ONLINE APPLICATION MANUAL

STEP 1: SYSTEM LOGIN

→Click here to go to the application page.

→ First of all, click on "İTU Hesabı ile Giriş Yap" button and you will be directed to ITU Portal. Log in with your ITU username and password and wait to be redirected back to the application page (it may take up to a minute).

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

→Choose your department and registration type.

→**The Application Period**
You will only see two choices as Fall and Spring. This will be your choice of mobility when you are placed to a one semester quota.
Attention!
1- As you will choose only one semester, this choice will define your placement for a one semester quota.
2- If you are placed in a two semester quota, your mobility period will automatically be updated as "Fall and Spring" (one year).
3- If you choose and placed to a quota defined as "Only Fall" or "Only Spring", your mobility period will be updated if the semester is different than your first semester choice.
Reminder: The mobility period updates will only occur after the placements are done. Your application form will have only your primary semester choice.

→"Save" after choosing your preferred semester. Your application status will be updated as "Online Registered"

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**
Your information will be automatically filled in from the Student Registry System.

→**Application Information**
You can change your preferred semester here. Also, if you have participated in an Erasmus+ mobility previously and recognize that it is not listed here, you can put in the required information regarding your earlier mobility.

→ **Foreign Language Exam Information**
By choosing "Add Exam", add the information of your language certificate. Then, fill in "Exam Date", "Exam Language", "Type of Test", "Total Language Score" sections respectively.

Attention: After you choose the language and the type of test, you should fill in the total language score and its centenarian equivalent. Regarding "Other" language certificates that are not pre-defined, the score scale is defined as A2,B1,B2,C1,C2 for scores 45,65,80,95,100 respectively. When you click on "Update", your language certificate will be in the system.

→**Preferences**

In this section, you can see the institutions that your department/programme has an agreement with. Each institution has its language requirement on its side. You should be aware that if you choose an institution that you don't have the required language level, your choice will not be considered in the placement phase. Also, you should check the semester information of the institutions from the agreements excel list.

Attention: If you notice inconsistencies of quotas or language requirements between the online system and agreements excel list, the excel list takes priority. Please let ITU Eramus Office immediately know of the situation.

STEP 3: COMPLETE APPLICATION

Click on the box for confirmation and choose "Complete The Application Process". You can not make any changes after completing your application. If you have any mistake during on-line application, please contact Erasmus Office immediately. Keep in mind that solving problems will take time.

→ **Application Form**

You should see the "Outgoing 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 department/programme coordinator. Please be aware that your application will not be taken unless your application form is signed.

LAST STEP: DELIVERING THE APPLICATION DOCUMENTS

Bring the 3 documents listed below to the ITU Erasmus Office on the day and time specified for your department/programme.

1- Application Form (Signed)
2- Language Certificate*
3- Transcript of records**

 * If you are applying with your ITU Proficiency score, you can print out your exam score from:
http://www.ydy2.itu.edu.tr/yeterlilik/
** You can print out your transcript from ITU Student Registry System: http://www.sis.itu.edu.tr/