

## ONLINE APPLICATION MANUAL

### STEP 1: SYSTEM LOGIN

→ Go to the application page: [erasmusapp.itu.edu.tr](https://erasmusapp.itu.edu.tr)

→ First of all, you will need to create a user account: [Click here to make a pre application to the exchange program.](#)

Put in all the required information to complete the pre-application and you should receive an e-mail with your username and password.

You can log in to the application system now.

→ Click on “Make a New Application” button on upper left corner and choose “Erasmus+”, “Student” and “Incoming Student” in succession.

→ Choose your application period and Home University.

### STEP 2: APPLICATION

You can continue to your application by choosing the “**Complete the Application**”. The application steps will be on upper left corner respectively as:

→ **Personal Information**

Please fill in all of the required information and upload your picture. In case you missed some of the required spaces, the system will show an error when you try to complete the application.

→ **Student Information**

Put in the information about your Home University, study area, study level (diploma degree), class and academic average (GPA). The “**Unit Information**” will be the department/programme that you are applying at ITU.

→ **Application Information**

You can change your preferred semester here.

### STEP 3: COMPLETE APPLICATION

Click on the box for confirmation and choose “Complete the Application Process”. You cannot make any changes after completing your application.

→ **Application Form**

You should see the “**Incoming Student Application Form**” button on the right side after completing your application. You can save the form or directly print it. You must sign the form first and get it signed by your Erasmus coordinator at your Home University. Please be aware that your application will not be taken unless your application form is signed and stamped.

### LAST STEP: UPLOADING THE APPLICATION DOCUMENTS

You can see the documents that must be uploaded to finalize your application:

- 1- Application Form (signed and stamped)
- 2- Language Certificate (at least B1 level by CEFR standards)
- 3- Photo\*
- 4- Transcript of Records

\* Please upload a suitable and clean photo which will be printed on your student id at ITU in case you are accepted.

Finally, ITU Erasmus Office will look through your uploaded documents and approve of each. You will be notified if some of them are not approved and you will be asked to upload them again.

The final acceptance will take place after the application deadline and around the middle of June. You will receive your notification and acceptance letter by email.