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ERASMUS+ MOBILITIES INDIVIDUAL APPLICATION SCREENS GUIDEBOOK

This guidebook is translated by Istanbul Gelisim University International Exchange and Cooperation Office.



Avrupa Birliği Eğitim ve Gençlik Programları Merkezi Başkanlığı
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Login to Erasmus+ Application System

To apply, please go to <https://erasmusbasvuru.ua.gov.tr/> in your browser.
On the screen that opens, you need to click on the " e-Devlet ile giriş yap" button.

Image 1 Login with e-devlet button

Enter your TR Identity Number and e-devlet password in the fields specified on the page that opens.
Login is required by clicking the "Giriş Yap" button.

Image2 e-Devlet Identity Verification System



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Protection of Personal Data, which is displayed on the screen after logging in with e-devlet you must accept it and send it.

- 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 aktarılabilirliğini 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 edilmesi 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 Başkanlığınız 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 işlenme amacı ile sınırlı olmak üzere kullanılmasına ve paylaşılmasına, gereken süre zarfında saklanması 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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Image3 Approval of PDPL

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



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On the home page, there are components (widgets) that include your education information, information about the applications you have made, and the list of advertisements published by our institution. It will be possible to follow up the postings published by your institution on the Erasmus Application System, as well as the tracking of your application status from these areas.

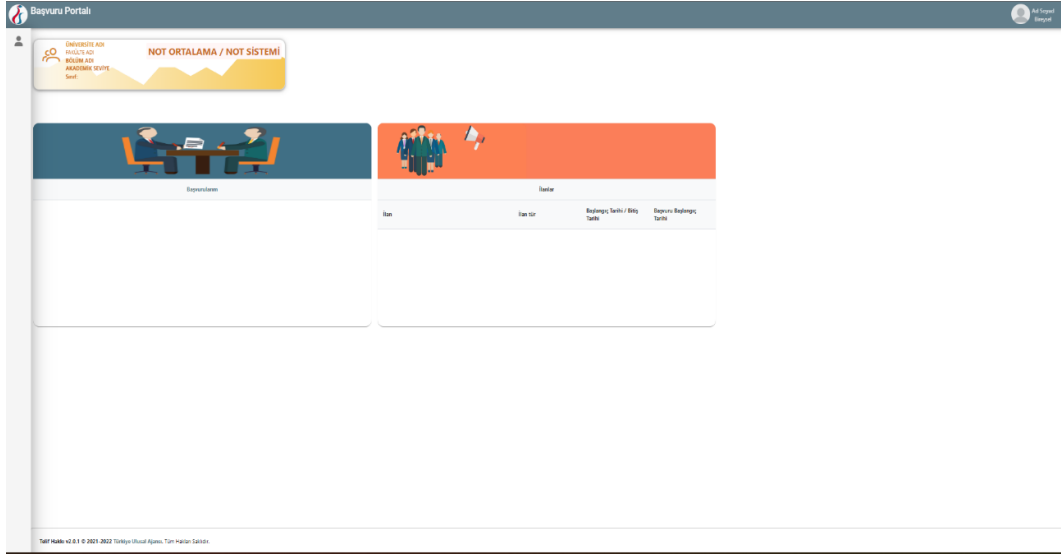
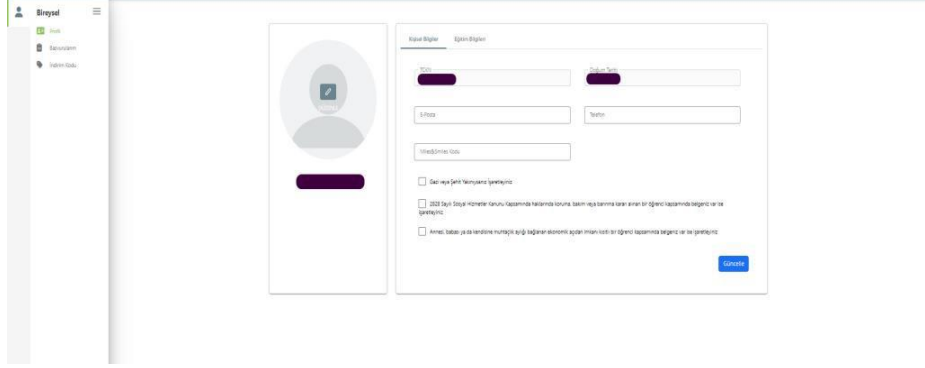


Image4 Home page screen

Profile

When you click on the "Edit" button in the photo field on the profile page, a file in jpg or png format can be uploaded to be used in your applications.

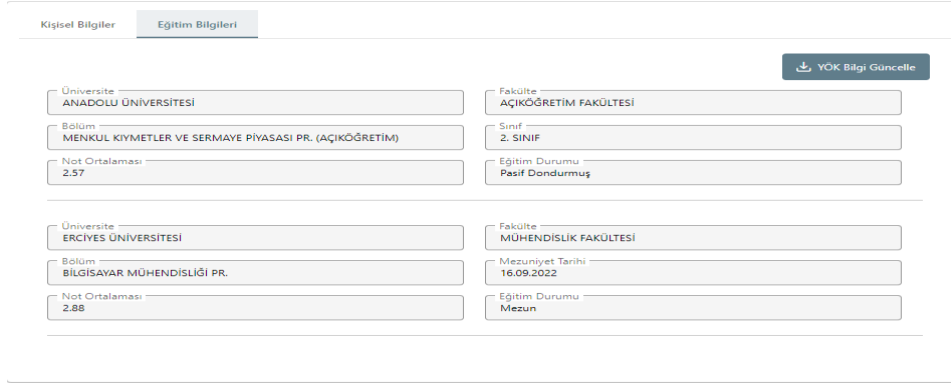
On the Personal Information page, the "TCKN", "Date of Birth" fields will be filled in by the system. After the necessary information is written in the "E-Mail", "Phone", "Miles & Smiles Code" fields, your information can be saved in the system with the help of the "Güncelle" button. In cases where you need to mark the questions given below on the Personal Information page, when you click the "Güncelle" button after marking, the profile section can be updated.



The screenshot shows a web interface for updating personal information. On the left is a sidebar with a menu containing 'Kişisel Bilgiler', 'Eğitim Bilgileri', and 'İş Bilgileri'. The main area is titled 'Kişisel Bilgiler' and 'Eğitim Bilgileri'. It features a circular profile picture placeholder and a form with fields for 'Ad', 'Soyad', 'Doğum Tarihi', 'Doğum Yeri', 'E-posta', 'Telefon', and 'Mevcut E-posta'. Below these fields are three checkboxes for consent: 'Sistemdeki kişisel verilerimi kullanıyorum', '2020 Yılı Sonuç Raporu'na katılmaya razıyım', and 'Anketler, raporlar ve diğer belgeleri kullanmaya razıyım'. A 'Güncelle' button is at the bottom right.

Image5 Profile Page Personal Information

On the Education Information page, your education information registered in the system is listed in the "University", "Faculty", "Department", "Graduation Date", "Class", "Grade Average", "Educational Status" fields. In order to update your information, your education information can be updated when you click on the “YÖK Bilgi Güncelle” button.



The screenshot shows the 'Eğitim Bilgileri' (Education Information) tab. It has a 'YÖK Bilgi Güncelle' button at the top right. Below are two sections for education. The first section shows 'Üniversite: ANADOLU ÜNİVERSİTESİ', 'Bölüm: MENKUL KIYMETLER VE SERMAYE PİYASASI PR. (AÇIKÖĞRETİM)', 'Not Ortalaması: 2.57', 'Fakülte: AÇIKÖĞRETİM FAKÜLTESİ', 'Sınıf: 2. SINIF', and 'Eğitim Durumu: Pasif Dondurmuş'. The second section shows 'Üniversite: ERCİYES ÜNİVERSİTESİ', 'Bölüm: BİLGİSAVAR MÜHENDİSLİĞİ PR.', 'Not Ortalaması: 2.88', 'Fakülte: MÜHENDİSLİK FAKÜLTESİ', 'Mezuniyet Tarihi: 16.09.2022', and 'Eğitim Durumu: Mezun'.

Image6 Profile Page Education Information

Employment information of the candidate will be listed in the "Title" and "Institution" fields on the Staff Information page. When there is a change in your information in the system, when you click on the "YÖK Personel Bilgi Güncelle" button, your current staff information will be saved in the system. Since the student candidates do not have staff information, the staff information tab appears. (The staff information tab is only visible for staff.)

Kişisel Bilgiler Eğitim Bilgileri **Personel Bilgileri**

Ünvan: DOÇENT Kurum: HACETTEPE ÜNİVERSİTESİ

YÖK Personel Bilgi Güncelle

Image7 Profile Page Staff Information

My Applications

When you click on the “My Applications” page under the Individual tab, a list of active postings of your institution will be displayed.

You can proceed to the application stages by clicking the “Başvur” button on the announcement you want to apply for. For incomplete applications after the application stage, you can continue your application from the last stage in the application section by clicking the "Devam et" button on this page, or you can cancel your current application by clicking the "İptal et" button. Your application can be updated when you click the "Güncelle" button for your application whose application stages have been completed.

İlan Adı	Son Başvuru Tarihi	Durum/Deneyim
PERSONEL DERS VERME HAREKETLİLİĞİ (ORTAK ÖĞÜRLER 2021-2022 AKADEMİK YILI YAZ DÖNEMİ) (2018-1-7801-44131-072022)	30.12.2022 00:00	Devam et İptal et
deneme	07.08.2022 00:00	/
deneme	03.05.2022 00:00	/
Öğrenci Haraketliliği	08.10.2022 23:59	Devam et İptal et
ÇERÇİVE HAREKETLİLİĞİ (PROJEYİ ÖĞÜRLER VE AKSİYON ÖĞÜRLERİ 2022-2023 AKADEMİK YILI GÜZ DÖNEMİ VE TRAI AKADEMİK YILI HAREKETLİLİK BAŞVURU TAYİNİ) (2021-1-7801-44131-442-000034471)	27.10.2022 11:59	Devam et İptal et
İşçi	12.10.2022 23:59	Devam et İptal et
Eğitim Alma	14.10.2022 23:59	Devam et
İlan 03.2022	31.12.2022 11:59	Devam et

Image7 My Applications Page General Look



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When you log in with the apply button, after reading the content text in your announcement, you must tick the checkbox for the text "I have read and accept the above information letter" under the application approval form. The transaction cannot be continued if you do not accept this condition. When you click on the "Continue" button after giving your approval, the transition to the application stages is provided.

Image8 Application Information Form

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

1. Personel Information
2. Education Information
3. Preference Information
4. Foreign Language Information
5. Contact Information
6. Approval

On the personal information page, "Name", "Surname", "TCKN", "Date of Birth", "Gender" fields will be automatically added by the system. You can upload a document in jpg or png format with the "Edit" button in the profile photo section. Without uploading documents to the photo area, your transition to the next stage in the application will be blocked by the system. Candidates who mark the questions on the page should upload documents to this field after clicking the "Yükle" button.

Your transition to the next stage without uploading documents will not be allowed by the system again. Candidates who do not mark will be able to proceed to the next stage by clicking the "İleri" button after reviewing their information.

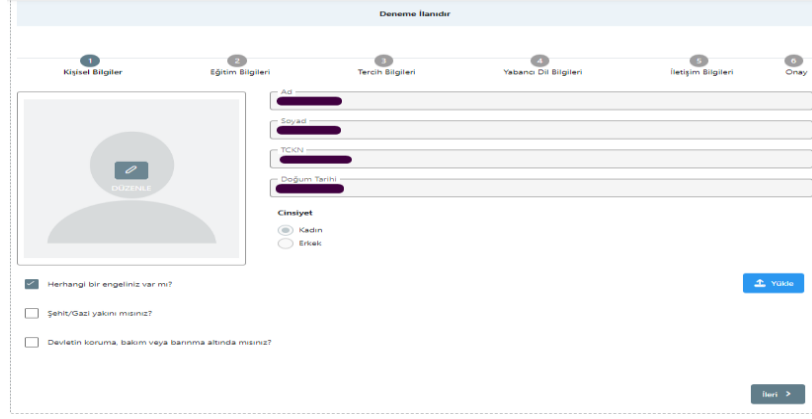


Image9 Personal Information

Your student information, which is active in 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 be able to proceed to the next stage with the "İleri" button.

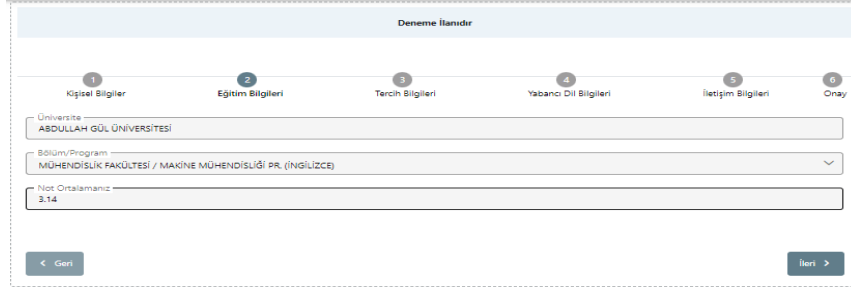


Image10 Education Information

In the preference information stage, contracted universities belonging to your department are displayed in the preference list field. When you select your preference from the agreements listed in the preference list section and click the "Tercihinize Ekleyin" button, the application will be added to your preferences section. This step will be applied to each preference you want to add. You can change the location of your preferences in the application preferences table or delete them with the help of the "Sil" button.

Candidates who have benefited from Erasmus Exchange Programs before: "Have you benefited from Erasmus Exchange Programs before?" should mark the question. Candidates who have not benefited from Erasmus Exchange Programs before will be able to continue without marking.

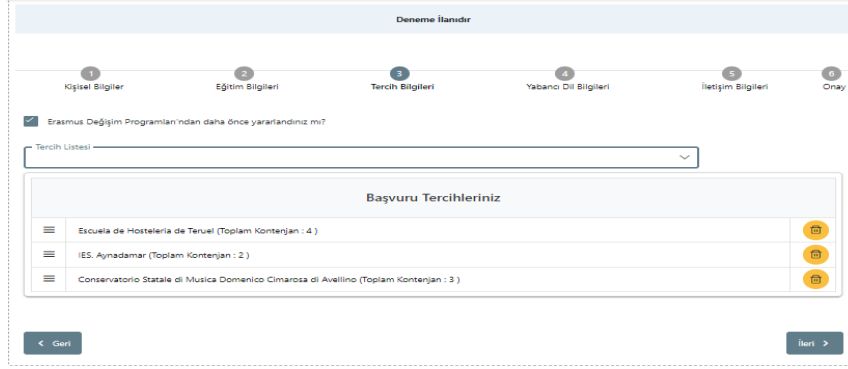
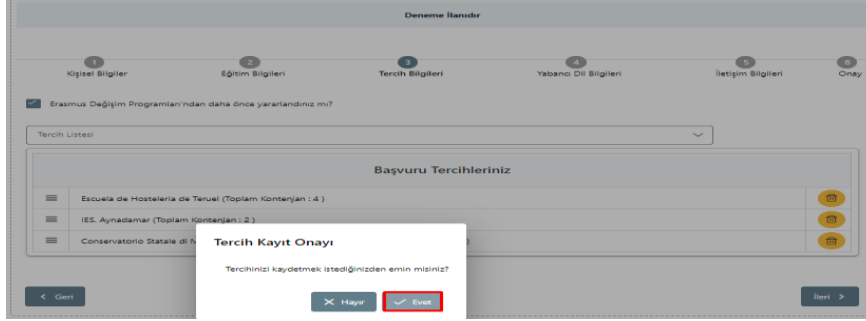


Image11 Preference Information Stage

When you click the "İleri" button in the preference information stage, the "Preference Registration Confirmation (Tercih Kayıt Onayı)" screen will open. After confirming your preference records by clicking the "Evet" button, you will be able to proceed to the next stage.

Image12 Preference Registry Approval



After you approve your preferences, you will be transferred to the foreign language information page. Here, foreign language selection will be made from the "Foreign Language" section. "Foreign Language Exam" should be selected according to your foreign language choice. "Exam Year" will be selected from the section of the exam year. After your foreign language test score is written in the "Score" field, you can add your foreign language information by clicking the "Add Foreign Language" button. You can add a foreign language more than once.

In this section, YDS scores in the "Score" field will be automatically displayed by the system when the year of the exam in the last 5 years is selected from the "Exam Year" section of the candidates who choose the YDS exam from the "Foreign Language Exam" section. You can add your YDS scores automatically brought by the system to your foreign language information section by clicking the "Add Foreign Language" button. After completing the foreign language addition processes, click the "Next" button and you will be able to move to the next stage.

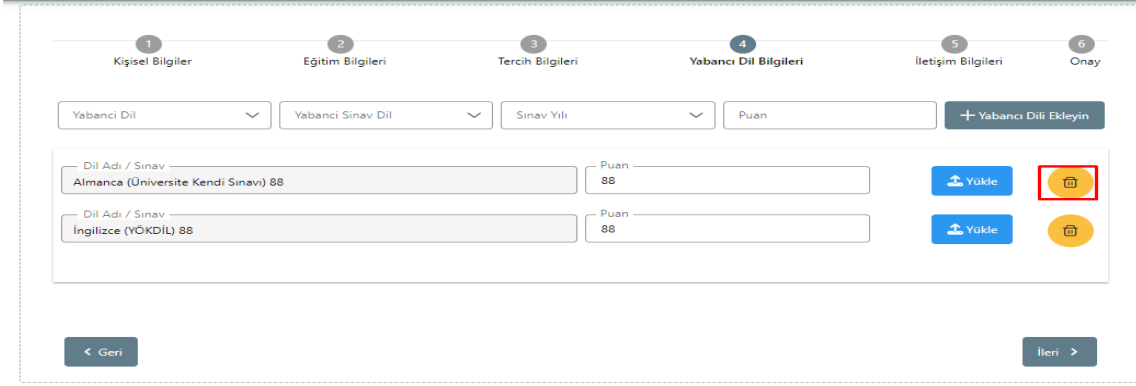


Image13 Foreign Language Information

On the contact information page, after the appropriate information is written in the "Mobile Phone", "Email Address", "Your Residence Address" fields, when you click on the "İleri" button, you will be directed to the next step, the confirmation page.



Image14 Contact Information

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



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When the application is completed, the printout of the created application form "Download Application Form" available with the button.

The screenshot shows a web-based application form for the Turkish National Agency. The form is divided into several sections:

- Personal Information:** Includes fields for Ad (Name), Soyadı (Surname), TCKN (Tax ID), Doğum Tarihi (Date of Birth), and Cinsiyet (Gender) with radio buttons for Kadın (Female) and Erkek (Male).
- Academic Information:** Includes a checkbox for "Herhangi bir engeliniz var mı?" (Do you have any disability?), a checkbox for "Sağlık/Gazd yapımı mısınız?" (Are you a health/gas maker?), a checkbox for "Devletin koruma, bakımı veya barınma altında mısınız?" (Are you under the protection, care or shelter of the state?), a dropdown for Üniversite (University), a dropdown for Bölüm/Program (Department/Program) with the text "MÜHENDİSLİK FAKÜLTESİ / MAKİNE MÜHENDİSLİĞİ PR. (İNGİLİZCE)", a dropdown for Not Ortalamanız (Your average grade) with the value "3.14", and a checkbox for "Erasmus Değişim Programları'ndan daha önce yararlandınız mı?" (Have you ever benefited from the Erasmus Exchange Programs?).
- Başvuru Tercihleriniz (Application Preferences):** Includes a table with two rows: "IES. Aynadamar (Zorunlu Dil : Almanca) (Toplam Kontenjan : 2)" and "Escuela de Hostelería de Teruel (Toplam Kontenjan : 4)".
- Yabancı Dil Bilgileriniz (Foreign Language Information):** Includes a table with two rows: "İngilizce (Üniversite Kendi Sınavı) 70.00" and "Almanca (Üniversite Kendi Sınavı) 70.00".
- Contact Information:** Includes fields for Cep Telefonunuz (Your mobile phone number) with the value "0511 111 11 11", Mail Adresiniz (Your email address) with the value "test@gmail.com", and İkamet Adresiniz (Your residence address) with the value "Test".
- Buttons:** At the bottom left is a "Geri" (Back) button, and at the bottom right is a "Başvurunuzu Tamamla" (Complete your application) button.

Image16 Application Approval Stage

After the application is completed, the "Başvuru Belge" tab will open. You can upload it in .pdf file format during the application periods by clicking the "Yükle" button next to the application documents requested by your institution in the application document tab. In the Application Document tab, you can also upload the documents that your institution wants to be uploaded after the applications. In the Application Document tab, the Preference List screen will be displayed for the preferences to be taken with the declaration after the applications. If your institution is not in the preference list, click the "Yeni kayıt eklemek için tıklayınız" button, fill in the mandatory fields on the screen that opens and click the "Kaydet" button. You can add the added institution to your preferences with the "Add to your preference" button.

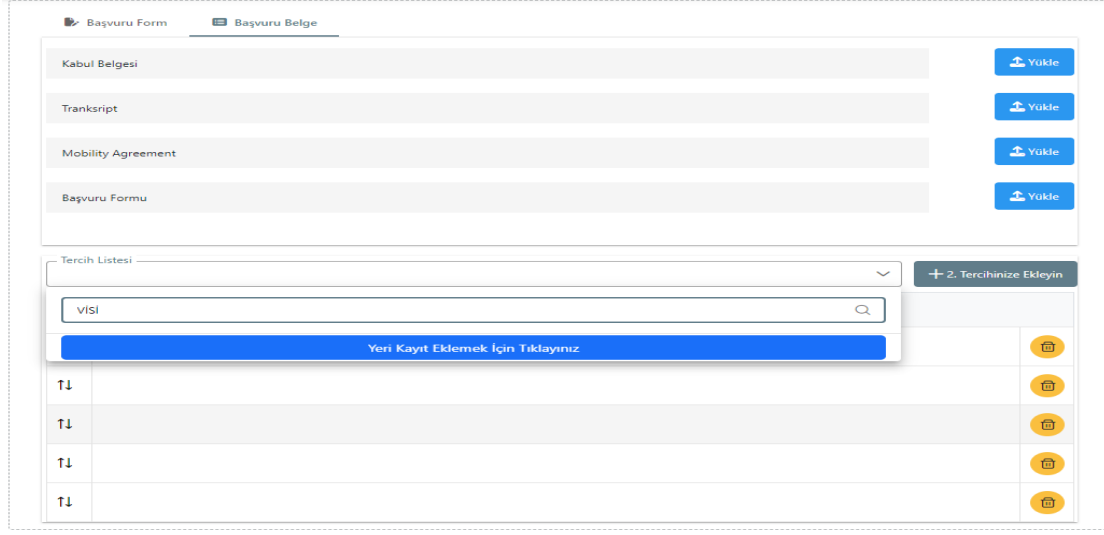


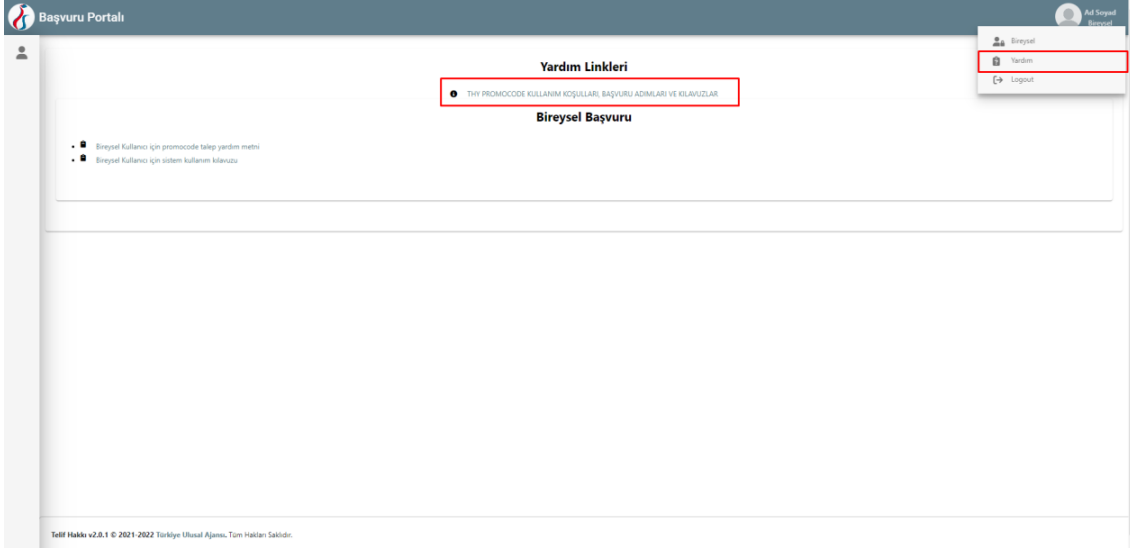
Image 17 Application Document

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

Discount Code

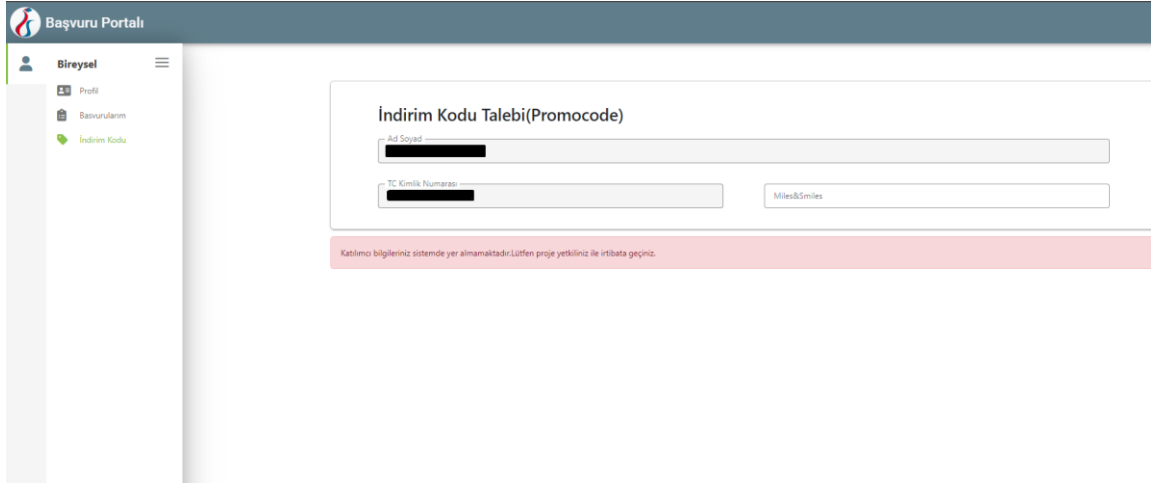
Thy Promo code on the page under the help menu for the terms of use for this page

You can access the Terms of Use, Application Steps and Guides from the link.



In cases where your application is uploaded to the system by the representative 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 Name, Surname, TR Identity Number and Destination Country fields in the table below on the discount code request screen that opens to you, as shared in Figure 18.

In cases where your participant information has not been entered into the system, "your institution or project
You will be greeted with the message "Please contact your authorized person".



The screenshot shows the 'Başvuru Portalı' (Application Portal) interface. On the left is a sidebar with a 'Bireysel' (Individual) section containing links for 'Profil', 'Başvurularım', and 'İndirim Kodu'. The main content area is titled 'İndirim Kodu Talebi (Promocode)'. It contains three input fields: 'Ad Soyad' (Name Surname), 'TC Kimlik Numarası' (T.C. Identity Number), and 'Müşerîsmleri' (Memberships). Below these fields is a red error message: 'Katılım bilgileriniz sistemde yer almamaktadır. Lütfen proje yetkiliniz ile irtibata geçiniz.' (Your participation information is not in the system. Please contact your project authority.)

Image17 Promo code Request Screen

In case your participant information has already been processed into the system; As shown in Figure 18, information such as the name of the project for which 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 THY Promocode Request screen.

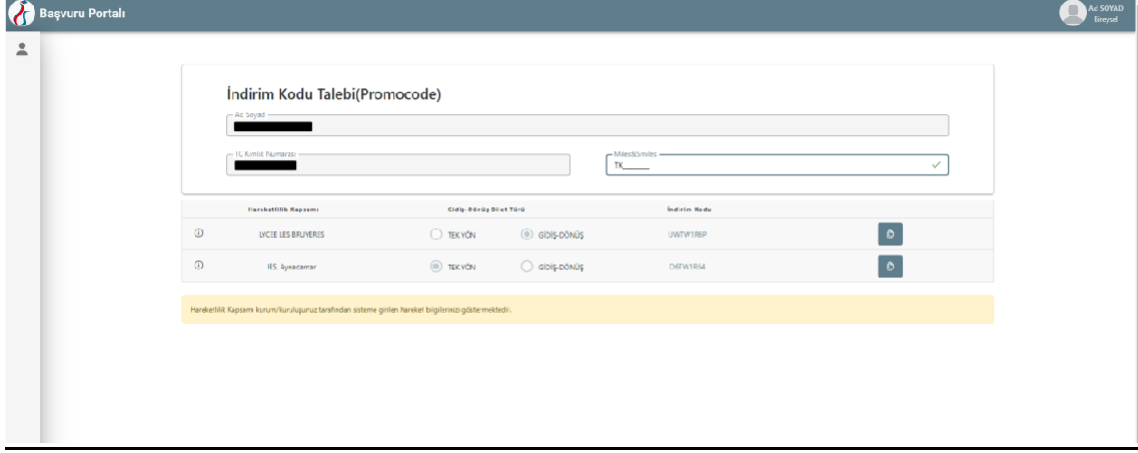
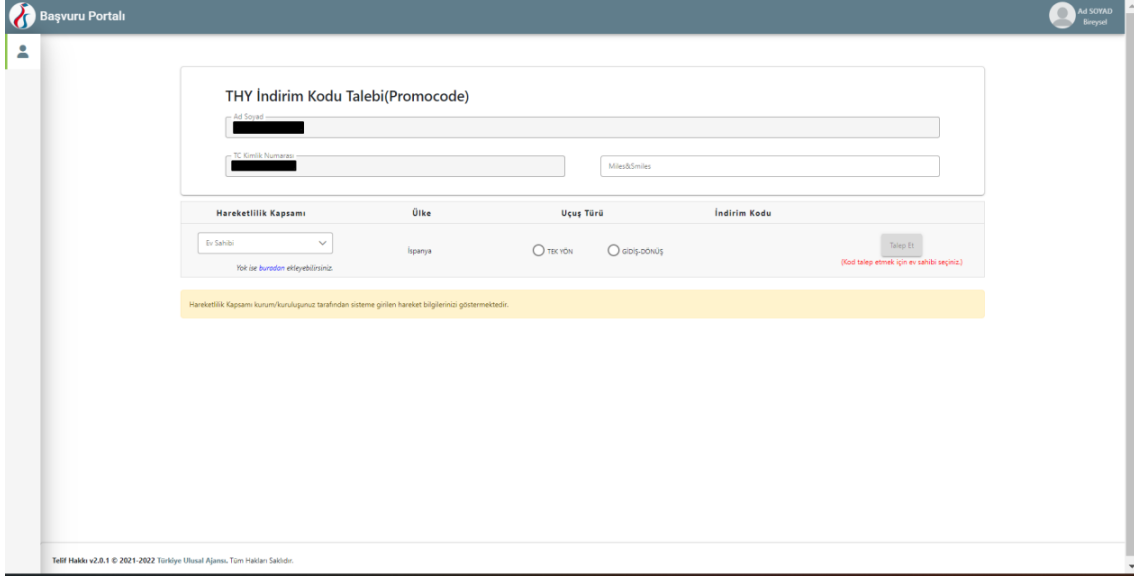


Image18 Promocode Request Screen

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

- You need to enter your previous and valid Miles&Smiles membership number in the Miles & Smiles section on the Request THY Promo code screen. A green checkmark will appear when you enter a valid number.
- You have to choose the type of flight, one way or two options only.
- When you click on the Request button, your THY promo code, specially produced for you, will be shared on the same screen and you will be able to use it in your mobility.
- If you choose 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 choose the round-trip flight type, a THY Promo code will be generated and you can use it on your round-trip flight ticket.

The screen shown in Image 19 will appear for the projects that you are entitled to be beneficiaries under the TCA Programs.



Şekil 19 TCA Programme Promocode Request Screen

In case your participant information has already been processed into the system; As shown in Figure 6, the name of the country for which you are entitled to mobility will be shared under the Country column on the Request THY Promo code screen. In this field, you need to select the host information you will go to under the Mobility scope column. After selecting the host information, you can request a discount code with the Request button.

Erasmus Application System Logout

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

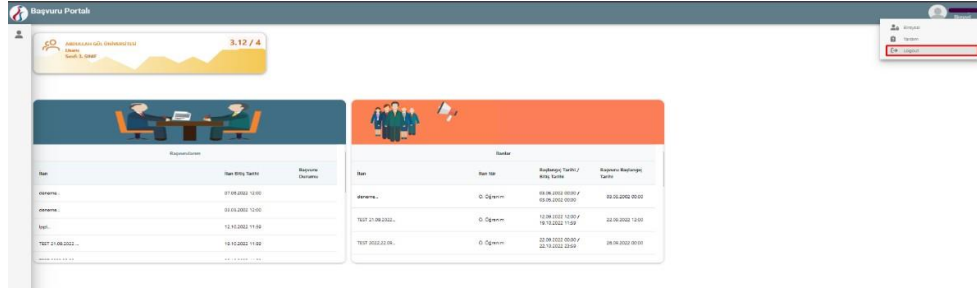


Image18 Log Out from the Erasmus+ Application System

This guidebook is translated by Istanbul Gelisim University International Exchange and Cooperation Office.