ERASMUS USER GUIDE FOR MAKING AN APPLICATION

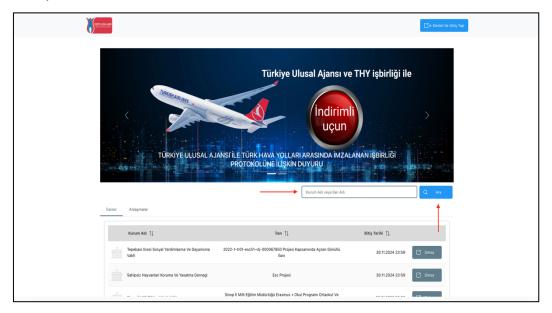
Below is a detailed user guide for students to complete their applications through the Online Erasmus Application System:

APPLYING FOR ERASMUS STUDENT MOBILITY FOR STUDIES THROUGH THE TURNA PORTAL

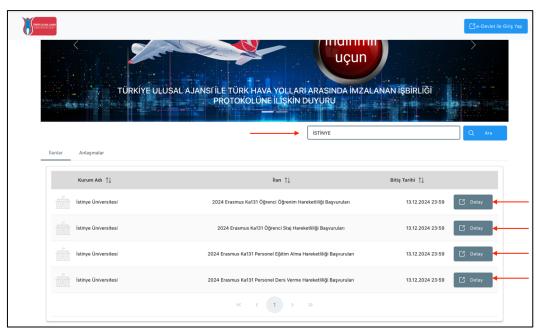
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https://turnaportal.ua.gov.tr/giris

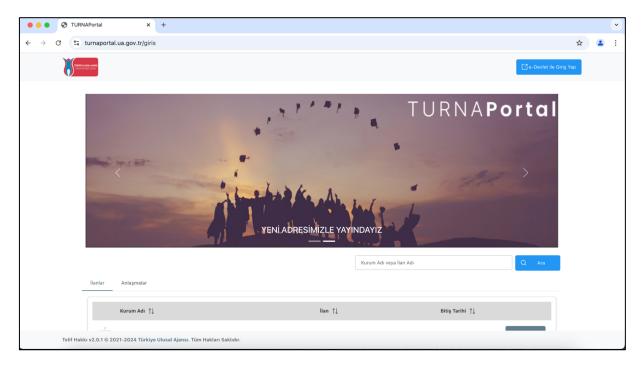
 By typing İSTİNYE to section called "Kurum Adı veya İlan Adı" and clicking on Ara, you can see the list of the Erasmus announcements.



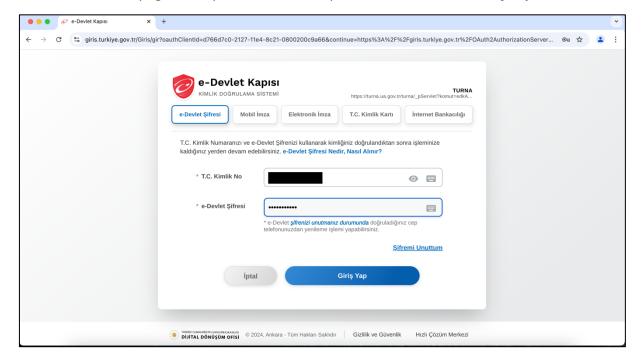
• You can read the details of the announcement you are interested in by clicking the "Detay" button next to the announcement in the list.



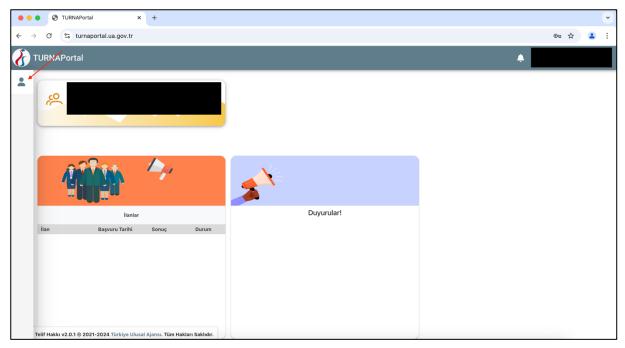
• Click on the option labeled "E-Devlet ile Giriş Yap" located at the top right corner.



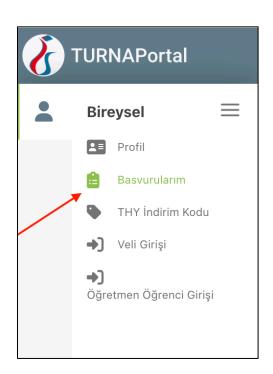
On the page that opens, fill in the required fields and click "Giriş Yap."



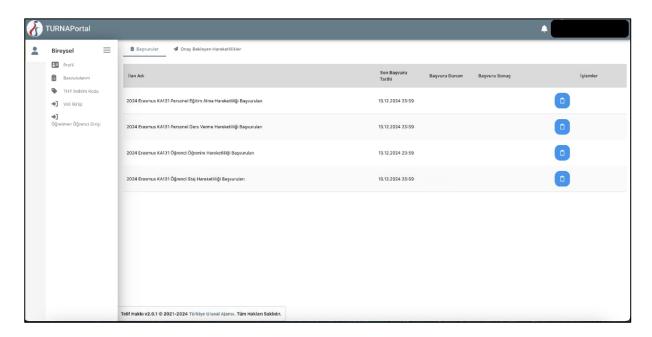
• After logging in through E-Devlet, click on the section indicated by the arrow on the left side of the screen.



• 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.

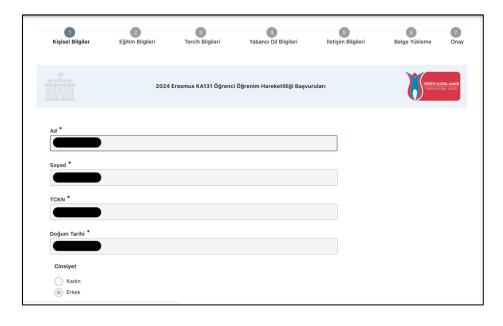


To benefit from the student mobility for studies program, please follow the steps below:

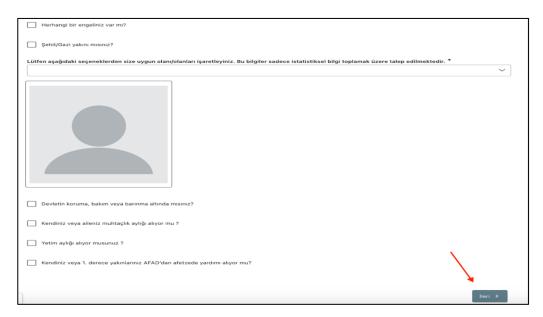
- Students who wish to participate in the study mobility program must select the "2024 Erasmus KA131 Öğrenci Öğrenim Hareketliliği Başvuruları" option.
- In the window that opens, carefully read the "Başvuru Onay Formu," select the option "Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum,"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

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

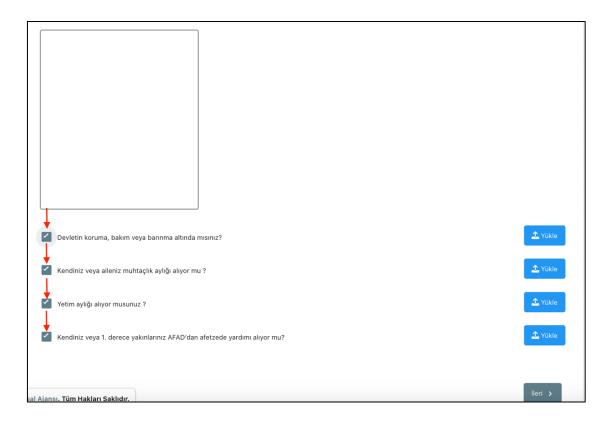
• On the "Kişisel Bilgiler" page, the details shown in the image below (Ad, Soyad, TCKN and Doğum Tarihi) are automatically retrieved from the E-Devlet system and do not need to be filled in.



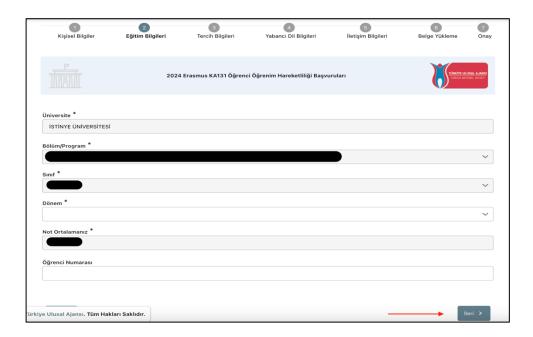
Other information on the same page (Kişisel Bilgiler) must be filled in by the students.
 Once the required fields are completed, click on the "İleri" option located at the bottom right of the page to proceed to the next step.



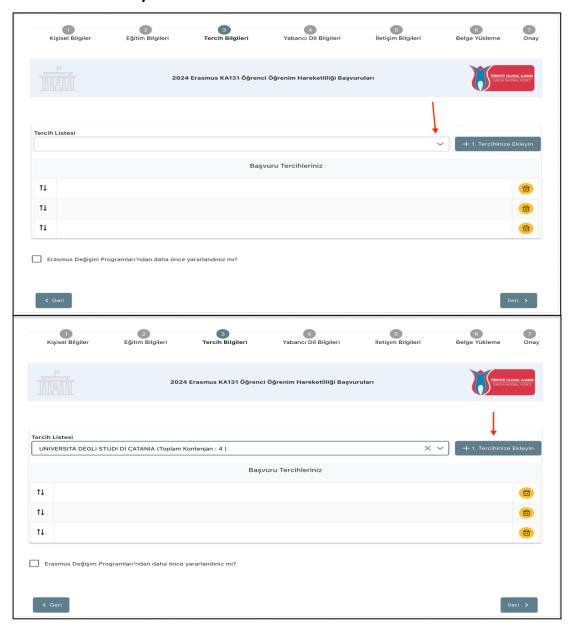
• If you have select one of the options below, you may uploaded the related document by click on "Yükle" next to related sentence.



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



• 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.



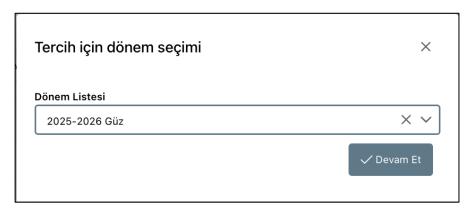
Note 1: The selected university in the image is an example, and the universities listed may vary depending on the department.

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.

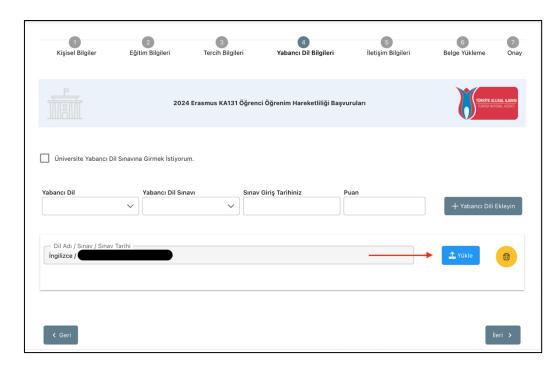
- After making your preferences, click "ileri" to proceed to the next page.
- On the "Yabancı Dil Bilgileri" page, if you have any of the foreign language certificates
 accepted by our university, select the relevant exam and fill in the required fields and
 click on "Yabancı Dili Ekleyin."



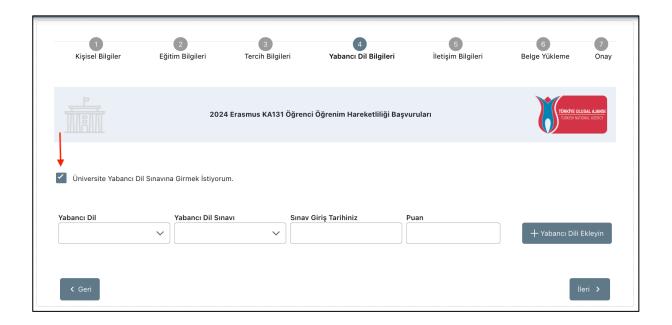
Note: Students with exam result certificates must send their documents to **erasmusenglishexam@istinye.edu.tr** by Thursday, December 19, 2024, at 5:00 PM to ensure document verification.

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.

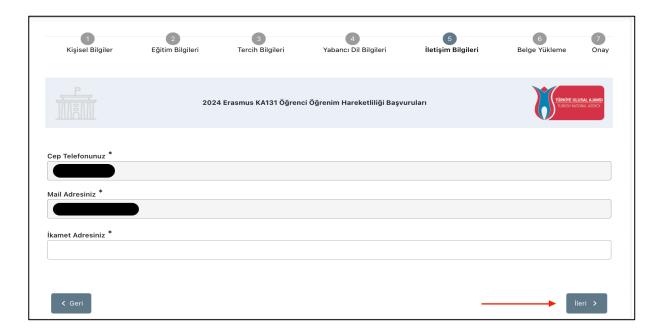
• Then, click the "Upload" button to upload the relevant exam result.



• 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.



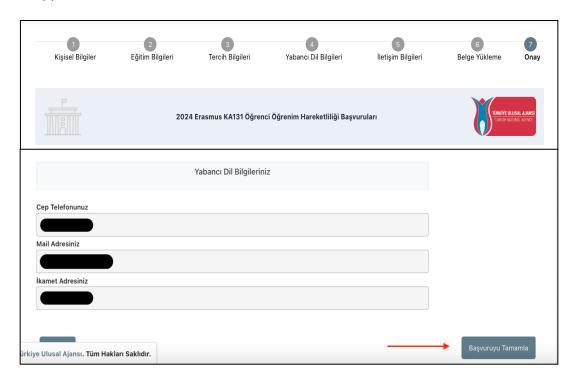
On the "İletişim Bilgileri", the "Cep Telefonunuz" and "E-Posta Adresiniz" fields will be
automatically retrieved from the E-Devlet system. You will need to complete the
"İkamet Adresiniz" section, which refers to your residential address. Once the required
information is completed, click "İleri" to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



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 "ileri."



- 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.



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.

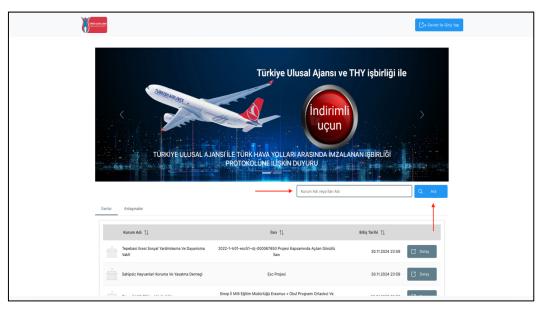
Emails sent to **erasmus@istinye.edu.tr** regarding the exam will not be answered and will be redirected to **erasmusenglishexam@istinye.edu.tr**.

APPLYING FOR ERASMUS TRAINEESHIP FOR STUDENTS MOBILITY THROUGH THE TURNA PORTAL

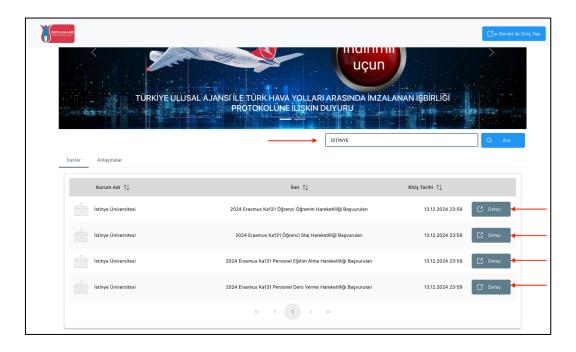
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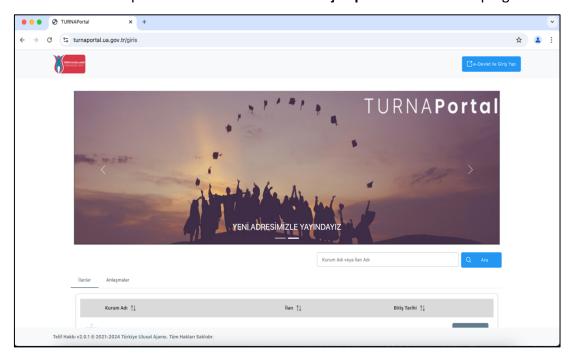
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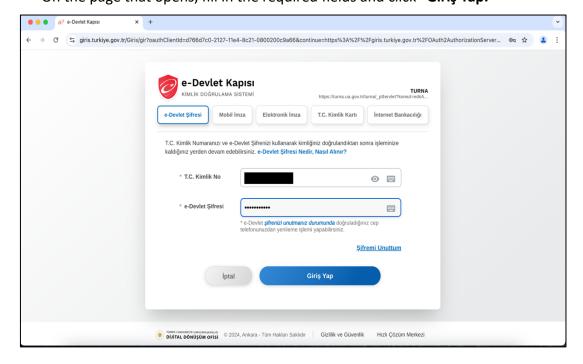
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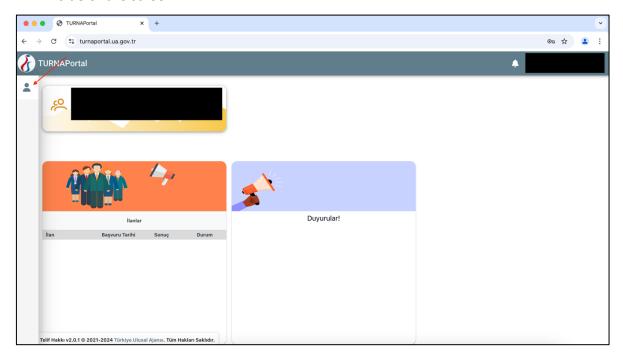
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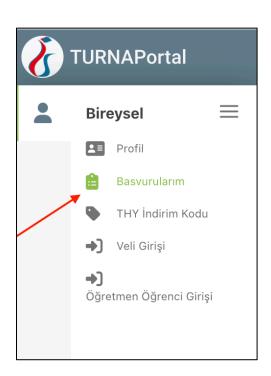
• On the page that opens, fill in the required fields and click "Giriş Yap."



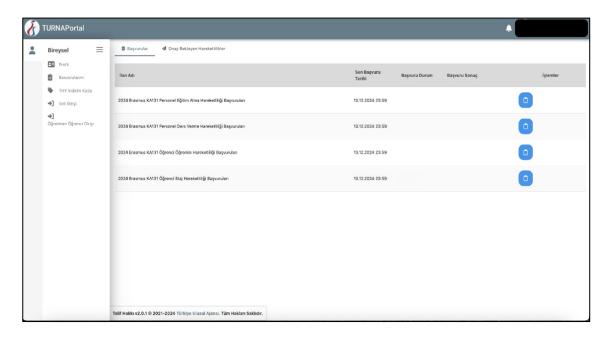
• After logging in through E-Devlet, click on the section indicated by the arrow on the left side of the screen.



• 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.

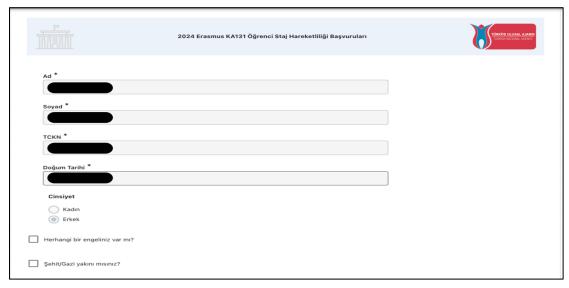


To benefit from the student mobility for traineeships program, please follow the steps below:

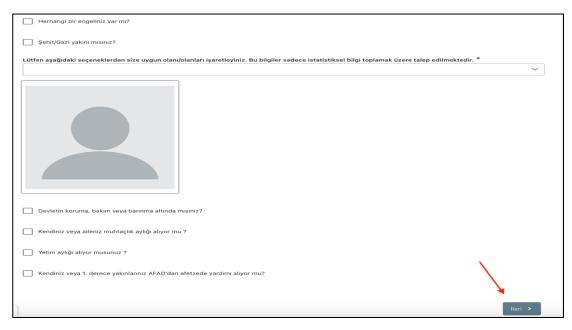
- Students who wish to benefit from the internship mobility program must select the "2024 Erasmus KA131 Student Internship Mobility Applications" option.
- In the window that opens, carefully read the "Başvuru Onay Formu," select the option "Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum,"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

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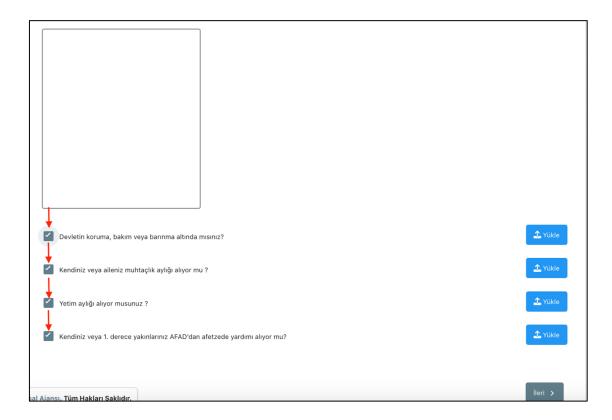
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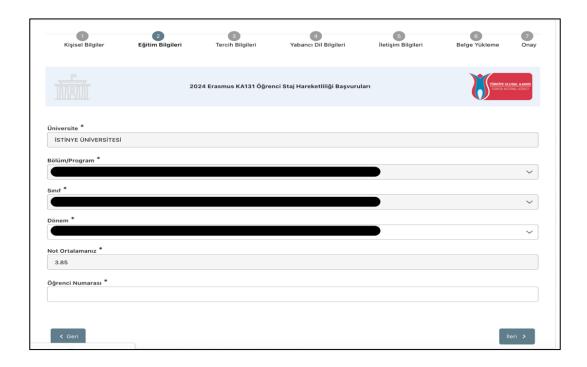
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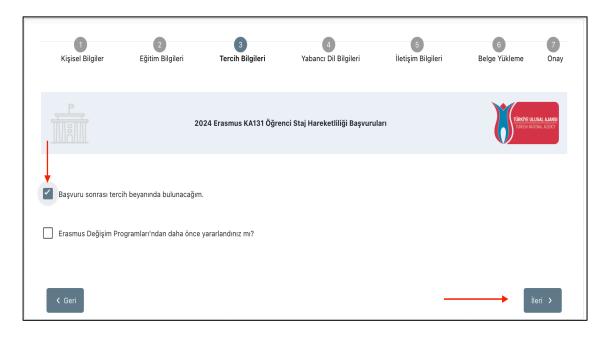
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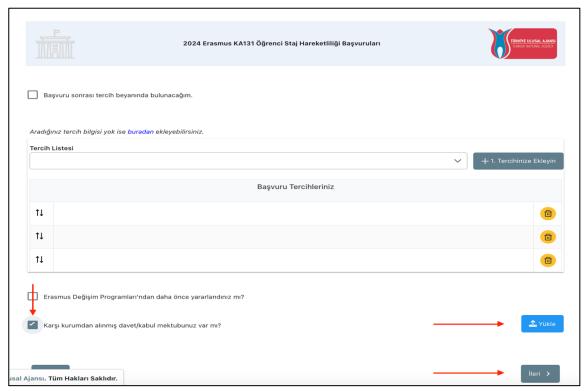
• On the "Eğitim Bilgileri", fill in the required fields (Dönem and Öğrenci Numarası) and click "**ileri**" to proceed.



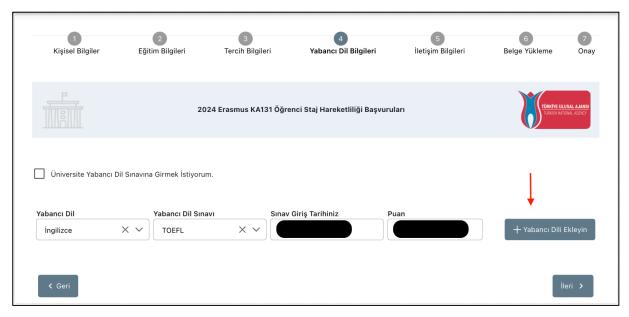
On the "Tercih Bilgileri" page, if the acceptance letter from the institution where the
internship will take place will be submitted after the application is completed, select
the checkbox for "Başvuru sonrası tercih beyanında bulunacağım." and click on the
"İleri" option.



• On the "Tercih Bilgileri" page, if you have a the acceptance letter from the institution where the internship will take place, select the checkbox for "Karşı kurumdan alınmış davet/kabul mektubunuz var mı?" and click on "Yükle" to upload your acceptance letter the "İleri" option.



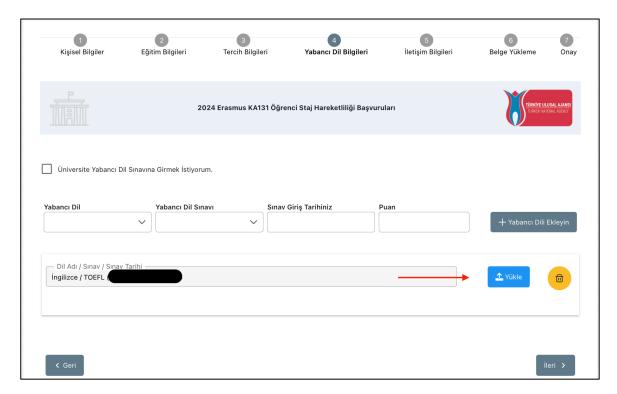
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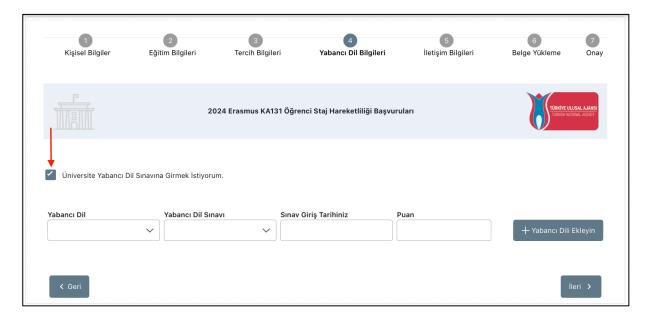
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• Then, click the "Upload" button to upload the relevant exam result. After uploading, clik on "ileri" to proceed next page.



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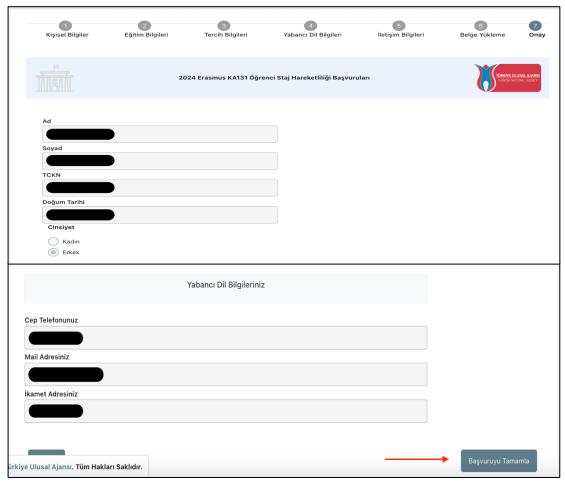
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On the "Belge Yükleme" screen, there is no need to upload any documents since the updated transcript will be obtained from E-Devlet by us, the acceptance letter has been uploaded by the candidates who has an acceptance letter from the institution on "Tercih Bilgileri" screen, and 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 "ileri" to proceed to the final page.



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