

ERASMUS USER GUIDE FOR MAKING AN APPLICATION

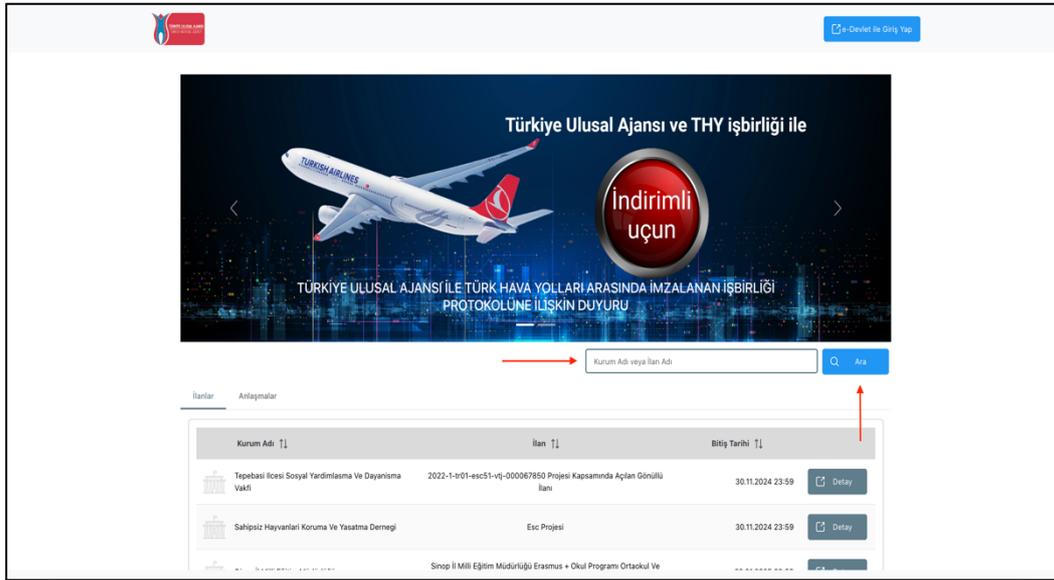
Below is a detailed user guide for students to complete their applications through the Online Erasmus Application System:

APPLYING FOR ERASMUS STUDENT MOBILITY FOR STUDIES THROUGH THE TURNA PORTAL

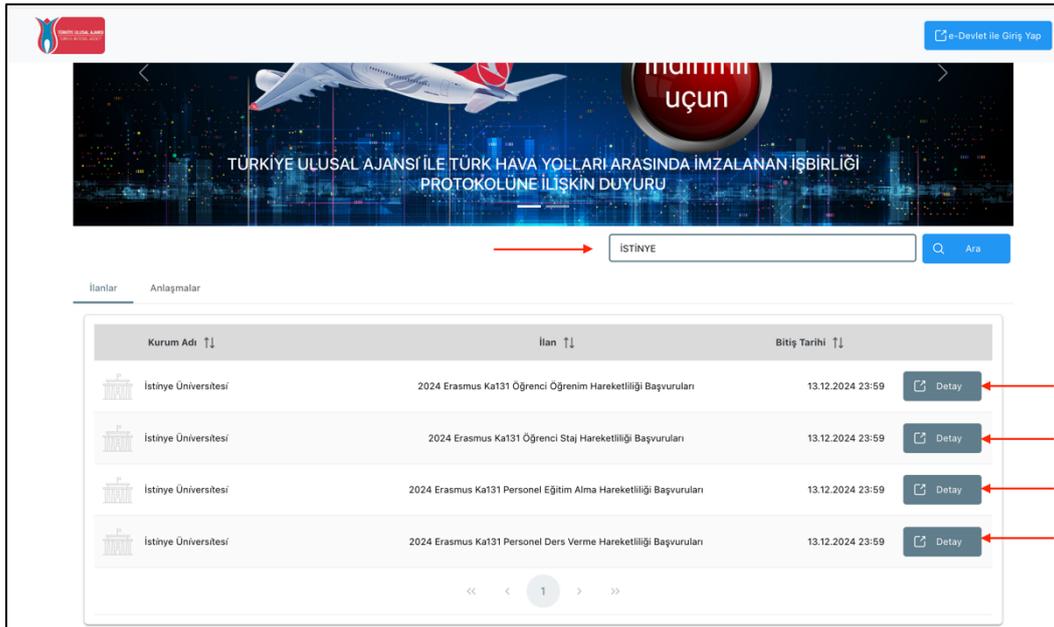
- Log in to the Online Application System via the link below.

<https://turnaportal.ua.gov.tr/giris>

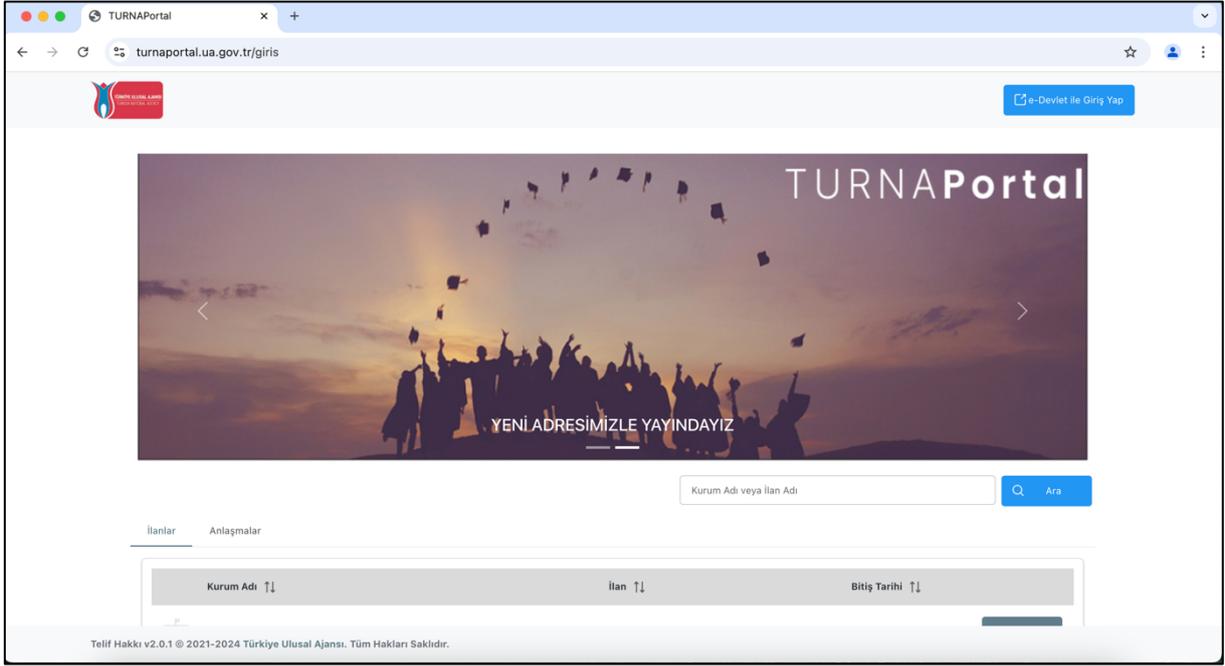
- By typing İSTİNYE to section called “Kurum Adı veya İlan Adı” and clicking on Ara, you can see the list of the Erasmus announcements.



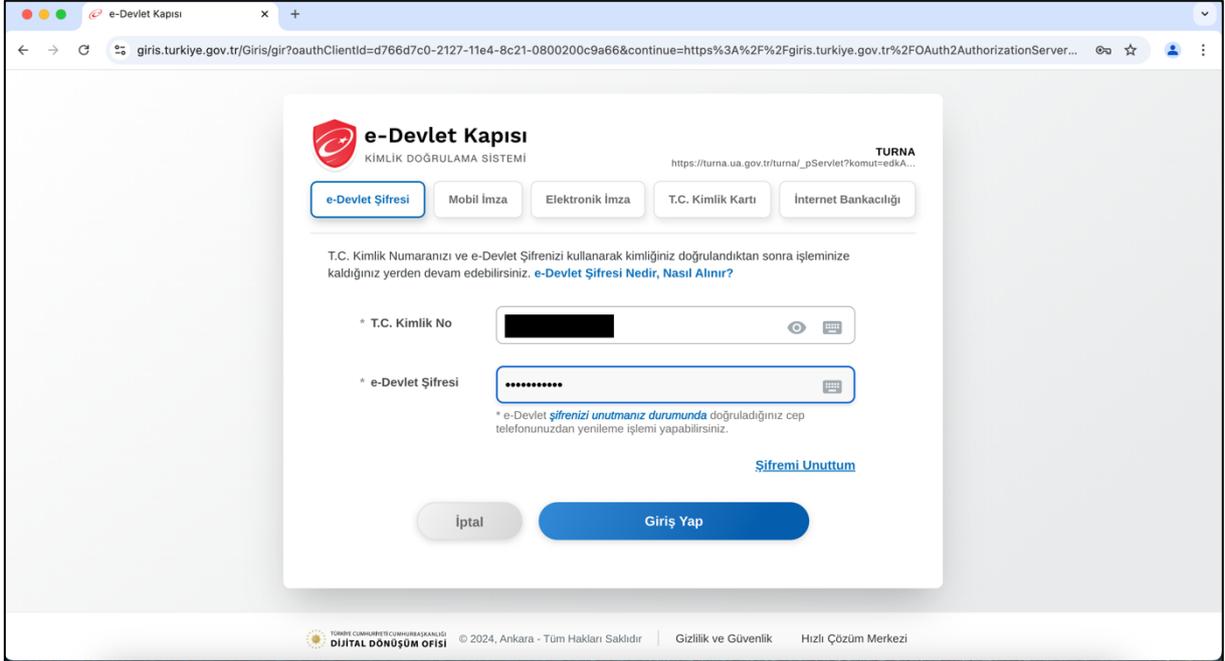
- You can read the details of the announcement you are interested in by clicking the "Detay" button next to the announcement in the list.



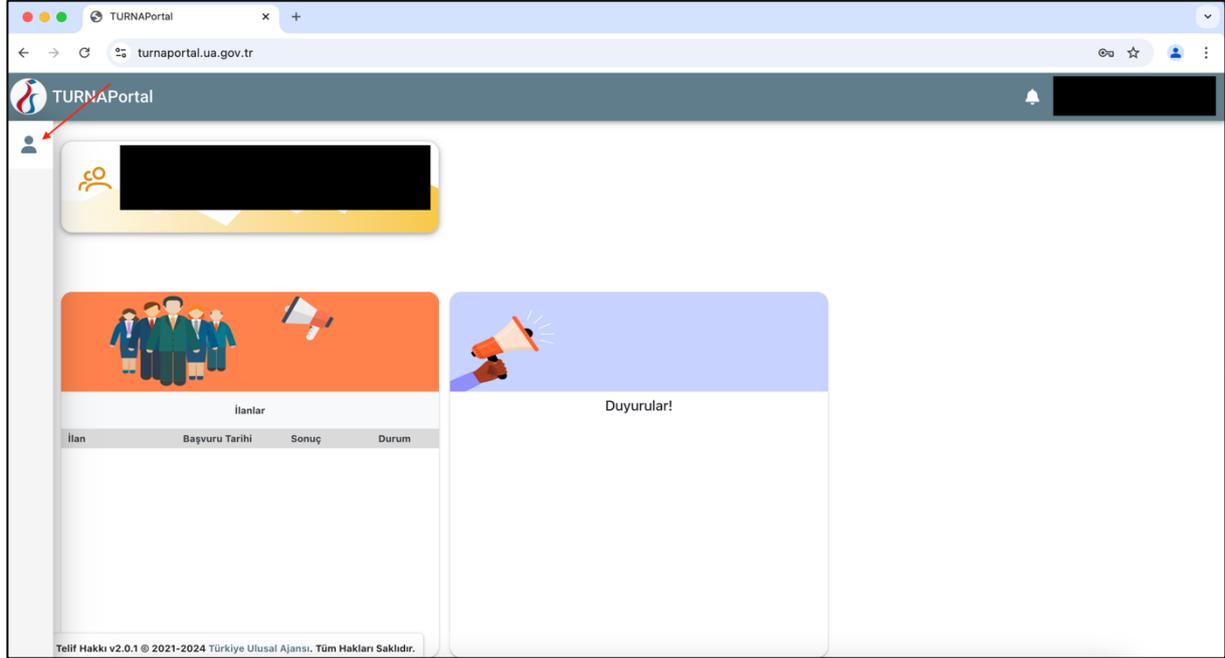
- Click on the option labeled “E-Devlet ile Giriş Yap” located at the top right corner.



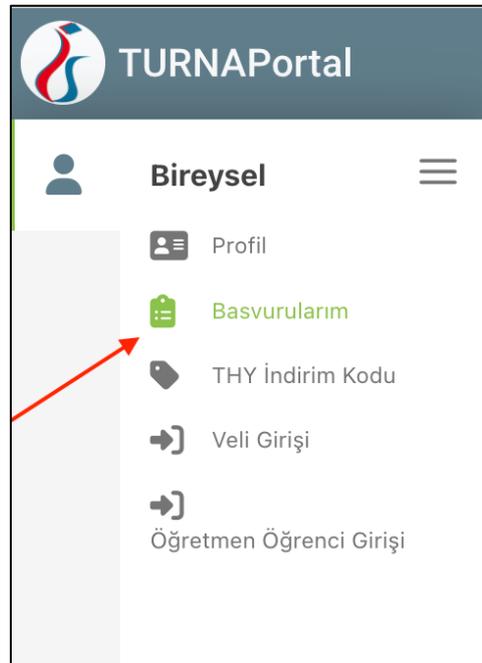
- On the page that opens, fill in the required fields and click “Giriş Yap.”



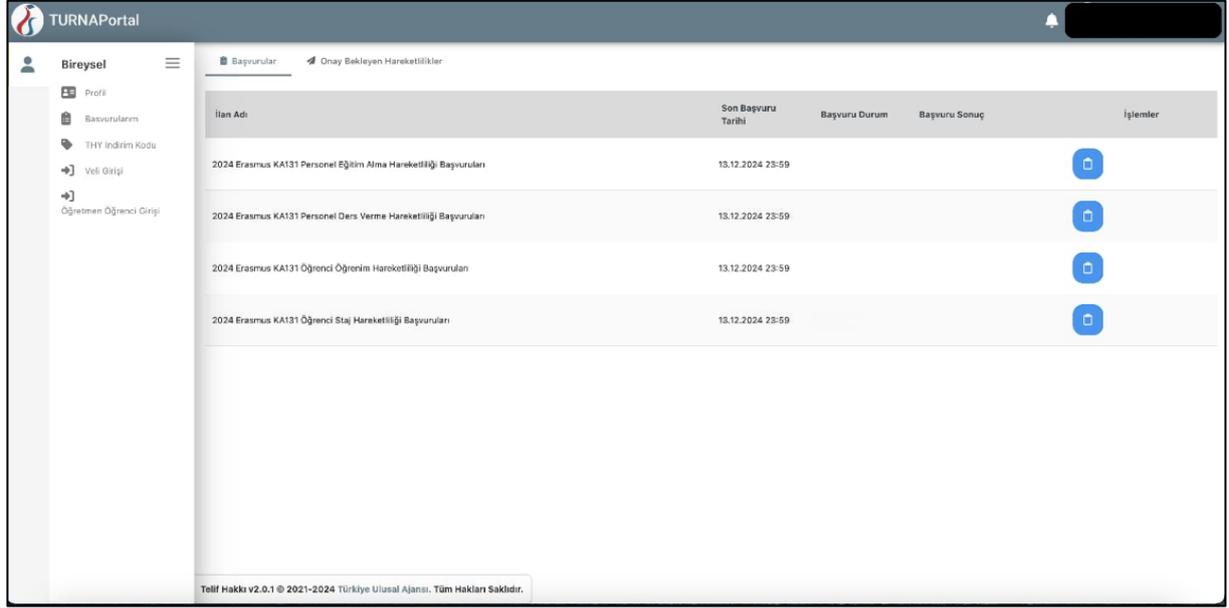
- After logging in through E-Devlet, click on the section indicated by the arrow on the left side of the screen.



- In the window that opens, select the "Başvurularım" option.



- After clicking on the relevant section, select the blue box next to the mobility program you wish to participate in from the window that appears.



To benefit from the student mobility for studies program, please follow the steps below:

- Students who wish to participate in the study mobility program must select the “**2024 Erasmus KA131 Öğrenci Öğrenim Hareketliliği Başvuruları**” option.
- In the window that opens, carefully read the “Başvuru Onay Formu,” select the option “Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum,” located at the bottom of the form, and then click “Devam Et.”

Note: Please be sure that you have read the announcement carefully.

- On the “Kişisel Bilgiler” page, the details shown in the image below (Ad, Soyad, TCKN and Doğum Tarihi) are automatically retrieved from the E-Devlet system and do not need to be filled in.

The screenshot shows the 'Kişisel Bilgiler' (Personal Information) page in the TURNA Portal. The page is part of a multi-step process, with 'Kişisel Bilgiler' being the first step. The page title is '2024 Erasmus KA131 Öğrenci Öğrenim Hareketliliği Başvuruları'. The form contains the following fields:

- Ad *
- Soyad *
- TCKN *
- Doğum Tarihi *
- Cinsiyet (Gender) with radio buttons for Kadın (Female) and Erkek (Male).

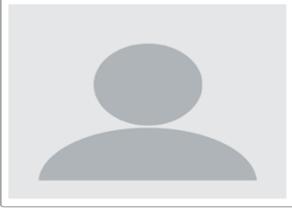
The fields for Ad, Soyad, TCKN, and Doğum Tarihi are currently empty, indicating that the information is automatically retrieved from the E-Devlet system.

- Other information on the same page (Kişisel Bilgiler) must be filled in by the students. Once the required fields are completed, click on the “İleri” option located at the bottom right of the page to proceed to the next step.

Herhangi bir engeliniz var mı?

Şehit/Gazi yakını mısınız?

Lütfen aşağıdaki seçeneklerden size uygun olanı/olanları işaretleyiniz. Bu bilgiler sadece istatistiksel bilgi toplamak üzere talep edilmektedir. *



Devletin koruma, bakım veya barınma altında mısınız?

Kendiniz veya aileniz muhtaçlık aylığı alıyor mu ?

Yetim aylığı alıyor musunuz ?

Kendiniz veya 1. derece yakınlarınız AFAD'dan afetzede yardımı alıyor mu?

İleri >

- If you have selected one of the options below, you may upload the related document by clicking on “Yükle” next to related sentence.

Devletin koruma, bakım veya barınma altında mısınız?

Kendiniz veya aileniz muhtaçlık aylığı alıyor mu ?

Yetim aylığı alıyor musunuz ?

Kendiniz veya 1. derece yakınlarınız AFAD'dan afetzede yardımı alıyor mu?

İleri >

sal Ajansı. Tüm Hakları Saklıdır.

- On the “Eđitim Bilgileri”, fill in the required fields (Dönem and Öğrenci Numarası) and click “İleri” to proceed.

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

2024 Erasmus KA131 Öğrenci Öğrenim Hareketliliđi Başvuruları

Üniversite *
İSTİNYE ÜNİVERSİTESİ

Bölüm/Program *
[Redacted]

Sınıf *
[Redacted]

Dönem *
[Redacted]

Not Ortalamamız *
[Redacted]

Öğrenci Numarası
[Redacted]

Türkiye Ulusal Ajansı. Tüm Hakları Saklıdır. İleri >

- On the “Tercih Bilgileri” page, click on the area indicated by the arrow to select the university where you wish to study under the mobility program, then click the “Tercihinize Ekleyin” button.

The image displays two screenshots of the Erasmus KA131 application form, specifically the 'Tercih Bilgileri' (Preference Information) page. The top screenshot shows the 'Tercih Listesi' (Preference List) dropdown menu with a red arrow pointing to it. The bottom screenshot shows the same page with the dropdown menu open, displaying 'UNIVERSITA DEGLI STUDI DI CATANIA (Toplam Kontenjan : 4)' and a red arrow pointing to the '+ 1. Tercihinize Ekleyin' button.

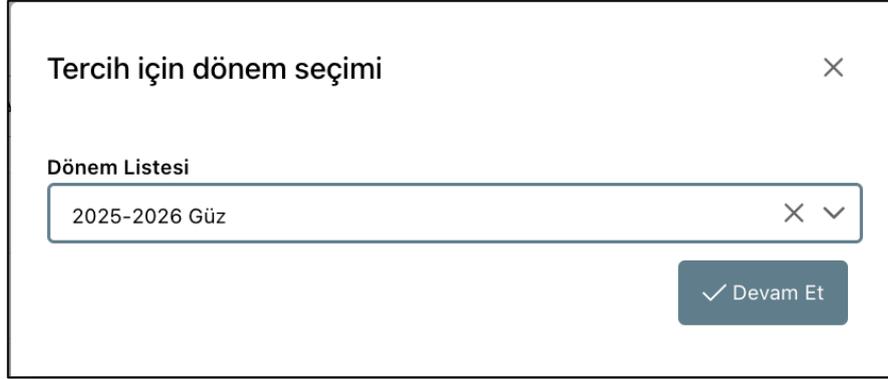
Note 1: The selected university in the image is an example, and the universities listed may vary depending on the department.

Note 2: If you have previously participated in Erasmus Exchange Programs, select the “Erasmus Değişim Programları’ndan daha önce yararlandınız mı?” option.

Note 3: If your department does not have an Erasmus agreement, you cannot apply for this type of mobility. To establish an agreement, you can contact your Erasmus faculty coordinator via the link below.

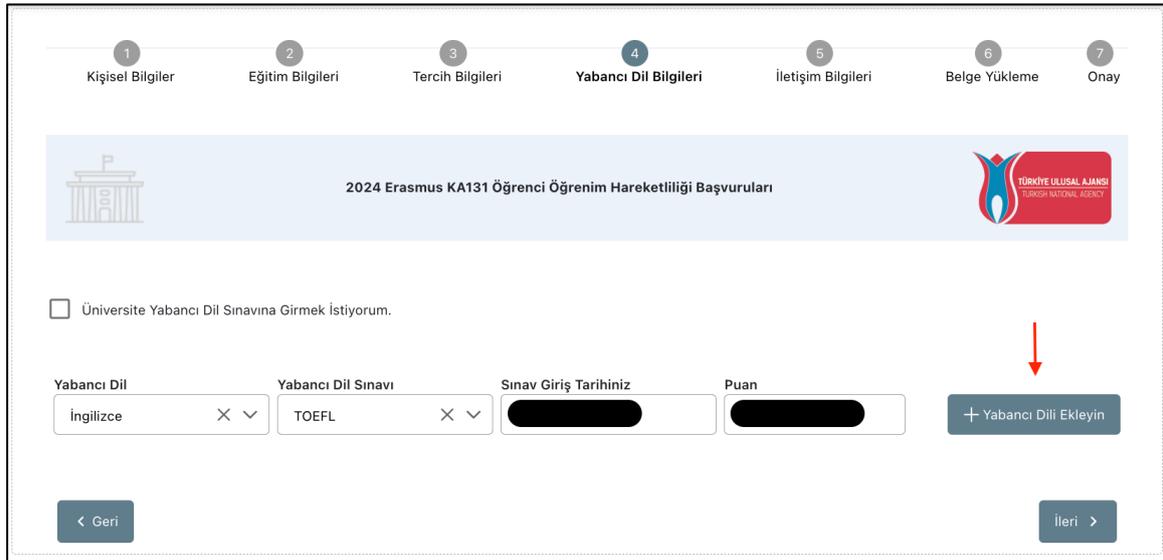
<https://erasmus.istinye.edu.tr/en/erasmus-coordinators>

- After clicking “**Tercihinize Ekleyin,**” select the term in which you wish to participate in the mobility program from the window that opens, and click “**Devam Et.**”



Note: The 2025-2026 Fall Semester has been selected as an example, but you can also choose other available terms from the list.

- After making your preferences, click “**İleri**” to proceed to the next page.
- On the “**Yabancı Dil Bilgileri**” page, if you have any of the foreign language certificates accepted by our university, select the relevant exam and fill in the required fields and click on “**Yabancı Dili Ekleyin.**”



Note: Students with exam result certificates must also send their documents to erasmusenglishexam@istinye.edu.tr by Thursday, December 19, 2024, at 5:00 PM to ensure document verification.

Note: TOEFL exam has been chosen as an example. If you have any other foreign language certificates accepted by our university, you have to select this exam and uploaded the result.

- Then, click the "Yükle" button to upload the relevant exam result.

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

2024 Erasmus KA131 Öğrenci Öğrenim Hareketliliği Başvuruları

Üniversite Yabancı Dil Sınavına Girmek İstiyorum.

Yabancı Dil Yabancı Dil Sınavı Sınav Giriş Tarihiniz Puan [+ Yabancı Dili Ekleyin](#)

Dil Adı / Sınav / Sınav Tarihi
İngilizce / [Yükle](#)

[< Geri](#) [İleri >](#)

- If you do not have any exam results and plan to take the English Proficiency Exam conducted by our university, select “Üniversite Yabancı Dil Sınavına Girmek İstiyorum.” click “İleri” to proceed to the next page.

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

2024 Erasmus KA131 Öğrenci Öğrenim Hareketliliği Başvuruları

Üniversite Yabancı Dil Sınavına Girmek İstiyorum.

Yabancı Dil Yabancı Dil Sınavı Sınav Giriş Tarihiniz Puan [+ Yabancı Dili Ekleyin](#)

[< Geri](#) [İleri >](#)

- On the “İletişim Bilgileri”, the “**Cep Telefonunuz**” and “**E-Posta Adresiniz**” fields will be automatically retrieved from the E-Devlet system. You will need to complete the “İkamet Adresiniz” section, which refers to your residential address. Once the required information is completed, click “İleri” to proceed to the next page.

The screenshot shows the application form for the 2024 Erasmus KA131 Student Learning Mobility Program. The progress bar at the top indicates that the user is on step 5, "İletişim Bilgileri" (Communication Information). The form includes the following fields:

- Cep Telefonunuz ***: A text input field containing a redacted phone number.
- Mali Adresiniz ***: A text input field containing a redacted email address.
- İkamet Adresiniz ***: A text input field for the residential address.

At the bottom of the form, there are two buttons: "< Geri" (Back) on the left and "İleri >" (Next) on the right. A red arrow points from the "İleri >" button to the right, indicating the next step in the process.

- On the “**Belge Yükleme**” screen, there is no need to upload any documents since the updated transcript will be obtained from E-Devlet by us, and exam result documents must be uploaded (if you have) on the “**Yabancı Dil Bilgileri**” page and it will be sent to **erasmusenglishexam@istinye.edu.tr**. Therefore, you can proceed to the final page by clicking “İleri.”

The screenshot shows the application form for the 2024 Erasmus KA131 Student Learning Mobility Program. The progress bar at the top indicates that the user is on step 6, "Belge Yükleme" (Document Upload). The form is mostly empty, with only the "İkamet Adresiniz" field visible from the previous step. At the bottom of the form, there are two buttons: "< Geri" (Back) on the left and "İleri >" (Next) on the right. A red arrow points from the "İleri >" button to the right, indicating the next step in the process.

- Carefully review the information provided on the final page.
- Click on the “**Başvuruyu Tamamla**” option at the bottom of the page to complete your application.

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

2024 Erasmus KA131 Öğrenci Öğrenim Hareketliliği Başvuruları

TÜRKİYE ULUSAL AJANSI
TURKISH NATIONAL AGENCY

Yabancı Dil Bilgileriniz

Cep Telefonunuz

Mail Adresiniz

İkamet Adresiniz

Türkiye Ulusal Ajansı. Tüm Hakları Saklıdır. Başvuruyu Tamamla

If you require further information, you can send an email to erasmus@istinye.edu.tr.

Information about the Foreign Language Exam is provided in detail **at the end of each announcement**. Make sure to read this section carefully. All processes related to the foreign language exam are managed by the Department of Foreign Languages. Therefore, if you have any questions regarding the exam, you should **only contact** erasmusenglishexam@istinye.edu.tr.

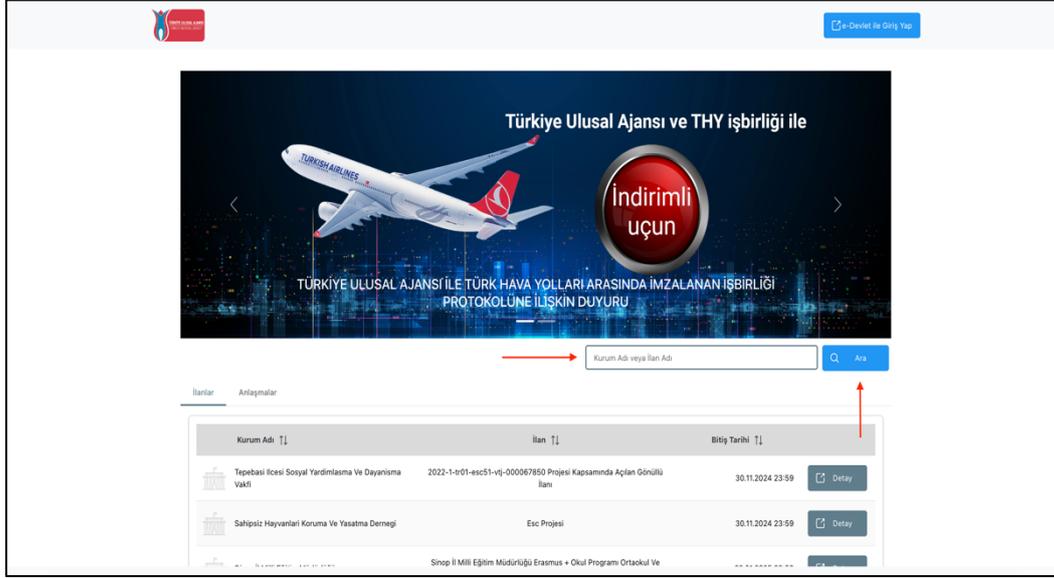
Emails sent to erasmus@istinye.edu.tr regarding the exam will not be answered and will be redirected to erasmusenglishexam@istinye.edu.tr.

APPLYING FOR ERASMUS TRAINEESHIP MOBILITY THROUGH THE TURNA PORTAL

- Log in to the Online Application System via the link below.

<https://turnaportal.ua.gov.tr/giris>

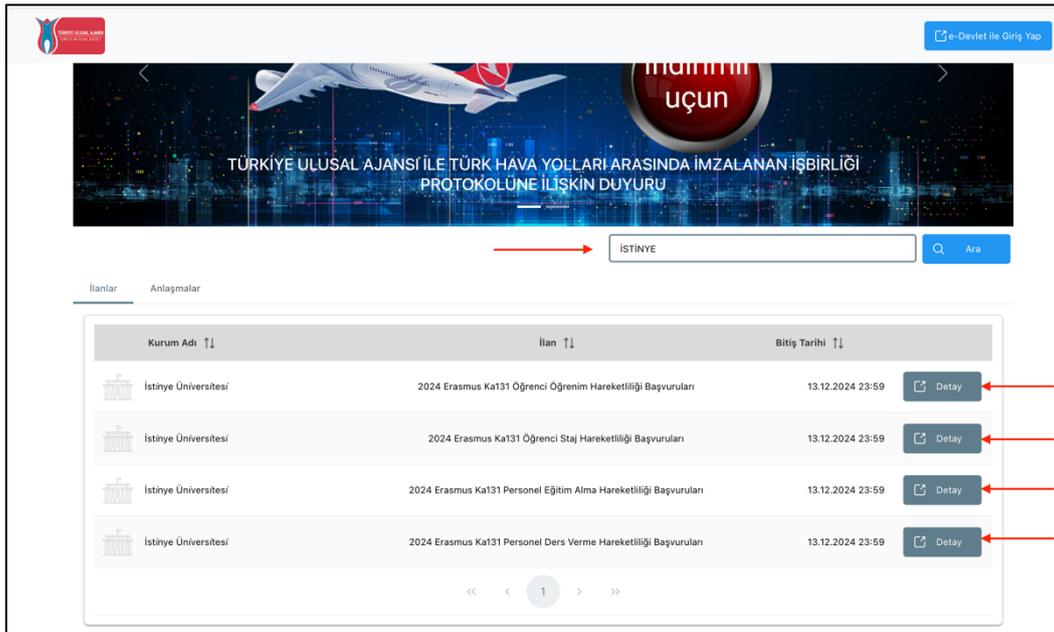
- By typing İSTİNYE to section called "Kurum Adı veya İlan Adı" and clicking on Ara, you can see the list of the Erasmus announcements.



The screenshot shows the Turna Portal homepage. At the top, there is a navigation bar with the logo on the left and a button labeled "e-Devlet ile Giriş Yap" on the right. Below the navigation bar is a large banner for "Türkiye Ulusal Ajansı ve THY işbirliği ile İndirimli uçun" (Discounted flights with the cooperation of the National Agency of Turkey and THY). The banner features an image of a THY airplane and the text "TÜRKİYE ULUSAL AJANSI İLE TÜRK HAVA YOLLARI ARASINDA İMZALANAN İŞBİRLİĞİ PROTOKOLÜNE İLİŞKİN DUYURU" (Announcement regarding the cooperation protocol signed between the National Agency of Turkey and Turkish Airlines). Below the banner is a search bar with the placeholder text "Kurum Adı veya İlan Adı" and a button labeled "Ara". Below the search bar is a table of announcements. The table has three columns: "Kurum Adı", "İlan", and "Bitiş Tarihi". The table contains two rows of announcements. The first row is for "Tepebaşı İkesi Sosyal Yardımlaşma Ve Dayanışma Vakfı" and the second row is for "Sahipsiz Hayvanları Koruma Ve Yasatma Derneği". Each row has a "Detay" button next to it. Red arrows point to the search bar and the "Ara" button.

Kurum Adı	İlan	Bitiş Tarihi	Detay
Tepebaşı İkesi Sosyal Yardımlaşma Ve Dayanışma Vakfı	2022-1-tr01-esc51-vj-000067850 Projesi Kapsamında Açılan Gönüllü İlan	30.11.2024 23:59	Detay
Sahipsiz Hayvanları Koruma Ve Yasatma Derneği	Esc Projesi	30.11.2024 23:59	Detay

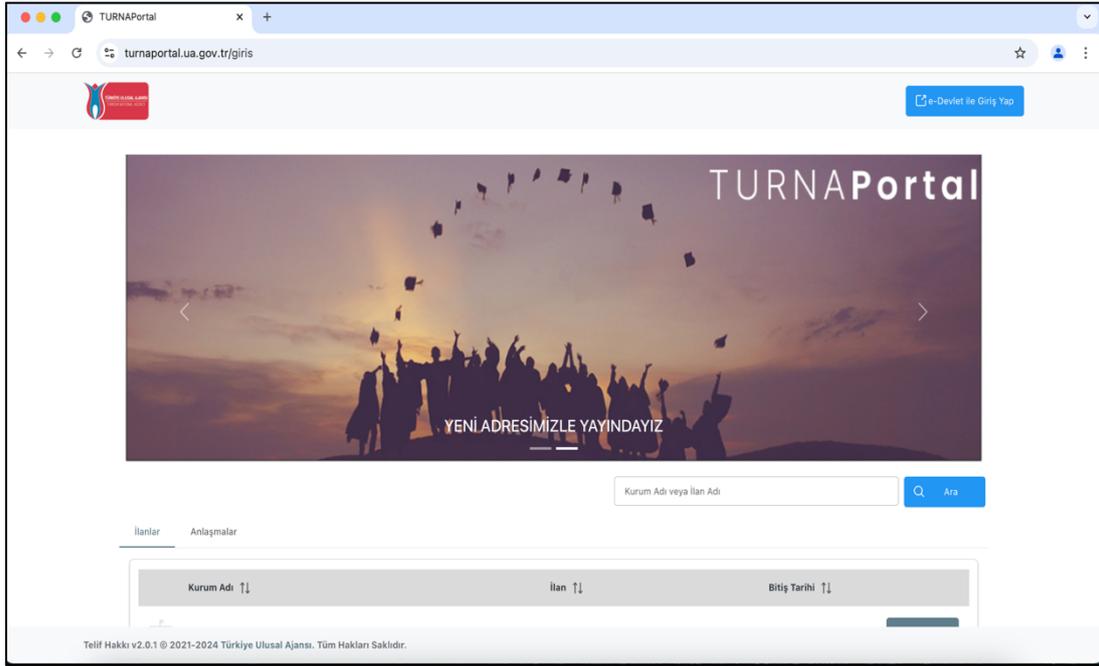
- You can read the details of the announcement you are interested in by clicking the "Detay" button next to the announcement in the list.



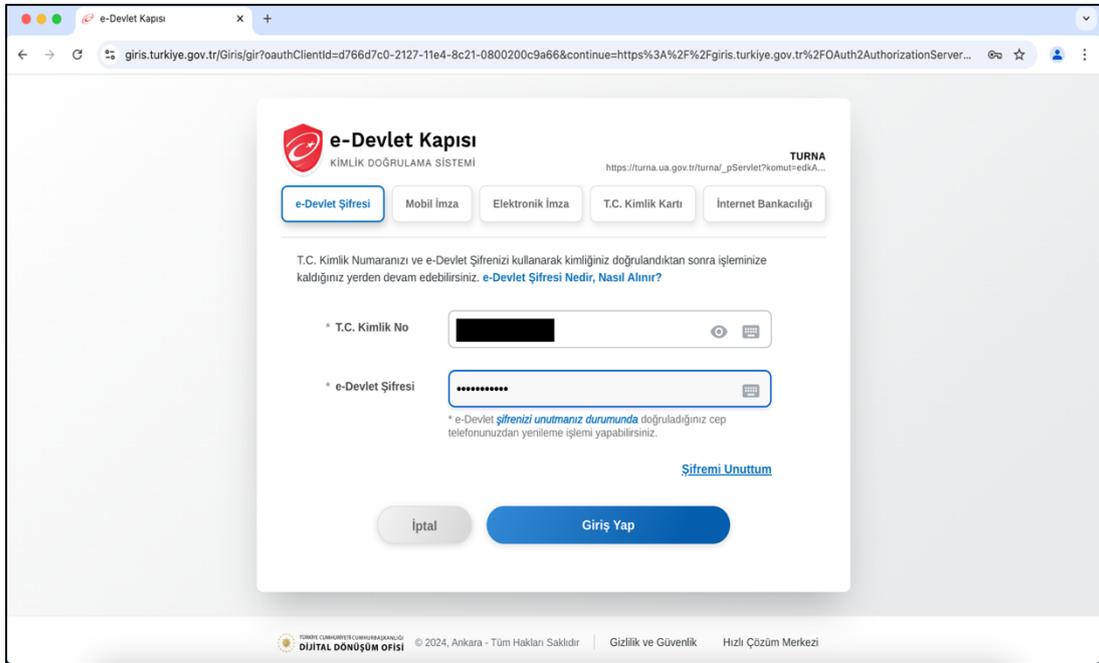
The screenshot shows the Turna Portal search results page. The search bar at the top contains the text "İSTİNYE" and the "Ara" button. Below the search bar is a table of announcements. The table has three columns: "Kurum Adı", "İlan", and "Bitiş Tarihi". The table contains four rows of announcements, all from "İstinye Üniversitesi". The first row is for "2024 Erasmus Ka131 Öğrenci Öğrenim Hareketliliği Başvuruları", the second row is for "2024 Erasmus Ka131 Öğrenci Staj Hareketliliği Başvuruları", the third row is for "2024 Erasmus Ka131 Personel Eğitim Alma Hareketliliği Başvuruları", and the fourth row is for "2024 Erasmus Ka131 Personel Ders Verme Hareketliliği Başvuruları". Each row has a "Detay" button next to it. Red arrows point to the "Detay" buttons. Below the table is a pagination bar with the number "1" in the center.

Kurum Adı	İlan	Bitiş Tarihi	Detay
İstinye Üniversitesi	2024 Erasmus Ka131 Öğrenci Öğrenim Hareketliliği Başvuruları	13.12.2024 23:59	Detay
İstinye Üniversitesi	2024 Erasmus Ka131 Öğrenci Staj Hareketliliği Başvuruları	13.12.2024 23:59	Detay
İstinye Üniversitesi	2024 Erasmus Ka131 Personel Eğitim Alma Hareketliliği Başvuruları	13.12.2024 23:59	Detay
İstinye Üniversitesi	2024 Erasmus Ka131 Personel Ders Verme Hareketliliği Başvuruları	13.12.2024 23:59	Detay

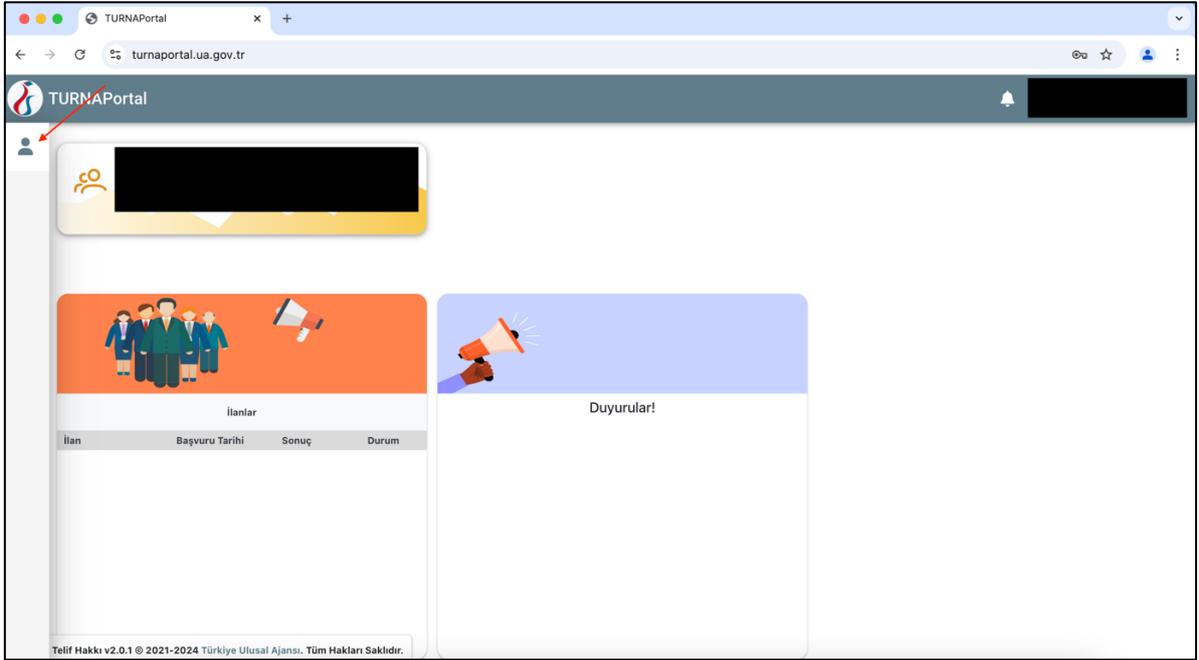
- Click on the option labeled “E-Devlet ile Giriş Yap” located at the top right corner.



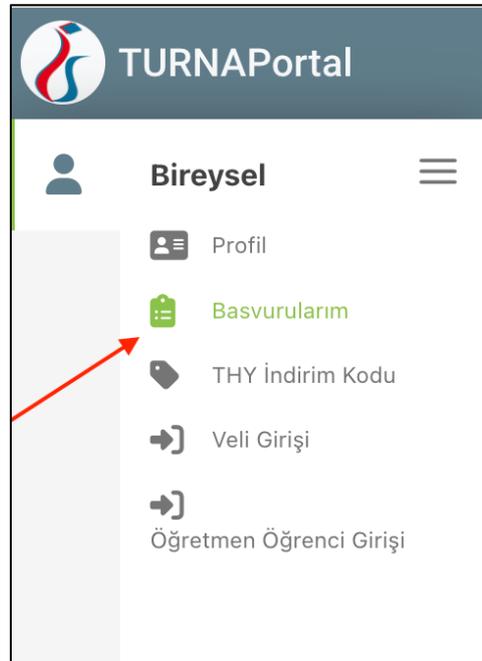
- On the page that opens, fill in the required fields and click “Giriş Yap.”



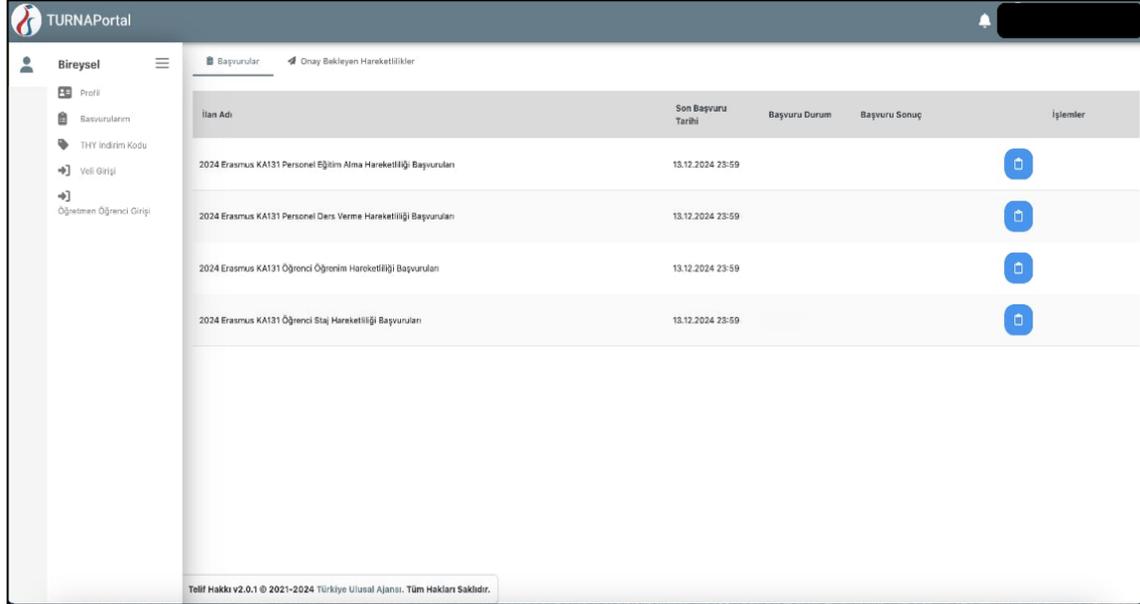
- After logging in through E-Devlet, click on the section indicated by the arrow on the left side of the screen.



- In the window that opens, select the “Başvurularım” option.



- After clicking on the relevant section, select the blue box next to the mobility program you wish to participate in from the window that appears.



To benefit from the student mobility for traineeships program, please follow the steps below:

- Students who wish to benefit from the internship mobility program must select the **“2024 Erasmus KA131 Student Internship Mobility Applications”** option.
- In the window that opens, carefully read the “Başvuru Onay Formu,” select the option “Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum,” located at the bottom of the form, and then click “Devam Et.”

Note: Please be sure that you have read the announcement carefully.

- On the “Kişisel Bilgiler” page, the details shown in the image below (Ad, Soyad, TCKN, Doğum Tarihi, Cinsiyet) are automatically retrieved from the E-Devlet system, so there is no need for you to fill them in.

2024 Erasmus KA131 Öğrenci Staj Hareketliliği Başvuruları

Ad *

Soyad *

TCKN *

Doğum Tarihi *

Cinsiyet

Kadın

Erkek

Herhangi bir engeliniz var mı?

Şehit/Gazi yakını mısınız?

- Other information on the same page (Kişisel Bilgiler) must be filled in by the students. Once the required fields are completed, click on the “İleri” option located at the bottom right of the page to proceed to the next step.

Herhangi bir engeliniz var mı?

Şehit/Gazi yakını mısınız?

Lütfen aşağıdaki seçeneklerden size uygun olanı/olanları işaretleyiniz. Bu bilgiler sadece istatistiksel bilgi toplamak üzere talep edilmektedir. *

Devletin koruma, bakım veya barınma altında mısınız?

Kendiniz veya aileniz muhtaçlık aylığı alıyor mu ?

Yetim aylığı alıyor musunuz ?

Kendiniz veya 1. derece yakınlarınız AFAD'dan afetzede yardımı alıyor mu?

İleri >

- If you have select one of the options below, you may uploaded the related document by click on “Yükle” next to related sentence.

Devletin koruma, bakım veya barınma altında mısınız?

Kendiniz veya aileniz muhtaçlık aylığı alıyor mu ?

Yetim aylığı alıyor musunuz ?

Kendiniz veya 1. derece yakınlarınız AFAD'dan afetzede yardımı alıyor mu?

İleri >

- On the “Eğitim Bilgileri”, fill in the required fields (Dönem and Öğrenci Numarası) and click “İleri” to proceed.

2024 Erasmus KA131 Öğrenci Staj Hareketliliği Başvuruları

Üniversite *
ISTİNYE ÜNİVERSİTESİ

Bölüm/Program *
[Redacted]

Sınıf *
[Redacted]

Dönem *
[Redacted]

Not Ortalamanız *
3.85

Öğrenci Numarası *
[Redacted]

< Geri İleri >

- On the “Tercih Bilgileri” page, if the acceptance letter from the institution where the traineeship will take place will be submitted after the application is completed, select the checkbox for “Başvuru sonrası tercih beyanında bulunacağım.” and click on the “İleri” option.

2024 Erasmus KA131 Öğrenci Staj Hareketliliği Başvuruları

Başvuru sonrası tercih beyanında bulunacağım.

Erasmus Değişim Programları'ndan daha önce yararlandınız mı?

< Geri İleri >

- On the “Tercih Bilgileri” page, if you have the acceptance letter from the institution where the internship will take place, select the checkbox for “Karşı kurumdan alınmış davet/kabul mektubunuz var mı?” click on “Yükle” to upload your acceptance letter and please add your preference to preference list. Then you may click the “İleri” option to proceed to the next page.

Note: If the institution you prefer is not on the “Tercih Listesi”, you may add it by clicking on “Aradığınız tercih bilgisi yok ise buradan ekleyebilirsiniz.”

- On the “Yabancı Dil Bilgileri” page, if you have any of the foreign language certificates accepted by our university, select the relevant exam and fill in the required fields.

Note: Students with exam result certificates must also send their documents to erasmusenglishexam@istinye.edu.tr by Thursday, December 19, 2024, at 5:00 PM for verification.

Note: TOEFL exam has been chosen as an example. If you have any other foreign language certificates accepted by our university, you have to select this exam and uploaded the result.

- Then, click the "Yükle" button to upload the relevant exam result. After uploading, click on "İleri" to proceed next page.

The screenshot shows the application form for the 2024 Erasmus KA131 Student Internship Mobility Program. The progress bar at the top indicates the current step is 4, "Yabancı Dil Bilgileri" (Foreign Language Information). The form includes a checkbox for "Üniversite Yabancı Dil Sınavına Girmek İstiyorum" (I want to take the University Foreign Language Exam), which is currently unchecked. Below this, there are four input fields: "Yabancı Dil" (Foreign Language), "Yabancı Dil Sınavı" (Foreign Language Exam), "Sınav Giriş Tarihiniz" (Your Exam Date), and "Puan" (Score). A "+ Yabancı Dili Ekleyin" (Add Foreign Language) button is located to the right of the "Puan" field. Below these fields, there is a table with a header "Dil Adı / Sınav / Sınav Tarihi" and a row containing "İngilizce / TOEFL" and a redacted area. A red arrow points from the "Yükle" (Upload) button to the "İleri" (Next) button. The "İleri" button is highlighted in blue.

- If you do not have any exam results and plan to take the English Proficiency Exam conducted by our university, select "Üniversite Yabancı Dil Sınavına Girmek İstiyorum" and click "İleri" to proceed to the next page.

This screenshot is identical to the previous one, but the checkbox "Üniversite Yabancı Dil Sınavına Girmek İstiyorum" is now checked. A red arrow points to the checked checkbox. The "İleri" button remains highlighted in blue.

- On the “İletişim Bilgileri”, the “**Cep Telefonunuz**” and “**E-Posta Adresiniz**” fields will be automatically retrieved from the E-Devlet system. You will need to fill in the “**İkamet Adresiniz**” section. Once the required information is completed, click “**İleri**” to proceed to the next page.

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

2024 Erasmus KA131 Öğrenci Staj Hareketliliği Başvuruları

TÜRKİYE ULUSAL AJANSI
TURKISH NATIONAL AGENCY

Cep Telefonunuz *

Mail Adresiniz *

İkamet Adresiniz *

< Geri İleri >

- On the “**Belge Yükleme**” screen, there is no need to upload any documents since the updated transcript will be obtained from E-Devlet by us, the acceptance letter has been uploaded by the candidates who has an acceptance letter from the institution on “Tercih Bilgileri” page, and the exam result documents (if there is) must be uploaded to “Yabancı dil Bilgileri” page and it will be sent to **erasmusenglishexam@istinye.edu.tr**. Therefore, click “**İleri**” to proceed to the final page.

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

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- Carefully review the information provided on the final page.
- Click on the “**Başvuruyu Tamamla**” option at the bottom of the page to complete your application.

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Ad

Soyad

TCKN

Doğum Tarihi

Cinsiyet

Kadın

Erkek

Yabancı Dil Bilgileriniz

Cep Telefonunuz

Mail Adresiniz

İkamet Adresiniz

Türkiye Ulusal Ajansı. Tüm Hakları Saklıdır.

Başvuruyu Tamamla

If you require further information, you can send an email to erasmus@istinye.edu.tr.

Information about the Foreign Language Exam is provided in detail **at the end of each announcement**. Make sure to read this section carefully. All processes related to the foreign language exam are managed by the Department of Foreign Languages. Therefore, if you have any questions regarding the exam, you should **only contact** erasmusenglishexam@istinye.edu.tr.

Emails sent to erasmus@istinye.edu.tr regarding the exam will not be answered and will be redirected to erasmusenglishexam@istinye.edu.tr.