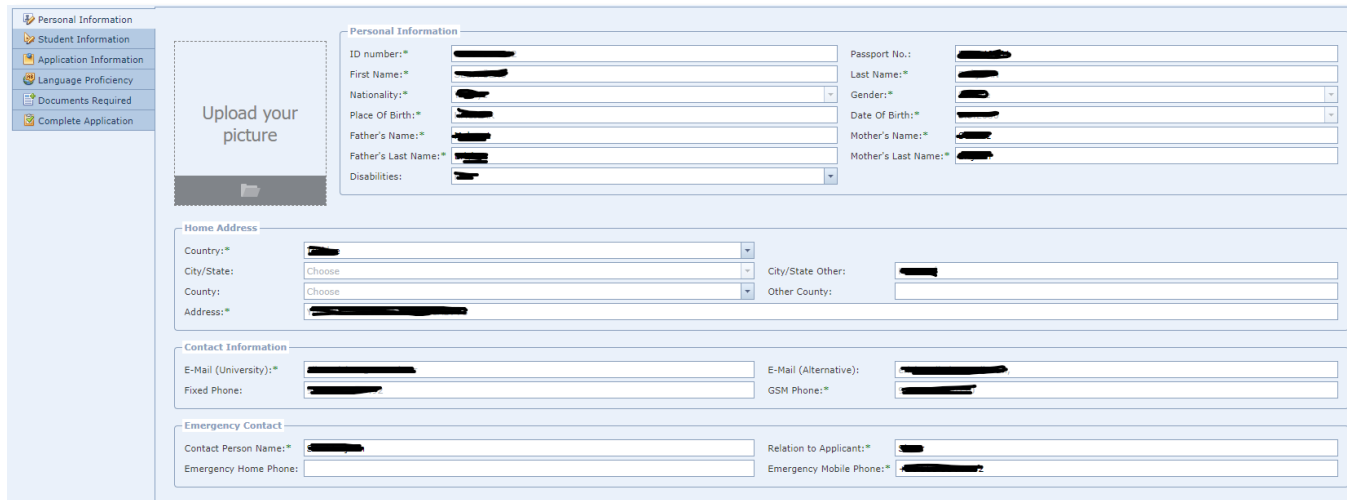
- ▶ Select the program: Erasmus+ > Student > Outgoing Student. Use your OzU username/password and click validate. Your personal information will be automatically filled in. Check your information and click save.
- ▶ If you receive this error: “sistemden dönen öğrenci bilgisi bulunmuyor”, please check 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 below the min. requirement, you will receive this error since you are not eligible for application.
- ▶ 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. Should you need to change your exchange semester selection, you need to contact our office.
- ▶ You will receive a confirmation email when you successfully save your registration.

Step 1: 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 on the left labeled "Upload your picture" with a folder icon. To the right of this box are several input fields: "ID number:*", "First Name:*", "Nationality:*" (a dropdown menu), "Place Of Birth:*", "Father's Name:*", "Father's Last Name:*", "Disabilities:" (a dropdown menu), "Passport No.:", "Last Name:*", "Gender:*" (a dropdown menu), "Date Of Birth:*" (a dropdown menu), "Mother's Name:*", and "Mother's Last Name:*". Below these fields is a section titled "Home Address" with fields for "Country:*" (a dropdown menu), "City/State:" (a dropdown menu), "City/State Other:" (a text field), "County:" (a dropdown menu), "Other County:" (a text field), and "Address:*". Below the "Home Address" section is a "Contact Information" section with fields for "E-Mail (University):*", "Fixed Phone:", "E-Mail (Alternative):", and "GSM Phone:*". At the bottom is an "Emergency Contact" section with fields for "Contact Person Name:*", "Emergency Home Phone:", "Relation to Applicant:*", and "Emergency Mobile Phone:*".

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 1: KION System

Personal Information

Student Information

Application Information

Language Proficiency

Documents Required

Complete Application

Student Information

Student's Year at University:*

Student Number:*

Academic Average:*

Unit Information

Faculty/Institute:

Program:*

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

Personal Information

Student Information

Application Information

Language Proficiency

Documents Required

Complete Application

Application Information

The Application Period: 2021-2022 --- Summer

Registration Type:*

Previous International Activities

The previous activities registered in the system are listed below. If you do not have a record in the system, please add your previous activities.

Add New Activity

#	Academic Year	Academic Semester	ExchangeProgram Type	Registration Type	Diploma Degree	Total Day Count	Explanation
No data to display							

Previous Activities Registered in The System:

Academic Year	Academic semester	Exchange Program	Mobility Type	Registration Type	Application Status	Application Date
No data to display						

- ▶ 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.

Personal Information

Student Information

Application Information

Language Proficiency

Documents Required

Complete Application

Erasmus Language Exam(ELE)

Yabancı Dil Sınavları

Exam Date	Exam Language	Exam Name	Total Language Score	Açıklama
25.2.2022 1:00 PM	English	University Foreign Language Exam	87.00	

- ▶ In the «Language Proficiency» tab, please select the ELE 2023 exam. ELE 2022 scores are also displayed here, if you have taken the exam last year.

- ▶ Please be reminded that **only** 2022 ELE scores will be considered valid. If you haven't taken the ELE 2022, you have to register for the ELE 2023.

Step 1: KION System

- **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.
- **TRAINEESHIP MOBILITY:** In the «Documents Required» tab, please upload your invitation/acceptance letter. **Please be reminded that students who upload a valid invitation letter before the online application deadline (February 21) will receive additional points. Make sure to upload your acceptance letter by March 29th, 2023 at the latest with the condition of completing both application forms (KION and Erasmus Portal) by 21 February 2023, 13:00.**
- Upload other applicable supporting documents (veteran card, etc.) for additional evaluation criteria.

Step 1: KION System

The screenshot shows the 'Complete Application' tab of the KION System. The left sidebar contains icons for Personal Information, Student Information, Application Information, Language Proficiency, Documents Required, and Complete Application. The main content area includes the application deadline (21 February 2023, 13:00), a declaration of accuracy, and a list of seven numbered instructions for applicants. It also mentions the Erasmus+ traineeship mobility applications and provides a link to the application announcement. At the bottom, there is a red 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>

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. The agreement list and institutional information may be updated according to information coming from partner institutions, current changes and developments due to Covid-19.
7. 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.

1. 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.
2. 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.
3. 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.

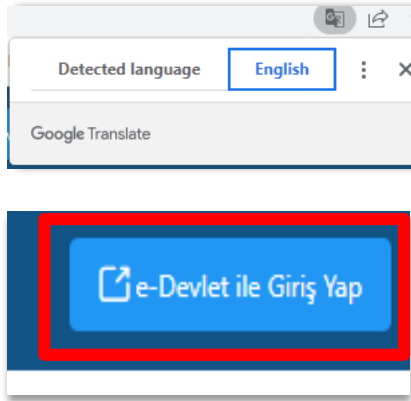
☐

Complete The Application Process

- Please read the commitment form in the “Complete Application” tab very carefully. 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!**
- **After completing your application, download the application form and upload it to your Erasmus Portal application form.**

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

How to Apply - Step 2: Erasmus Portal System



- ▶ 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.
- ▶ Go to erasmusbasvuru.ua.gov.tr and click the “**e-devlet ile Giriş Yap**” (Sign-in with e-government) button at the top right corner to proceed.
- ▶ Login with your e-Government (e-Devlet) account credentials. You must create a brand-new application in the portal.
- ▶ International students who obtained their residence permits need to obtain an e-Government password from PTT post office to login. 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.

T.C. DEĞİŞİMLERİ BAKANLIĞI
AVRUPA BİRLİĞİ BAŞKANLIĞI
YÜKÜMLÜ ULUSAL AJANSI

T.C. Değişimleri 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 işlenir. Kayıt ortamı; elektronik veriler için bilginin sistemli sunucular, uygulamalar, kurumsal bilgiyazılar ve depolama ortamı olup basılı dokümanlar için ise ofis ve arşivlerdir.

Başkanlık, yararlanıcıların projeleri gereği toplanan kimlik bilgilerini, iletişim bilgilerini, proje bilgilerini, Kurum adı 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 devletin etliği müdahaleye doğrudan ya da dolaylı yollarla;

- İdari ve adli makamlardan gelen bilgi taleplerinin cevaplandırılması, hukuki süreçler ve mevzuata uyum sağlanması amacıyla,
- Başkanlık yerleşkesi içerisinde ziyaretçilerin, can ve mal güvenliğinin sağlanması veya bu maddede belirtilenlere ilişkin kurallara uyum sağlanması da dâhil olmak üzere yasal yükümlülüklerin, yargı organlarının veya yetkili idari kuruluşların gereklilik ve taleplerinin yerine getirilmesi amacıyla,
- Ziyaretçi sağlık hizmetlerinin ve iş sağlığı ve güvenliği yükümlülüklerinin yürütülmesi amacıyla, Başkanlığın sunmuş olduğu hizmetlerin kullanılmasında amacıyla,
- Programların ünlendirmede daha etkin ve verimli hale getirilebilmesi için yapılan istatistik çalışmaları ve etki analizi araştırmalarında kullanılmasında amacıyla,
- Program uygulamalarının değerlendirilme, süreçler ve sonuçların analiz edildiği araştırmalar ve raporlamalarda kullanılmasında amacıyla,
- Başkanlığın sunmuş olduğu hizmetlerin kullanılmasında amacıyla.

İşlenilmektedir.

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 Kurumlarına, 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 kendime ilgili, kişisel veri işlenmediğini öğrenme, kişisel verilerin işlenip işlenmediğine bulaşık bilgi talep etme, kişisel verilerin işlenme amacını ve bunların amacına uygun kullanılıp kullanılmadığını öğrenme, yasal işleme veya yasal dışı işleme amaçları dışında kişisel verilerin aktarıldığı üçüncü kişileri bilme, kişisel verilerin eksik veya yanlış işlenmiş olması halinde bunların düzeltilmesini isteme, işbu verilerin işlenmesini gerektiren sebeplerin ortadan kalkması halinde kişisel verilerin silinmesini veya yok edilmesini isteme, düzeltme ve silinme taleplerini üzerine yapılan işlemler, kişisel verilerin aktarıldığı üçüncü kişilere bildirilmesini isteme işlenen verilerin münhasıran otomatik sistemler vasıtasıyla analiz edilmesi suretiyle kendi aklıma bir sonuç ortaya çıkmasına itiraz etme, kişisel verilerin kanuna aykırı olarak işlenmesi sebebiyle zarara uğramam halinde zararın giderilmesini talep etme ve bu hususları Başkanlığınız Veri Sorumlusu İhtibat Kişisine İletmek üzere Başkanlığa yazılı şekilde başvurarak talep etme haklarına sahip olduğum konusunda bilgilendirildiğimi beyan ederim.

Ayrıca, İşbu Sözleşme kapsamında paylaşılmış kişisel verilerin doğru ve güncel olduğunu; bu bilgilerle değişiklik olması halinde değişiklikleri Başkanlığa bildireceğimi kabul ve beyan ederim.

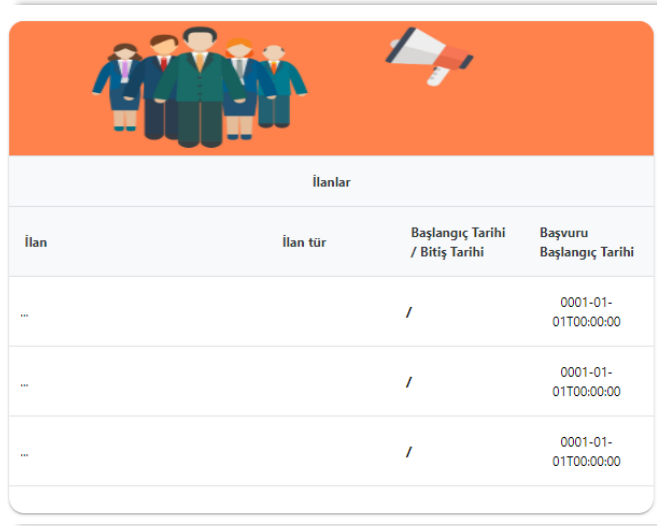
Özel nitelikli kişisel verilerin toplan, ceza mahkûmiyeti ve güvenlik tedbirleri bilgisi, kan grubu, sağlık verileri, din, mezhep ve felsefi inanç, biyometrik ve genetik veriler, demek, vakti ve sendika üyeliği, siyasi düşüncesi vb.) de dâhil olmak üzere ilgili kişisel verilerinin işlenmesi, ilgili süreç kapsamında işleme amacı ile sınırlı olmak üzere kullanılmasına ve paylaşılmamasına, gerekli süre zarfında saklanmasıyla açık rızam olduğunu beyan ederek bu hususta tarafıma gerekli aydınlatmanın yapıldığını, Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı Kişisel Verilerin Korunması ve İşlenmesi hakkında Aydınlatma Beyanını ve işbu Açık Rıza Metni'ni okuduğumu ve anladığımı;

Veri Sorumlusuna/Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı

Kabul Ediyorum Kabul Ediyorum

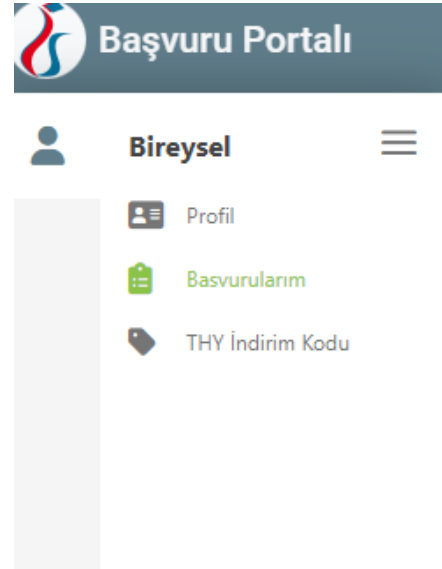
Gönder

Step 2: Erasmus Portal System

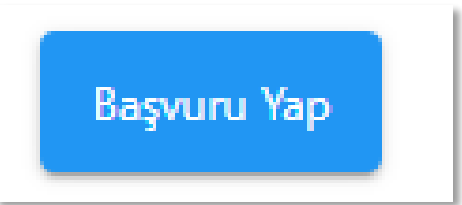


İlan	İlan tür	Başlangıç Tarihi / Bitiş Tarihi	Başvuru Başlangıç Tarihi
...		/	0001-01-01T00:00:00
...		/	0001-01-01T00:00:00
...		/	0001-01-01T00:00:00

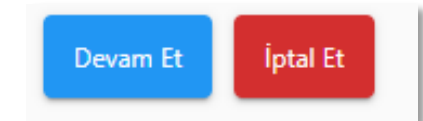
- ▶ After logging in, your profile will be activated. Then, you will be able to see Erasmus+ announcements.
- ▶ The currently active Erasmus+ Application Calls listed on the “**İlanlar**” (Announcements) section. Click on the **Özyeğin University Erasmus+ Study or Traineeship Mobility Application Call** announcement.



- ▶ You can also click on the icon on the left side to review your application status by clicking the human icon > **Başvurularım** (My Applications).

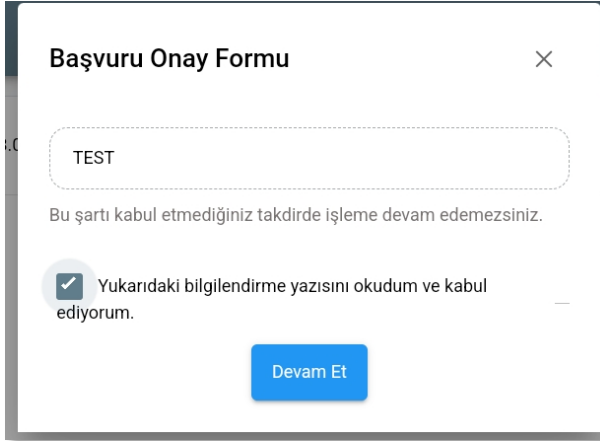


- ▶ To start your application, click “**Başvuru Yap**” (Apply) button on the right side of the related announcement. You can also see the application deadline next to it.

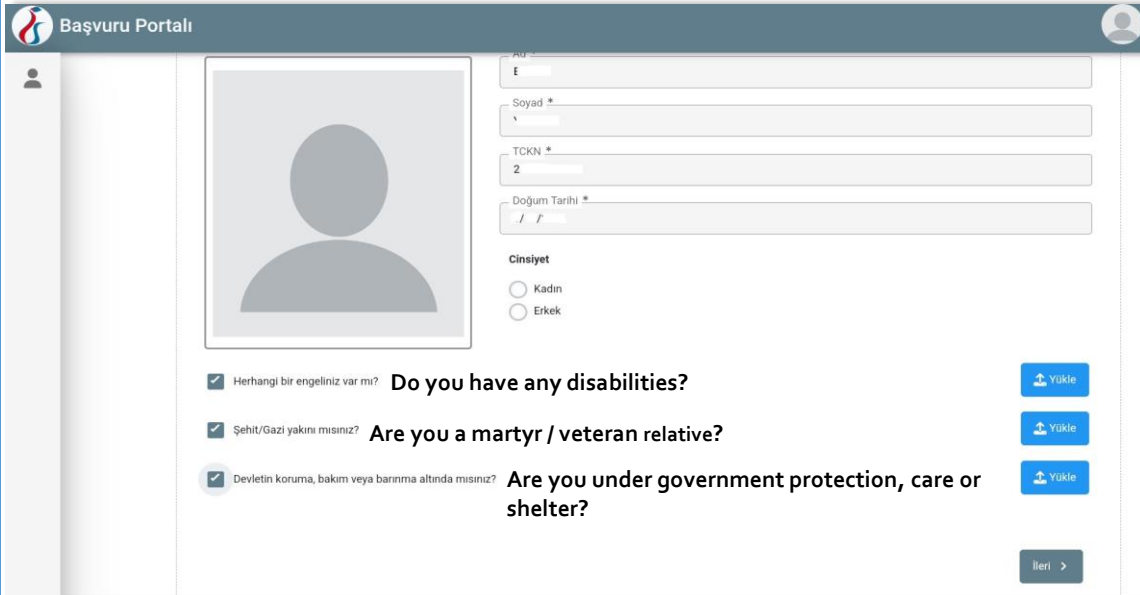


- ▶ If you leave your application form without submitting, you can continue by clicking “**Devam Et**” or cancel by clicking “**İptal Et**”.

Step 2: Erasmus Portal System




- ▶ 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 platform.



- ▶ 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/ others.) apply to you, please select and upload your supporting document for evaluation. Do not click if you don't meet the additional criteria.
- ▶ If the questions do not apply to you, do not make any sections and click “**İleri**” (Next) to proceed.

Step 2: Erasmus Portal System

Portali 

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

Üniversite *
ÖZYEĞİN ÜNİVERSİTESİ

Bölüm/Program
...
▼

Sınıf *
...
▼

Not Ortalamanız *
3. ...

Öğrenci Numarası *
S: ...

< Geri İleri >

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

Step 2: Erasmus Portal System

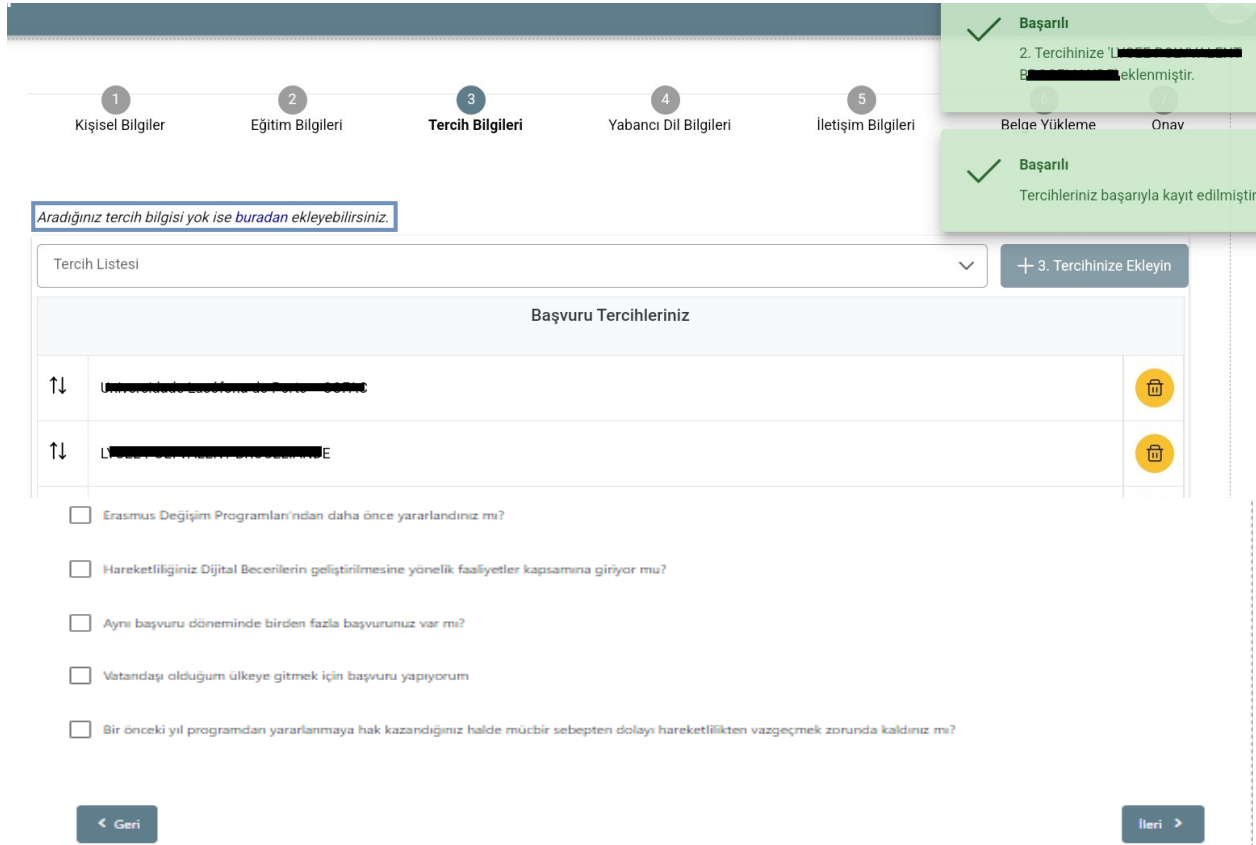
The screenshot shows the Erasmus Portal System interface for Step 2: Tercih Bilgileri (Preference Information). The top navigation bar includes five steps: 1. Kişisel Bilgiler, 2. Eğitim Bilgileri, 3. Tercih Bilgileri (current step), 4. Yabancı Dil Bilgileri, and 5. İletişim Bilgileri. Below the navigation bar, there are two green success messages: "Başarılı 2. Tercihinize 'L...' E... eklenmiştir." and "Başarılı Tercihleriniz başarıyla kayıt edilmiştir." A blue box highlights the text "Aradığınız tercih bilgisi yok ise buradan ekleyebilirsiniz." Below this, there is a dropdown menu labeled "Tercih Listesi" and a button "+ 3. Tercihinize Ekleyin". The main section is titled "Başvuru Tercihleriniz" and contains a table with two rows of partner institutions. Each row has a dropdown arrow, the institution name, and a trash icon. Below the table, there are five checkboxes for additional criteria: "Erasmus Değişim Programları'ndan daha önce yararlandınız mı?", "Hareketliliğiniz Dijital Becerilerin geliştirilmesine yönelik faaliyetler kapsamına giriyor mu?", "Aynı başvuru döneminde birden fazla başvurunuz var mı?", "Vatandaş olduğum ülkeye gitmek için başvuru yapıyorum", and "Bir önceki yıl programdan yararlanmaya hak kazandığınız halde mücbir sebepten dolayı hareketlilikten vazgeçmek zorunda kaldınız mı?". At the bottom, there are two buttons: "< Geri" and "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 and Erasmus portal). **In the case of different institution selections, the preference list in the KION system will be considered.**
- ▶ You may review the up-to-date **partner institution list** [here](#). Please check the list and inform us if there are missing institutions in the portal.
- ▶ Please find the partner institution that you want to select in the drop down menu and click «Tercihinize Ekleyin» button.
- ▶ 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.

Step 2: Erasmus Portal System



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 Ekle

Başvuru Tercihleriniz

↑↓	L. ...	🗑
↑↓	L. ...	🗑

☐ Erasmus Değişim Programları'ndan daha önce yararlandınız mı?

☐ Hareketliliğiniz Dijital Becerilerin geliştirilmesine yönelik faaliyetler kapsamına giriyor mu?

☐ Aynı başvuru döneminde birden fazla başvurunuz var mı?

☐ Vatandaş olduğum ülkeye gitmek için başvuru yapıyorum

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

< Geri İleri >

ONLY FOR TRAINEESHIP MOBILITY:

- ▶ Here you will insert your traineeship company/institution. **Please check out two 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 29th, 2023, 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 until March 29th, after you complete your application on both application platforms (KION and Erasmus Portal)

- ▶ 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. Please do not click if you do not meet the criteria.

Step 2: Erasmus Portal System

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

Başarılı
2. Tercihinize 'L...' eklenmiştir.

Başarılı
Tercihleriniz başarıyla kayıt edilmiştir.

Aradığınız tercih bilgisi yok ise buradan ekleyebilirsiniz.

Tercih Listesi

+ 3. Tercihinize Ekleyin

Başvuru Tercihleriniz

↑↓	...	🗑️
↑↓	...	🗑️

☐ Erasmus Değişim Programları'ndan daha önce yararlandınız mı?

☐ Hareketliliğiniz Dijital Becerilerin geliştirilmesine yönelik faaliyetler kapsamına giriyor mu?

☐ Aynı başvuru döneminde birden fazla başvurunuz var mı?

☐ Vatandaş olduğum ülkeye gitmek için başvuru yapıyorum

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

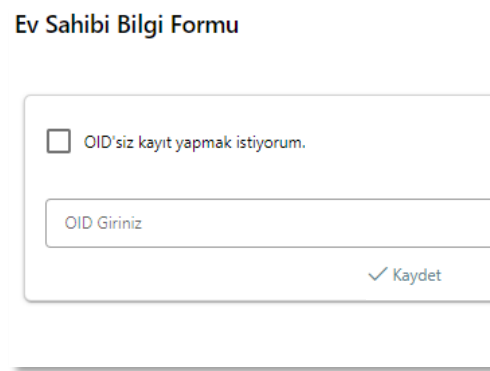
< Geri İleri >

ONLY FOR TRANIEESHIP MOBILITY:

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

- ▶ Upload your letter with signed approval by your [program coordinator](#) (grad students: their 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.
- ▶ Please go to the next slide to see how to add the institution.

Step 2: Erasmus Portal System

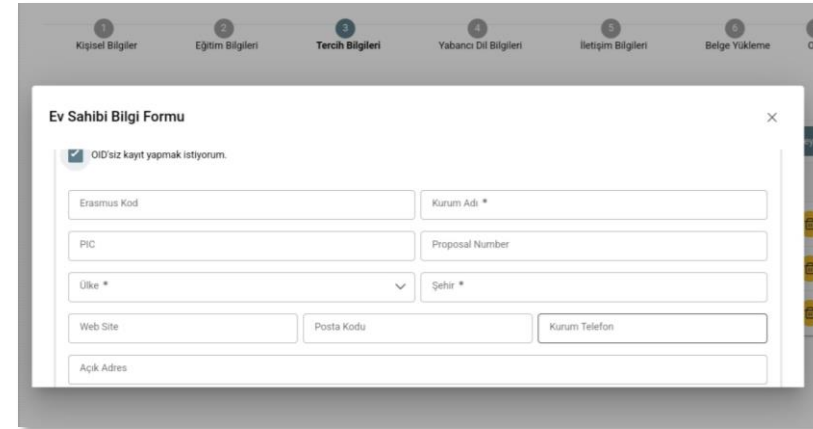


Ev Sahibi Bilgi Formu

☐ 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 2: Erasmus Portal System

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

- Yabancı Dil İngilizce X v Yabancı Sınav Dil Üniversite Kendi Sınavı X v Sınav Yılı 2021 X v Puan 99 + Yabancı Dili Ekleyin

İngilizce (Üniversite Kendi Sınavı) 99 Yükle İleri

< Geri

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

Cep Telefonunuz *

Mail Adresiniz *

İkamet Adresiniz *

< Geri İleri >

- ▶ The fourth step is the “**Yabancı Dil Bilgileri**” (Language Information).
- ▶ If you have and would like to use your ELE 2022 score, please select **İngilizce > Üniversite Kendi Sınavı > 2022** (English > University Own Exam > Exam Year) and enter you ELE score.
- ▶ Click on «Yabancı Dili Ekleyin» to add it officially and proceed. You do not need to upload a document.
- ▶ If you will take the ELE on February 24th, 2023, click on “**Üniversite Yabancı Dil Sınavına Girmek İstiyorum.**” (I want to take the University Foreign Language Exam.) only and proceed.
- ▶ The fifth step is the “**İletişim Bilgileri**” (Contact Information).
- ▶ Add your Turkish mobile phone, OzU e-mail address and official residence address in Türkiye, then proceed.

Step 2: Erasmus Portal System

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

X Kabul Belgesi Yükle

X Başvuru Formu Yükle

< Geri İleri >

- ▶ The sixth step is the **“Belge Yükleme”** (Document Upload).
- 1. Upload your KION application form as **“Başvuru Formu”** (Application Form) .
- 2. ONLY FOR TRAINEESHIP MOBILITY: Upload your acceptance/invitation letter as **“Kabul Belgesi”** (Acceptance Certificate) if you have it. If you will submit your letter later on you can proceed to the next part to complete your application. This part of the application will be open for document uploading after February 21st for students who completed their application until the deadline. Students who will receive their acceptance letter by March 29th must upload their letter.

Step 2: Erasmus Portal System

- ▶ 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 submission**.
- ▶ **ONLY FOR TRAINEESHIP MOBILITY:** Only acceptance/invitation letters can be uploaded until March 29th, 2023 with the condition of completing the application on both online platforms until February 21st, 2023 until 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.**
- ▶ **Download the submitted application form** to make sure you do not encounter any technical issues.