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DIŐIŐLERİ BAKANLIĐI
AVRUPA BİRLİĐİ BAŐKANLIĐI
TÜRKiYE ULUSAL AJANSI

TURKISH NATIONAL AGENCY

ERASMUS+ MOBILITY APPLICATIONS USER GUIDE*

- **The English translation of this document is prepared only for informative purposes by METU ICO. Turkish version takes precedence in case of conflicting information.**



Erasmus+

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How to Access Erasmus Application System

To make an Erasmus application, you should visit the website: erasmusbasvuru.ua.gov.tr Then, you need to click the “e-Devlet ile Giriş Yap” button, so that you will be asked your E-Devlet (E-Government) credentials.

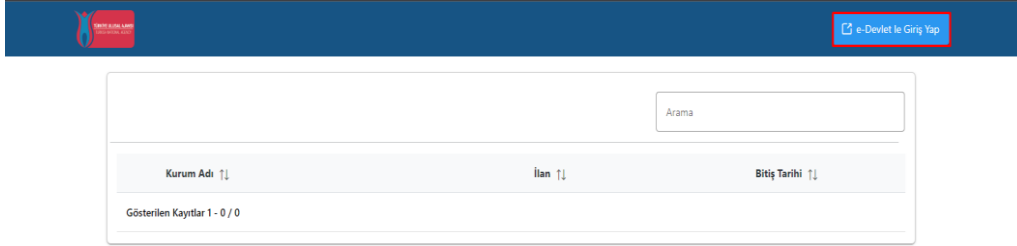


Figure 1” e-Devlet ile Giriş Yap” Button

In the fields specified on the page that opens, it is necessary to enter your Turkish or Foreign Identity No information and your e-Government password and log in with the "Giriş Yap" button.

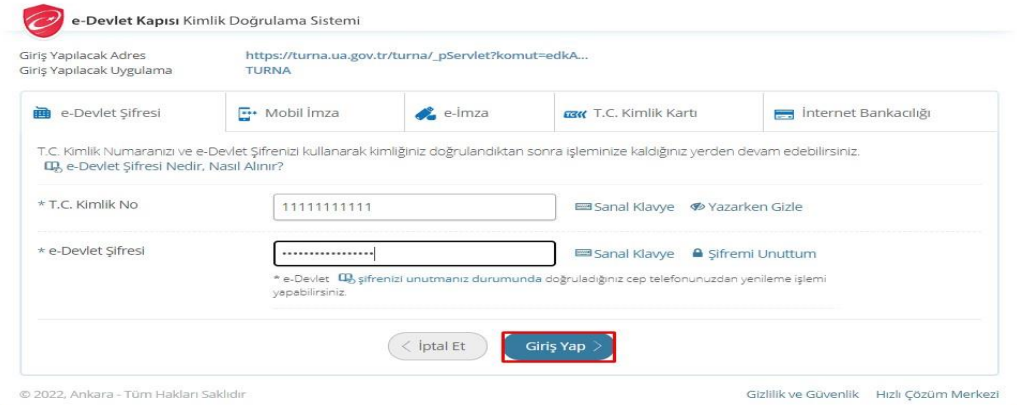


Figure 2 e-Devlet ID Verification System



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After logging in with E-Devlet, you must accept and send the text of the Personal Data Protection Law that appears on the screen directed after logging in with the “Kabul Et” and then “Gönder” button.

- Program uygulamalarının değerlendirildiği, süreçler ve sonuçlarının analiz edildiği araştırma ve raporlamalarda kullanılması amacıyla,
- Başkanlığın sunmuş olduğu hizmetlerin kullanılması amacıyla,

İşlenebilmektedir.

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

Bununla birlikte, KVK Kanunu'nun 11.maddesi ve ilgili mevzuat uyarınca; Başkanlığa başvurarak kendimle ilgili; kişisel veri işlenip işlenmediğini öğrenme, kişisel verilerim işlenmişse buna ilişkin bilgi talep etme, kişisel verilerimin işlenme amacını ve bunların amacına uygun kullanılıp kullanılmadığını öğrenme, yurt içinde veya yurt dışında kişisel verilerimin aktarıldığı üçüncü kişileri bilme, kişisel verilerimin eksik veya yanlış işlenmiş olması hâlinde bunların düzeltilmesini isteme, işbu verilerin işlenmesini gerektiren sebeplerin ortadan kalkması hâlinde kişisel verilerimin silinmesini veya yok edilmesini isteme, düzeltme ve silinme talepleri üzerine yapılan işlemlerin, kişisel verilerin aktarıldığı üçüncü kişilere bildirilmesini isteme işlenen verilerimin münhasıran otomatik sistemler vasıtasıyla analiz edilmesini suretiyle kendi aleyhime bir sonucun ortaya çıkmasına itiraz etme, kişisel verilerimin kanuna aykırı olarak işlenmesi sebebiyle zarara uğramam hâlinde zararın giderilmesini talep etme ve bu hakları Başkanlığınızın Veri Sorumlusu İrtibat Kişisi'ne iletmek üzere Başkanlığa yazılı şekilde başvurarak talep etme haklarına sahip olduğum konusunda bilgilendirildiğimi beyan ederim.

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

Özel nitelikli kişisel verilerim (uyruk, ceza mahkûmiyeti ve güvenlik tedbirleri bilgisi, kan grubu, sağlık verileri, din, mezhep ve felsefi inanç, biyometrik ve genetik veriler, dernek, vakıf ve sendika üyeliği, siyasi düşünce 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 aydınlatmanın yapıldığını, Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı Kişisel Verilerin Korunması ve İşlenmesi hakkında Aydınlatma Beyanını ve iş bu Açık Rıza Metni'ni okuduğumu ve anladığımı;

Veri Sorumlusu:Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı

Kabul Etmiyorum Kabul Ediyorum

Gönder



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Figure 3 Personal Data Protection Law Notification

After the text of the Personal Data Protection Law is approved, you will be directed to the home page screen.



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On the home page screen, there are widgets with your education information, information about your applications, and the list of advertisements published by our institution (on the left column that can be open by the user). Tracking the announcements published by your institution through the Erasmus Application System, as well as tracking your application status, can be done from these fields.

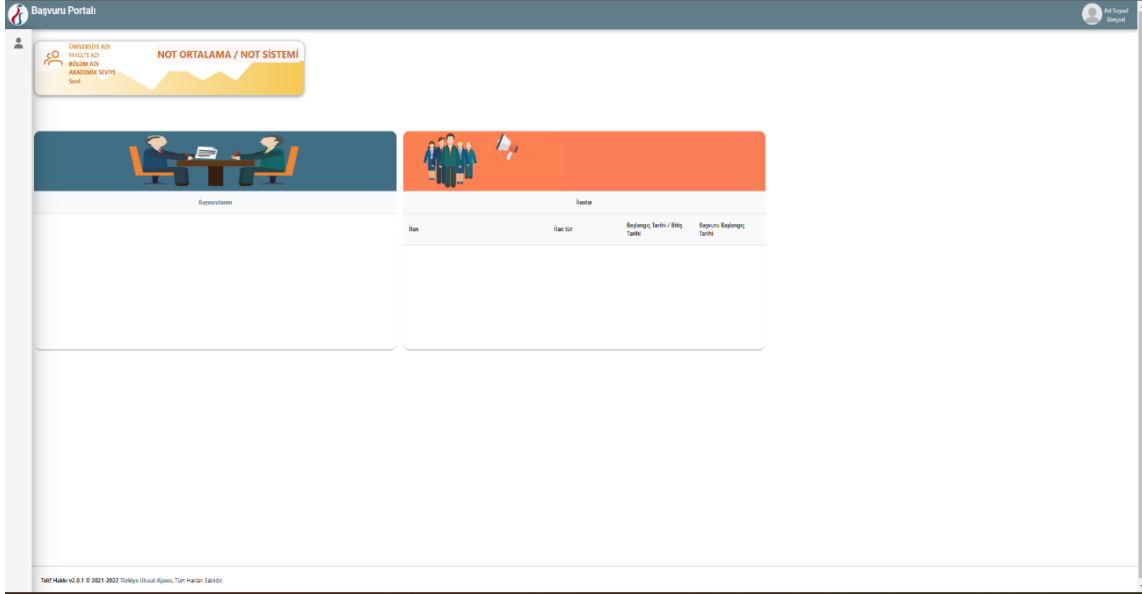


Figure 4 Home Page Screen

User Profile (Profil)

When you click on the "Düzenle (Edit)" button in the photo field on the profile page, you can upload files in jpg or png format to be used in your applications. On the Personal Information page, the "Turkish ID Number" and "Date of Birth" fields will be filled in by the system. After entering the required information in the "E-Mail", "Phone", "Miles & Smiles Code" fields, your information will be saved in the system with the help of the "Güncelle (Update)" button. In cases where you need to mark the questions given below on the Personal Information page, the profile section can be updated when you click the "Güncelle (Update)" button after marking.

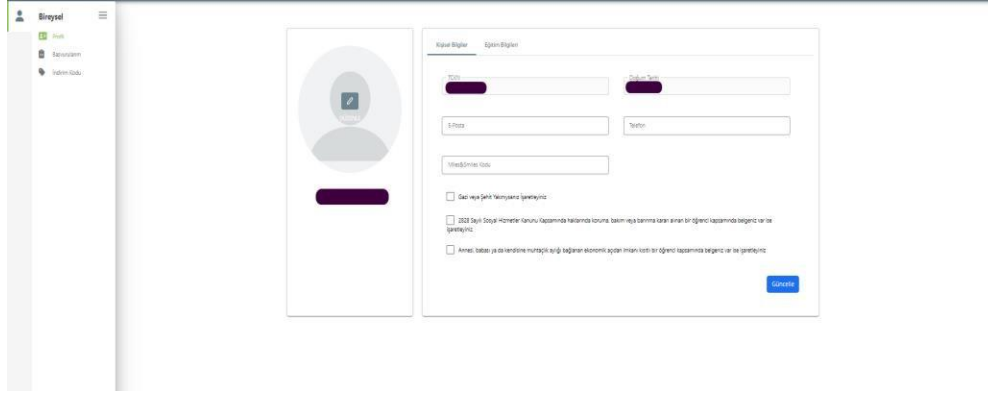


Figure 5 User Profile Page – Personal Information

On the Eğitim Bilgileri (Education Information) page, your education information registered in the system is listed in the fields "University", "Faculty", "Department", "Graduation Date", "Class", "Grade Point Average", "Education Status". In order to update your information, you can update your education information by clicking on the "YÖK Bilgi Güncelle (Update YÖK Information)" button..

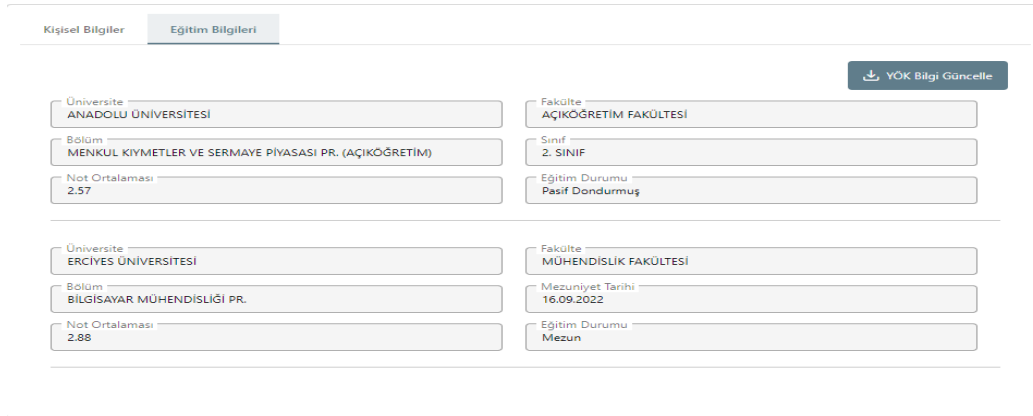
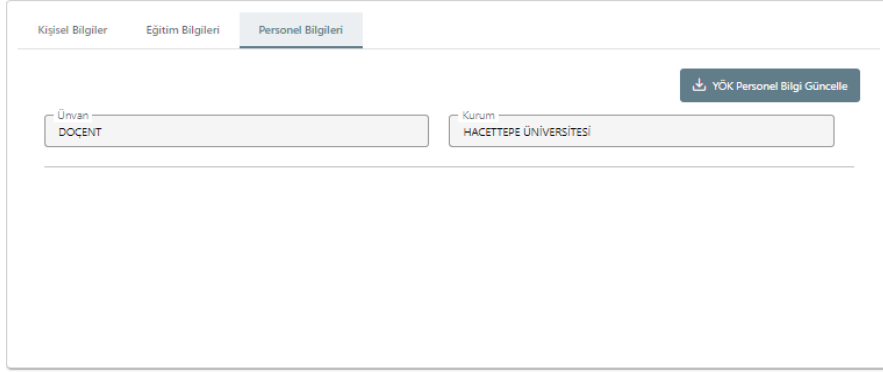


Figure 6 User Profile Page – Education Information

On the Personnel Information page, the working information of the candidate will be listed in the "Title" and "Institution" fields. When there is a change in your information in the system, click on the "Update YÖK Personnel Information" button and your current personnel information will be saved in the system. **Candidates who are students do not have personnel information, so the personnel information tab do not appear. (The personnel information tab appears only for personnel.)**



Kişisel Bilgiler Eğitim Bilgileri **Personel Bilgileri**

YÖK Personel Bilgi Güncelle

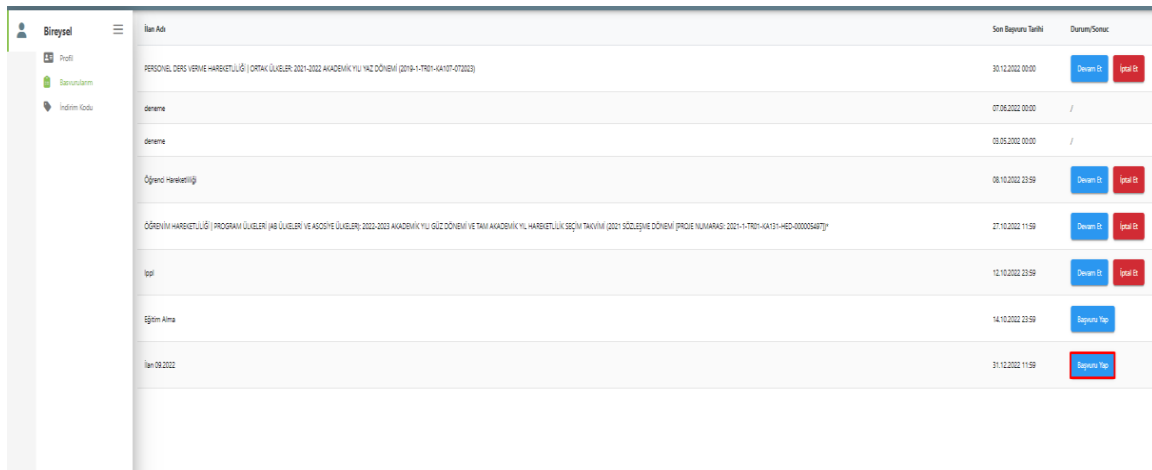
Ünvan: DOÇENT

Kurum: HACETTEPE ÜNİVERSİTESİ

Figure 7 User Profile Page – Personnel Information Page

My Applications (Başvurularım)

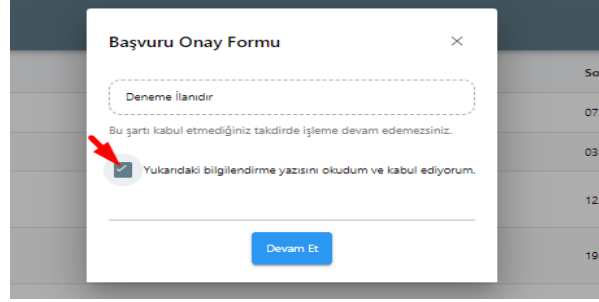
When you click on the "Başvurularım (My Applications)" page under the "Bireysel" tab, the list of active application calls for your institution will be displayed. You can switch to the application stages by clicking on the application call you want to apply with the "Başvuru Yap (Apply)" button. For applications that have not been completed after the application stage, you can continue your application from the last stage in the application section when you click the "Devam Et (Continue)" button on this page or you can cancel your current application with the "İptal Et (Cancel)" button. When you click on the "Güncelle (Update)" button for your completed application, your application can be updated.



İlan Adı	Son Başvuru Tarihi	Durum/Sonuç
PERSONEL DERS VERME HAREKETLİLİĞİ (ORTAK ÖLÇELER 2021-2022 AKADEMİK YILI 142 DÖNEMİ (2019-1-TR01-14107-072023))	30.12.2022 00:00	Devam Et İptal Et
deneme	07.06.2022 00:00	/
deneme	03.05.2022 00:00	/
Öğrenci Hareketliliği	08.10.2022 23:59	Devam Et İptal Et
ÖĞRETMEN HAREKETLİLİĞİ (PROGRAM ÖLÇELERİ İNŞA ÖLÇELERİ VE AKADEMİK YILI 142 DÖNEMİ VE TAMAM AKADEMİK YILI HAREKETLİLİK SEÇİM TAKVİMİ 2021-2022 EĞİTİM DÖNEMİ (PROJE NUMARASI: 2021-1-TR01-14131-1-HE0-000030487))	27.10.2022 11:59	Devam Et İptal Et
İptal	12.10.2022 23:59	Devam Et İptal Et
Eğitim Alınması	14.10.2022 23:59	Başvuru Yap
İlan 03.2022	31.12.2022 11:59	Başvuru Yap

Figure 8 My Applications Page

When you log in with the Apply button, after reading the content text in your announcement, you must check the checkbox for the text " Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum (I have read and accept the above information text)" under the application confirmation form. If you do not accept this condition, the process cannot continue. After giving your consent, click on the "Devam Et (Continue)" button to proceed with the application process.



The screenshot shows a modal window titled 'Başvuru Onay Formu'. It contains a dashed box for 'Deneme İlanıdır'. Below it, the text reads 'Bu şartı kabul etmediğiniz takdirde işleme devam edemezsiniz.' There is a checkbox with a red arrow pointing to it, labeled 'Yukarıdaki bilgilendirme yazısını okudum ve kabul ediyorum.' At the bottom, there is a blue button labeled 'Devam Et'.

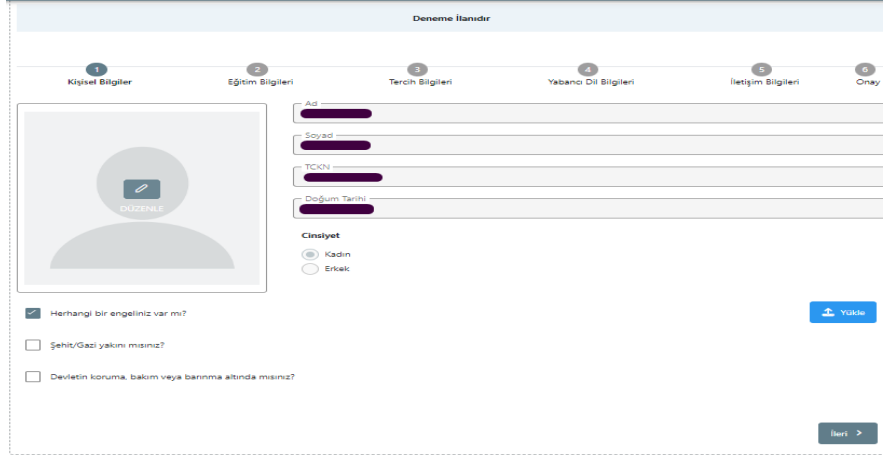
Figure 9 Application Confirmation Form

The application stages consist of the fields listed below. Your institution can determine which application stages will be included in the individual application screens during the applications.

1. Kişisel Bilgiler (Personal Information)
2. Eğitim Bilgileri (Education Information)
3. Tercih Bilgileri (Preference Information)
4. Yabancı Dil Bilgileri (Foreign Language Information)
5. İletişim Bilgileri (Contact Information)
6. Onay (Confirmation)

On the personal information page, the fields "Name", "Surname", "Turkish ID Number", "Date of Birth", "Gender" will be automatically added by the system. You can upload a document in jpg or png format with the "Güncelle (Edit)" button in the profile photo section. **Without a document uploaded to the photo field, you will be blocked by the system from proceeding to the next stage of the application.** Candidates who mark the questions on this page should upload documents to the adjacent fields after clicking the "Yükle (Upload)" button.

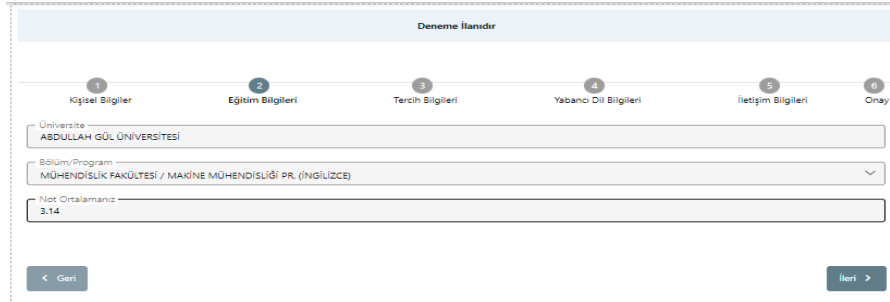
Again, the system will not allow you to proceed to the next stages without uploading documents to the adjacent. Candidates who do not mark will be able to proceed to the next stage by clicking the "İleri (Next)" button after reviewing their information.



The screenshot shows the 'Deneme İlanıdır' (Trial Advertisement) page. The progress bar indicates the current stage is 'Kişisel Bilgiler' (Personal Information). The form includes fields for Ad (Name), Soyad (Surname), TC/KV (ID/Passport), and Doğum Tarihi (Date of Birth). There are radio buttons for Cinsiyet (Gender) with options Kadın (Female) and Erkek (Male). Below the form, there are three checkboxes: 'Herhangi bir engeliniz var mı?' (Do you have any disability?), 'Şehit/Gazi yakını mısınız?' (Are you a martyr/warrior's family member?), and 'Devletin koruma, bakım veya bakanma altında mısınız?' (Are you under the protection, care or guardianship of the state?). A 'Yükle' (Upload) button is on the right, and a 'İleri >' (Next) button is at the bottom right.

Figure 10 Personal Information

Your active student information at the education information stage will be automatically added by the system in the "University", "Department", "Grade Point Average" fields. After reviewing your information, you will proceed to the next stage with the "İleri (Next)" button.



The screenshot shows the 'Deneme İlanıdır' (Trial Advertisement) page. The progress bar indicates the current stage is 'Eğitim Bilgileri' (Education Information). The form includes fields for Üniversite (University) with the value 'ABDULLAH GÜL ÜNİVERSİTESİ', Bölüm/Program (Department/Program) with the value 'MÜHENDİSLİK FAKÜLTESİ / MAKİNE MÜHENDİSLİĞİ PR. (İNGİLİZCE)', and Not Ortalamanız (Your GPA) with the value '3,14'. There are 'Geri <' (Back) and 'İleri >' (Next) buttons at the bottom.

Figure 11 Education Information

During the preference information stage, the universities with bilateral agreements with your department will be seen in the preference list field. When you select your preference from the agreements listed in the preference list section and click the "Tercihinize Ekleyin (Add to Your Preference)" button, it will be added to your application preferences section. This step will be applied for each preference you want to add. You can move your preferences in the application preferences table or delete them with the "Sil (Delete)" button.

Candidates who have benefited from Erasmus Exchange Programs before should mark the question "Erasmus Değişim Programları'ndan daha önce yararlandınız mı? (Have you benefited from Erasmus Exchange Programs before?)". Candidates who have not benefited from Erasmus Exchange Programs before will be able to continue without marking.

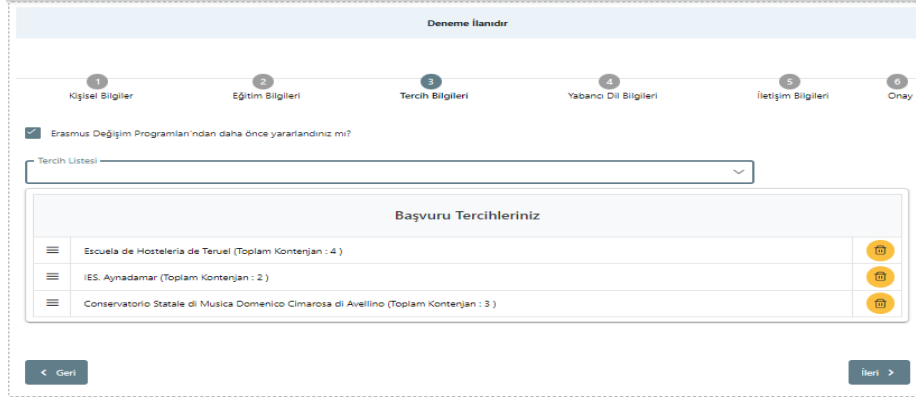


Figure 12 Preference Information Stage

When you click on the "Next" button at the preference information stage, the "Preference Registration Confirmation" screen will open. After confirming your preference records by clicking on the "Evet (Yes)" button, you will proceed to the next stage.

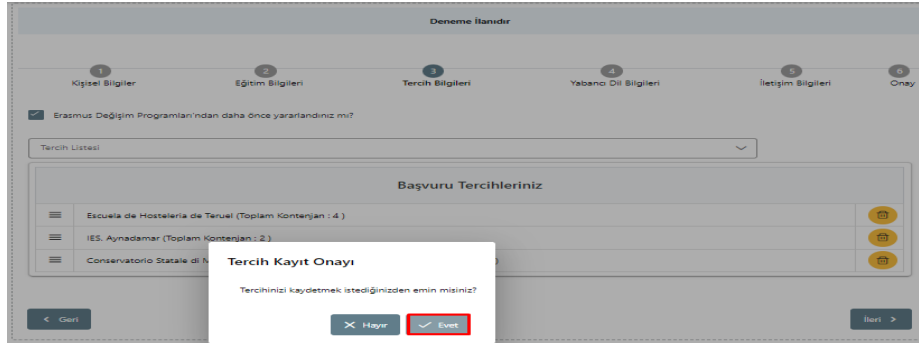
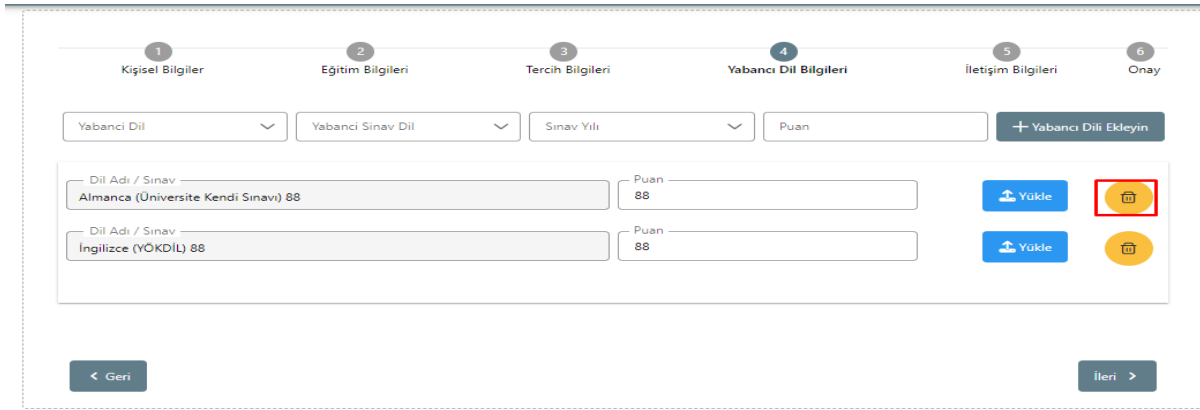


Figure 13 Preference Confirmation

After confirming your preferences, you will be transferred to the foreign language information page. Here, a foreign language will be selected from the "Yabancı Dil (Foreign Language)" section. "Yabancı Dil Sınavı (Foreign Language Exam)" should be selected according to your foreign language selection. "Sınav Yılı (Exam Year)" will be selected from the exam year section. After your foreign language exam score is written in the "Puan (Score)" field, you can add your foreign language information by pressing the "Yabancı Dili Ekleyin (Add Foreign Language)" button. You can add foreign language more than once.

In this section, for candidates who choose YDS exam from the "Foreign Language Exam" section, YDS scores will be automatically brought by the system in the "Score" field when the years in which the exam was taken within the last 5 years are selected from the "Exam Year" section. You can also add your YDS scores, which are brought automatically by the system, to your foreign language information by clicking the "Add Foreign Language" button. After the foreign language addition process is completed, click on the "İleri (Next)" button and you will be taken to the next step.



The screenshot shows a multi-step form for adding foreign language information. The steps are: 1. Kişisel Bilgiler, 2. Eğitim Bilgileri, 3. Tercih Bilgileri, 4. Yabancı Dil Bilgileri, 5. İletişim Bilgileri, and 6. Onay. The current step is 4. It features a table with columns for 'Yabancı Dil', 'Yabancı Sınav Dil', 'Sınav Yılı', and 'Puan'. There are two rows of data: 'Almanca (Üniversite Kendi Sınavı)' with a score of 88, and 'İngilizce (YÖKDİL)' with a score of 88. Each row has a 'Yükle' button and a trash icon. A '+ Yabancı Dili Ekleyin' button is at the top right. Navigation buttons '< Geri' and 'İleri >' are at the bottom.

Figure 14 Foreign Language Information

On the contact information page, after typing the appropriate information in the "Cep Telefonunuz (Cell Phone)", "Mail Adresiniz (Mail Address)", "İkamet Adresiniz (Residence Address)" fields, click on the "İleri (Next)" button and you will be directed to the confirmation page, which is the next step.



The screenshot shows the contact information page. At the top, the date '22.09.2022' is displayed. The steps are: 1. Kişisel Bilgiler, 2. Eğitim Bilgileri, 3. Tercih Bilgileri, 4. Yabancı Dil Bilgileri, 5. İletişim Bilgileri, and 6. Onay. The current step is 5. It features three input fields: 'Cep Telefonunuz' (0556 465 46 54), 'Mail Adresiniz' (test@gmail.com2143ey783e5y8), and 'İkamet Adresiniz'. Navigation buttons '< Geri' and 'İleri >' are at the bottom.

Figure 15 Contact Information

After checking the application information on the confirmation page for all pages, your application will be completed when you click the "Başvuruyu Tamamla (Complete Application)" button.

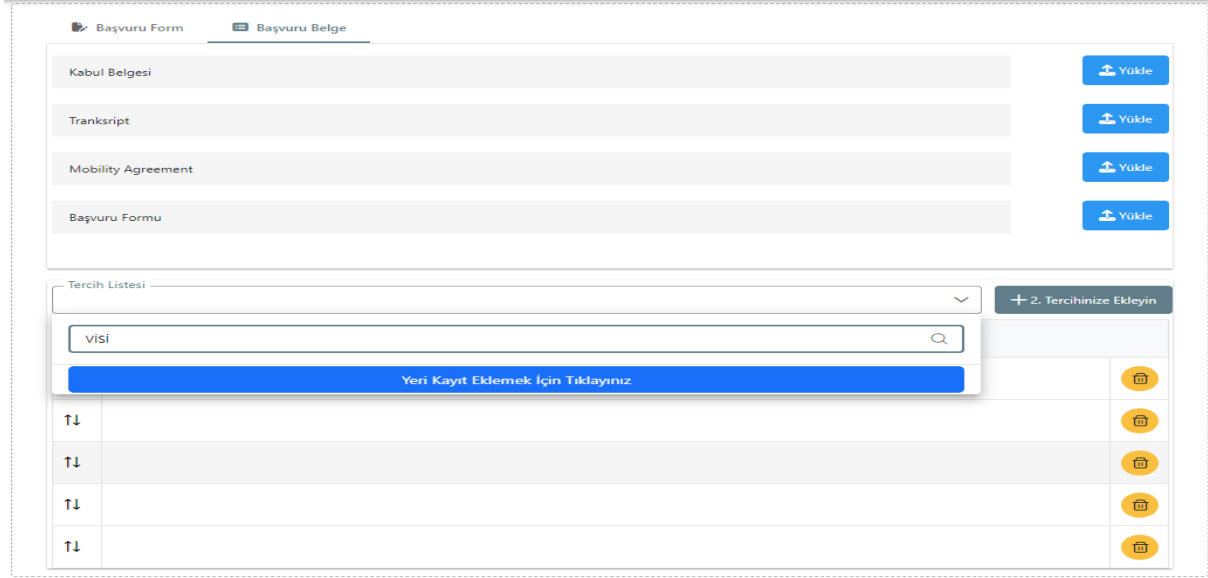


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When the application is completed, the application form can be downloaded using the "BaŐvuru Formu İndir (Download Application Form)" button.

Figure 16 Application Confirmation Page

After the application is completed, the "BaŐvuru Belge (Application Document)" tab will open. In the application document tab, you can upload the application documents requested by your institution during the application periods in .pdf file format by clicking the "Yükle (Upload)" button next to the application documents. In the Application Document tab, you can also upload the documents that your institution wants to be uploaded after the applications from this area. In the Application Document tab, there will be a Preference List screen if the preferences are to be received by declaration after the applications. If your institution is not included in the preference list, click on the "Yeni Kayıt eklemek için tıklayınız (Click to add a new record)" button, fill in the required fields on the screen that opens and click on the "Kaydet (Save)" button. You can add the added institution to your preferences with the help of the "Tercihinize ekleyin (Add to your preference)" button.



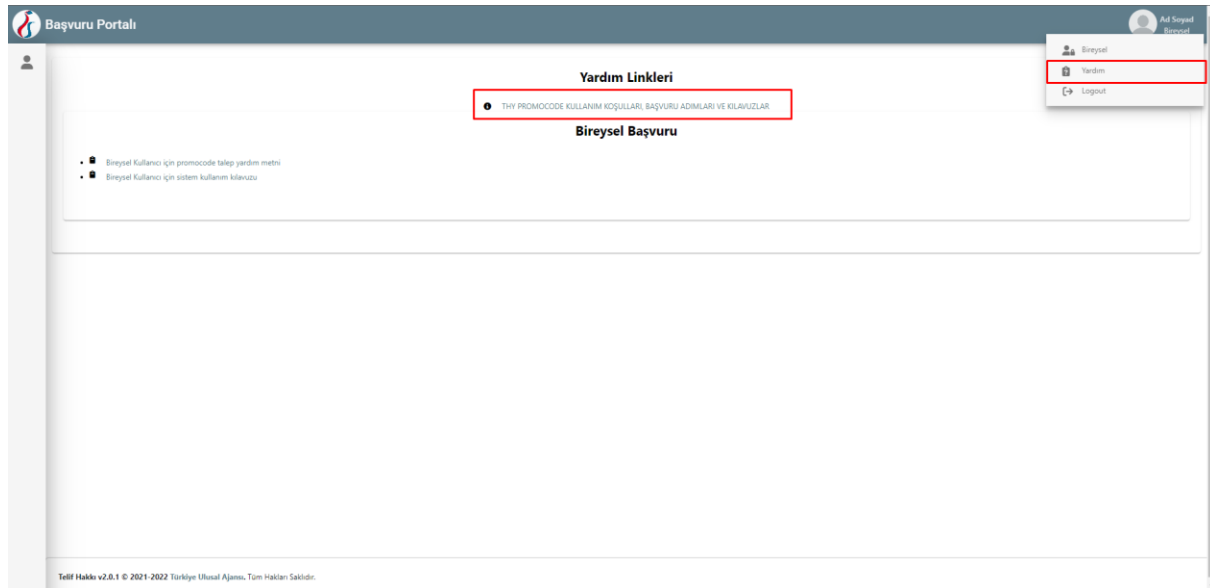
The screenshot shows the 'Başvuru Belge' (Application Document) stage of the application process. It features a list of documents to be uploaded: 'Kabul Belgesi', 'Transkript', 'Mobility Agreement', and 'Başvuru Formu'. Each document has a 'Yükle' (Upload) button. Below this, there is a 'Tercih Listesi' (Preference List) section with a search bar containing 'vizi' and a '+ 2. Tercihinize Ekleyin' (Add your 2nd preference) button. A table below the search bar shows a list of preferences, with a blue button 'Yeri Kayıt Etmek İçin Tıklayınız' (Click here to register the location) and a trash icon for each row.

Figure 17 Application Document Stage

IMPORTANT NOTE: When you make changes to your application with the help of the "Update" button after completing your application, your application will not be completed unless you click the "Complete Application" button again. For updated applications, you must click on the "Complete Application" button.

Discount Code Turkish Airlines (İndirim Kodu)

You can access the terms of use related to this page from the Thy Promocode Terms of Use, Application Steps and Guides link on the page under the Yardım (Help) menu.



The screenshot shows the 'Başvuru Portalı' (Application Portal) interface. The 'Yardım Linkleri' (Help Links) section is highlighted with a red box, containing a link to 'THY PROMOCODE KULLANIM KOŞULLARI, BAŞVURU ADIMLARI VE KILAVUZLAR'. Below this, the 'Bireysel Başvuru' (Individual Application) section is visible, with a list of links: 'Bireysel Kullanıcı için promocode talep yardım metni' and 'Bireysel Kullanıcı için sistem kullanım kılavuzu'. The 'Yardım' (Help) menu is also visible in the top right corner, with the 'Yardım' option highlighted by a red box.

When your application is uploaded to the system by the authorized person of the project you are entitled to be a beneficiary of within the scope of Erasmus+ and ESC Programs, your information will be filled in the fields of Name, Surname, Turkish Identity Number and Country of Destination in the table below in the discount code request screen opened to you, as shared in **Figure 19**.

In cases where your participant information has not been entered into the system, you will be prompted to " kurumunuz veya proje yetkiliniz ile iletiŐime geçiniz (contact your institution or project officer)".

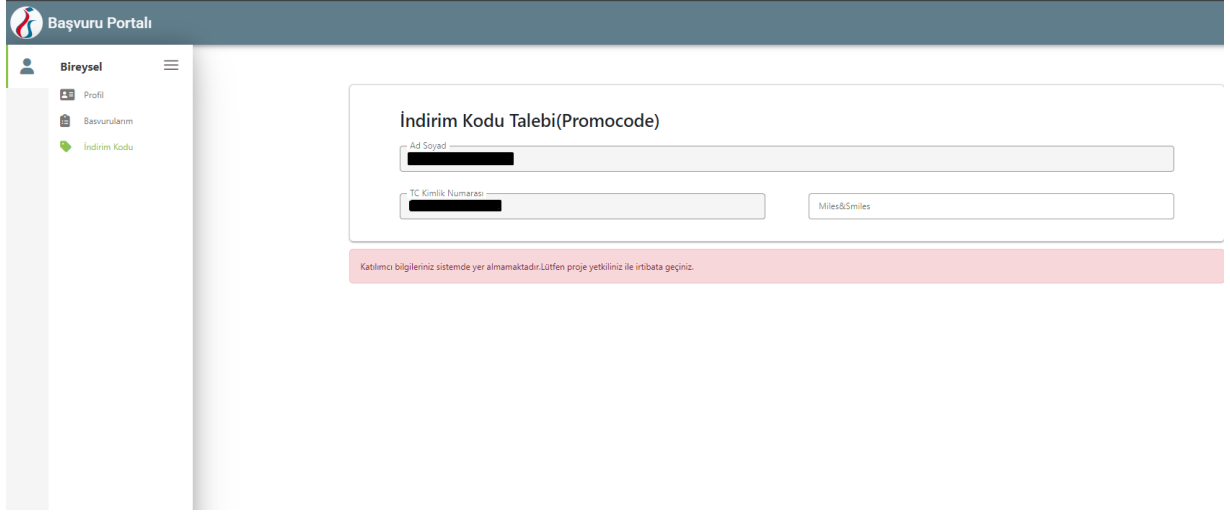


Figure 18 Promocode Screen

In case your participant information has already been processed in the system, information such as the name of the project you are entitled to mobility and the name and address of the host institution you will go to will be shared under the Mobility scope column on the Request THY Promocode screen as shown in Figure 19.

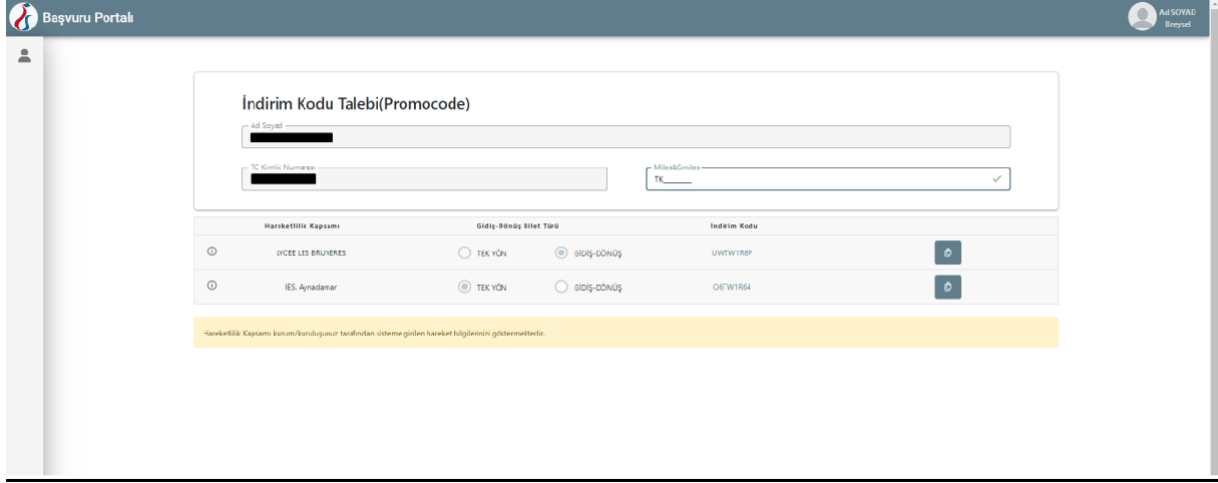


Figure 19 Request Promocode Screen

In order to create a THY Promocode, you need to follow the steps listed below:

- You need to enter your previously obtained and valid Miles&Smiles membership number in the Miles&Smiles section of the Request THY Promocode screen. A green check mark will appear when you enter a valid number.
- You need to select the type of flight, one way or one of the two options.
- When you click on the Request button, your specially generated THY promocode will be shared on the same screen and you will be able to use it during your mobility.
- If you select the One Way flight type, one THY Promocode will be generated and you can use the same THY Promocode both when buying your outbound ticket and when buying your return ticket. If you select the Roundtrip flight type, one THY Promocode will be generated and you can use it on your round-trip flight ticket.

The screen shown in Figure 20 will appear for the projects you are entitled to be a beneficiary of under the TCA Programs.

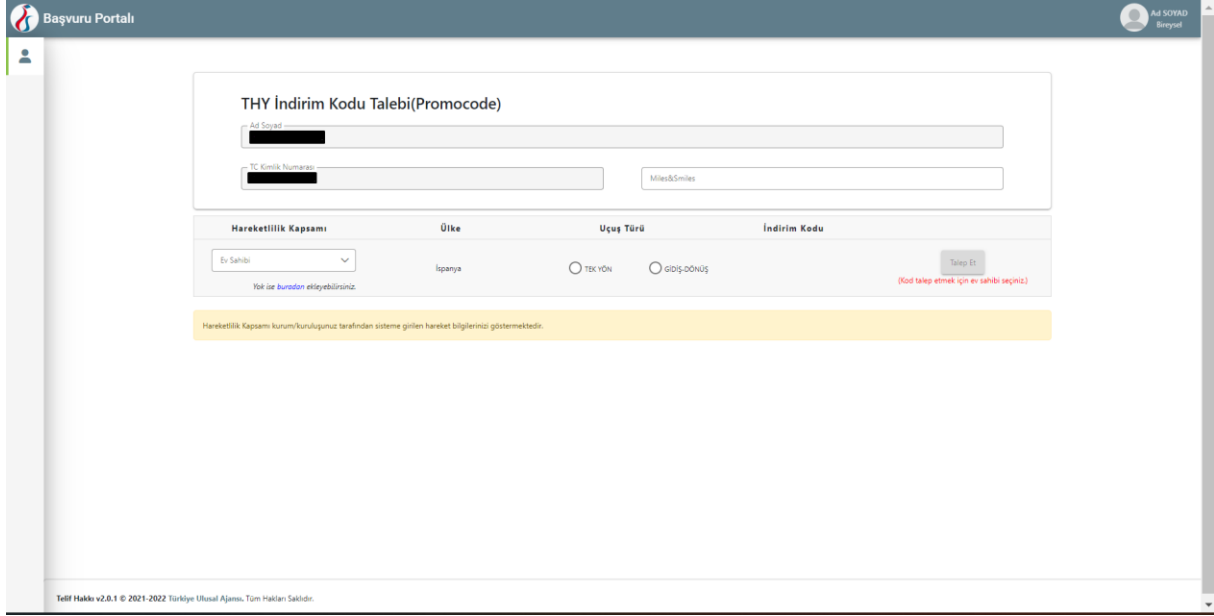
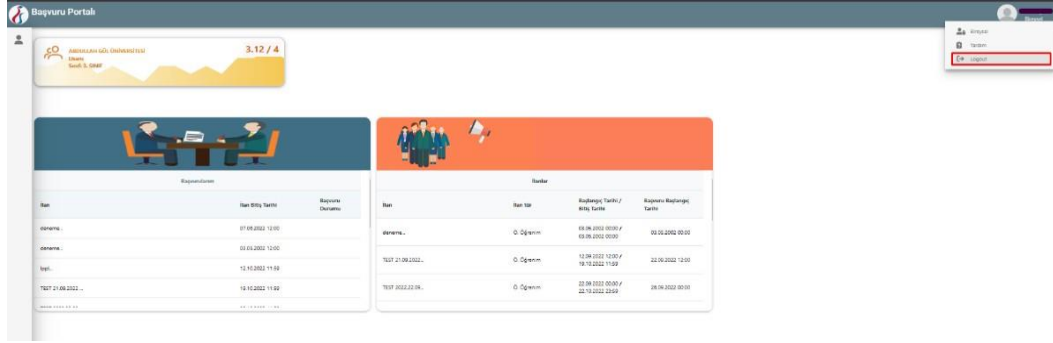


Figure 20 TCA Programs Promocode Screen

In case your participant information has already been processed in the system; as shown in Figure 7, the name of the country you are eligible for mobility will be shared under the Country column on the Request THY Promocode screen. In this field, you need to select the host information under the Mobility scope column. After selecting the host information, you can request a discount code with the Request button.

How to Exit the Erasmus Application System

In order to log out of the Erasmus Application System, you will be logged out of the system if you click on the "Logout" option in the tab that opens when you click on the section with your profile photo on the main page.



The screenshot shows the 'Beyvuru Portalı' (Application Portal) interface. At the top, there is a progress bar indicating '3.12 / 4' and a search bar. Below the progress bar, there are two main sections: 'Erasmus' and 'Burslar' (Scholarships). Each section contains a table with columns for 'Adı', 'Başlangıç Tarihi / Bitiş Tarihi', and 'Durum'. The 'Erasmus' table has three rows, and the 'Burslar' table has three rows. The 'Durum' column in both tables shows 'O. Başvuru' (Application in Progress).

Adı	Başlangıç Tarihi / Bitiş Tarihi	Durum
Erasmus	01.09.2022 - 31.08.2023	O. Başvuru
Erasmus	01.09.2022 - 31.08.2023	O. Başvuru
Erasmus	11.10.2022 - 31.08.2023	O. Başvuru

Adı	Başlangıç Tarihi / Bitiş Tarihi	Durum
Erasmus	01.09.2022 - 31.08.2023	O. Başvuru
Erasmus	11.10.2022 - 31.08.2023	O. Başvuru
Erasmus	11.10.2022 - 31.08.2023	O. Başvuru

Figure 21 Logging Out of Erasmus Application System