ERASMUS+ STUDENT MOBILITY APPLICATIONS' AUTOMATION SYSTEM USER MANUAL

1

In order to make your Erasmus + application, you need to click on the "Register & Apply" button on the system.

Language	English ▼	**KION**

User Input

User Name

Password

☐ Remember me

Login 👤

Forgot My Password 🔑

Agreement List 📇

Register & Apply 👤➕

Announcements

Exchange Programs Pre-Application
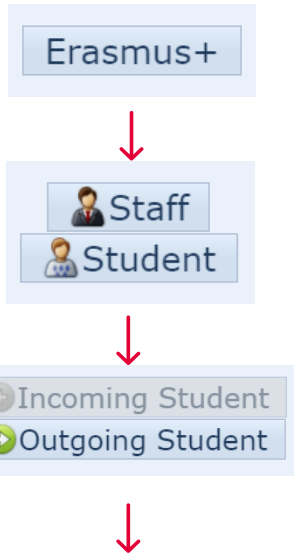Click here to make a pre application to the exchange program.

🔵 **TED ÜNİVERSİTESİ**

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Version: 1.19.7744.27838

2

You need to follow the steps below.

Erasmus+

↓

👤 Staff
👤 Student

↓

◀ Incoming Student
▶ Outgoing Student

↓

Exchange Programs Pre-Application Form > Outgoing Student

User Name:
[   ]
Enter Your University Account User Name

Password:*
[   ]

👤 Validate

↑

Login with your TEDUPass account and verify your information.

→

If you are able to login to your Portal account but cannot log in to the system;

Contact: erasmus@tedu.edu.tr

3

Close the "Validiton successful" notification. After filling the information fields on the screen below, click the "Save" button.

Exchange Programs Pre-Application Form > Outgoing Student

E-mail:*

User Name: burak.cayir

Enter Your University Account User Name

Password:* •••••••••

Validate

TC/Foreign no:*

First Name:*

Nationality:* Turk

Faculty:* Choose

Department:* Choose

Registration Type:* Internship

The Application Period:* 2020-2021 - Summer

Specify the period you want to participate in mobility

Information ✖

ℹ The validation is successful

Cancel   Save

4 Fill in the form below and click on "Save" to continue.

Değişim Programları Ön Başvuru Formu > Giden Öğrenci

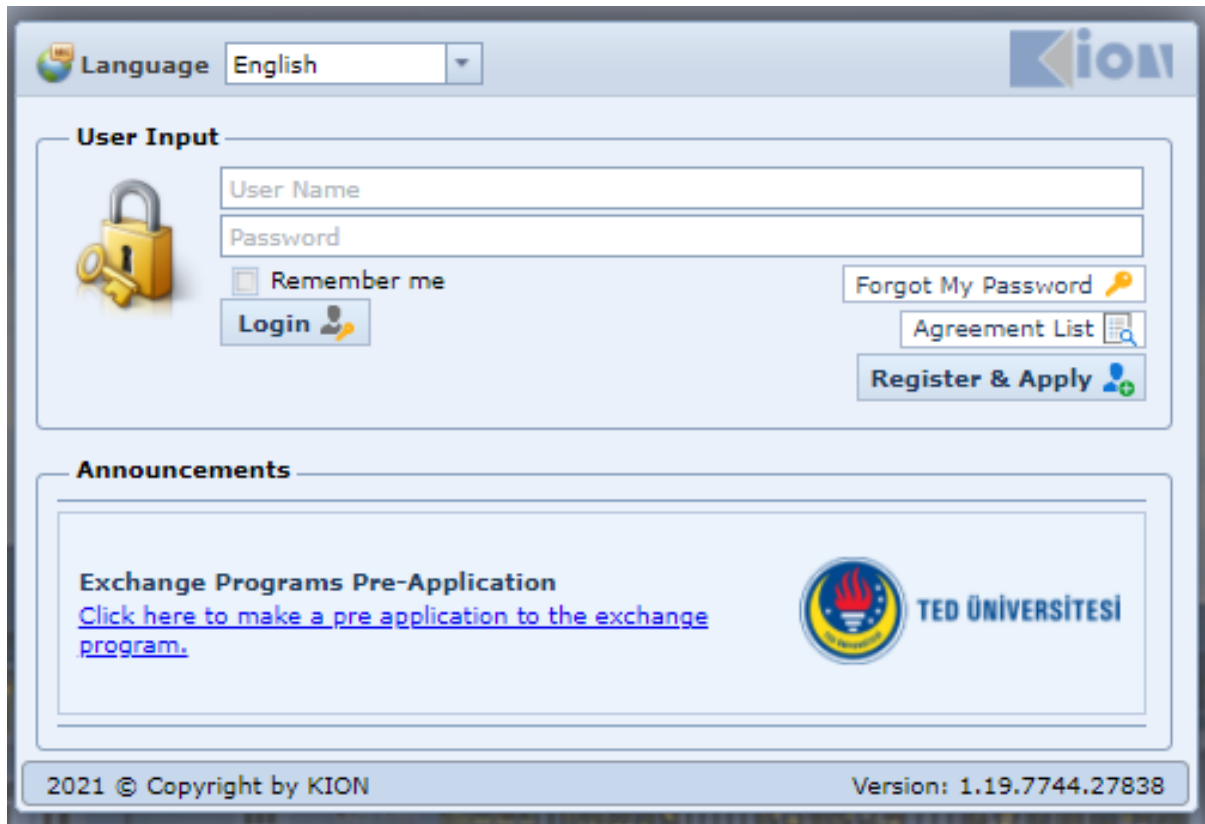|	
E-posta:*	
	Kullanıcı adınız e-posta adresiniz olacaktır.
Şifre:*	
Şifre Tekrar:	
TC/Yabancı No:*	
Adı:*	Soyadı:*
Uyruk:*	Türkiye
Fakülte:*	Seçiniz
Bölüm:*	Seçiniz
Başvuru Tipi:*	Seçiniz
Başvuru Dönemi:*	Seçiniz
	Hareketliliğe katılmak istediğiniz dönemi belirtiniz

[X] Vazgeç   [✓] Kaydet

Your application type may be Study or Traineeship.

Choose a preferred period of mobility (Fall, Spring, Fall and Spring) for studies

Summer term is only available for Traineeship mobility.

5 After completing your pre-application process, login with your username and password.

Language English ▼

 Kion

User Input

User Name

Password

☐ Remember me

Login 👤

Forgot My Password 🔑

Agreement List 📋

Register & Apply 👤

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Click here to make a pre application to the exchange program.

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6

If you are applying for the first time at your current level of education, check the information below and select "Complete Application".

If you have already participated in a program and completed the pre-application form and are applying for an exchange program for the second time at your current education level, click on the "Make New Application" button.

7 Fill in the form below and upload a passport-sized photo.

Application Form

- Personal Information
- Student Information
- Application Information
- Foreign Language Exam Information
- Documents Required
- Firma Bilgileri
- Complete Application

Upload your picture

Personal Information

ID number:*	12341231232	Passport No.:
First Name:*	a	Last Name:* a
Nationality:*	Turkey	Gender:*
Place Of Birth:*		Date Of Birth:*
Father's Name:*		Mother's Name:*
Father's Last Name:*	a	Mother's Last Name:* a
Disabilities:	No	Please click here if you

☐ I had an official letter No. 2828 social services and Child Protection Agency Act based on ten. (Social Services Law No. 2828 of rights under the pr

☐ I have the official document from the Provincial Directorate of Family, labor, and social services and request additional financial support. (Mother,

Home Address

Country:*	Turkey	City/State Other:	If Not List Plea
City/State:*	Choose		
County:	Choose	Other County:	
Address:*			

Contact Information

E-Mail (University):*	palarav683@aramidth.com	E-Mail (Alternative):
Fixed Phone:		GSM Phone:*

To Communicate In Emergency Situations

Contact Person Name:*		Relation to Applicant:*
Emergency Home Phone:		Emergency Mobile Phone:*

Save and proceed to next step

Click "Save and proceed to Next Step" button.

Students with special needs (physical disability, chronic illness, etc.) are also kindly requested to contact the International Programs Office via erasmus@tedu.edu.tr

8

The information in the "Student Information" step will be automatically transferred from the Portal.

Application Form

- Personal Information
- Student Information
- Application Information
- Foreign Language Exam Information
- Documents Required
- Firma Bilgileri
- Complete Application

Student Information

Class:*
Student Number:*
Academic Average:*

Unit Information

Faculty/Institute: FACULTY OF EDUCATION
Program:* ELEMENTARY MATHEMATICS EDUCATION

Save and proceed to next step ⊘

If there is any error or missing information in the information in this step, please contact erasmus@tedu.edu.tr

9

Check your current application information. If you have participated in the Erasmus + Higher Education Program before and your mobility is not visible on the screen, you can manually click the "Add New Activity" button to enter this mobility into the system. Then click "Save and proceed to next step" button.

Application Form ✕ | Application / List ✕

Application Form

- Personal Information
- Student Information
- Application Information
- Foreign Language Exam Information
- Documents Required
- Firma Bilgileri
- Complete Application

Application Information

The Application Period:* 2020-2021 - Summer

Please select if you want to apply for non-granted mobility ☐

Previous International Activities

Previous International Activities (Not Available on The System):

If there is no record in the system and you have past activity you have participated, add your past ac

⊕ Add New Activity

#	Academic Year	Academic Semester	ExchangeProgram Type	Registration Type	Diploma Degre

Previous Activities Registered in The System:

Academic Year	Academik Semester	Exchange Program

Save and proceed to next step ✓

10

Add your exam information held on March 26, 2021 by clicking the "Add Exam" button.

You can check your results from our website if you have not checked yet.

The entered exam results will be checked and the wrong exam results will be deemed invalid.

11

Depending on your application type, the system may ask you to upload various documents. You can upload the relevant documents by clicking the "Upload" button on the right.

Application Form ✕	Application / List ✕

Application Form

- Personal Information
- Student Information
- Application Information
- Foreign Language Exam Information
- Documents Required
- Firma Bilgileri
- Complete Application

Approval Status	Document Name
Upload Waiting	Letter Of Acceptance

An invitation or acceptance letter from the institution

Save and proceed to next step ✓

After completing this process, click on the "Save and proceed to next step" button.

12 You need to click on the checkbox below and click on "Complete the Application Process"
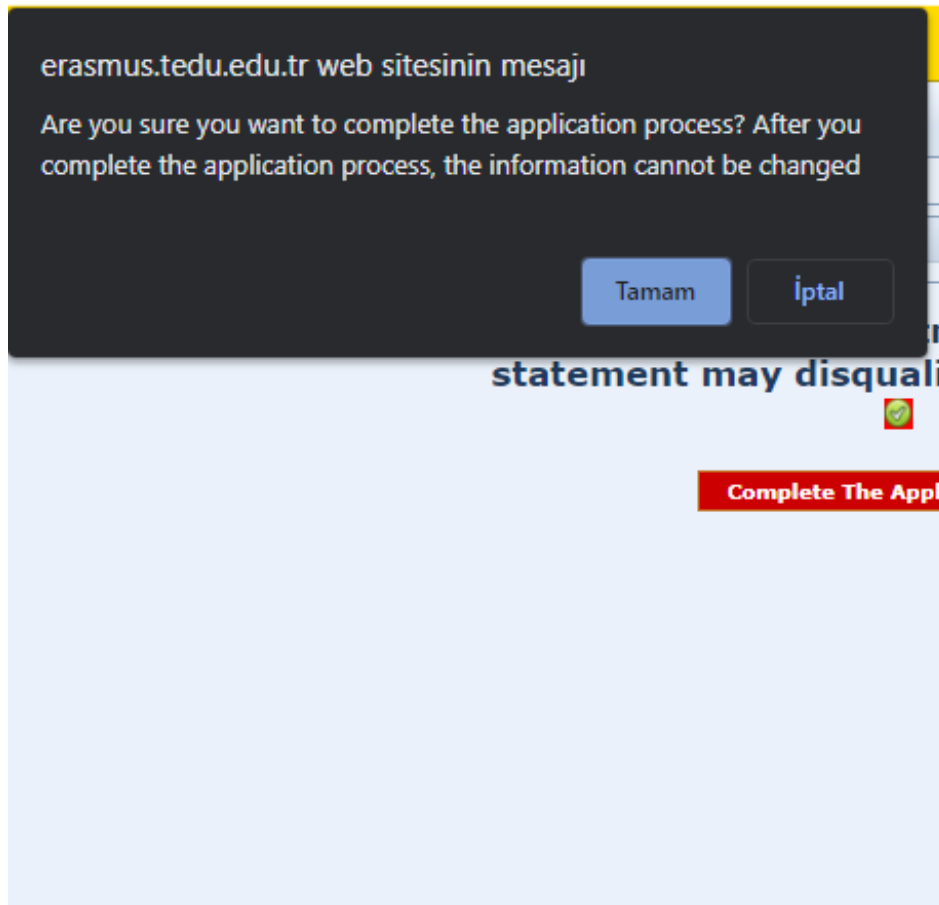
Application Form

- Personal Information
- Student Information
- Application Information
- Foreign Language Exam Information
- Documents Required
- Firma Bilgileri
- Complete Application

Başvuru sırasında doldurduğum bilgilerin doğruluğunu onaylar, yanlış beyanda bulunma yapılmayacağını, kesin kaydım yapılmış olsa bile kaydımın iptal edile

Complete The Application Process

# 13

Once you click on "Complete The Application", an information box will pop-up and you will need to click on "Okay" to submit your application.

erasmus.tedu.edu.tr web sitesinin mesajı

Are you sure you want to complete the application process? After you complete the application process, the information cannot be changed

Tamam   İptal

statement may disqualif

Complete The Appli

14

If there is any missing document in your application, an information box will open containing the information you need to add.

şvuru sırasında doldurduğum bilgilerin doğruluğunu onaylar, yanlış beyanda bu
yapılmayacağını, kesin kaydım yapılmış olsa bile kaydımın ipta

Complete The Application Process

ℹ Information ✖

You must accept the agreement
to complete the application
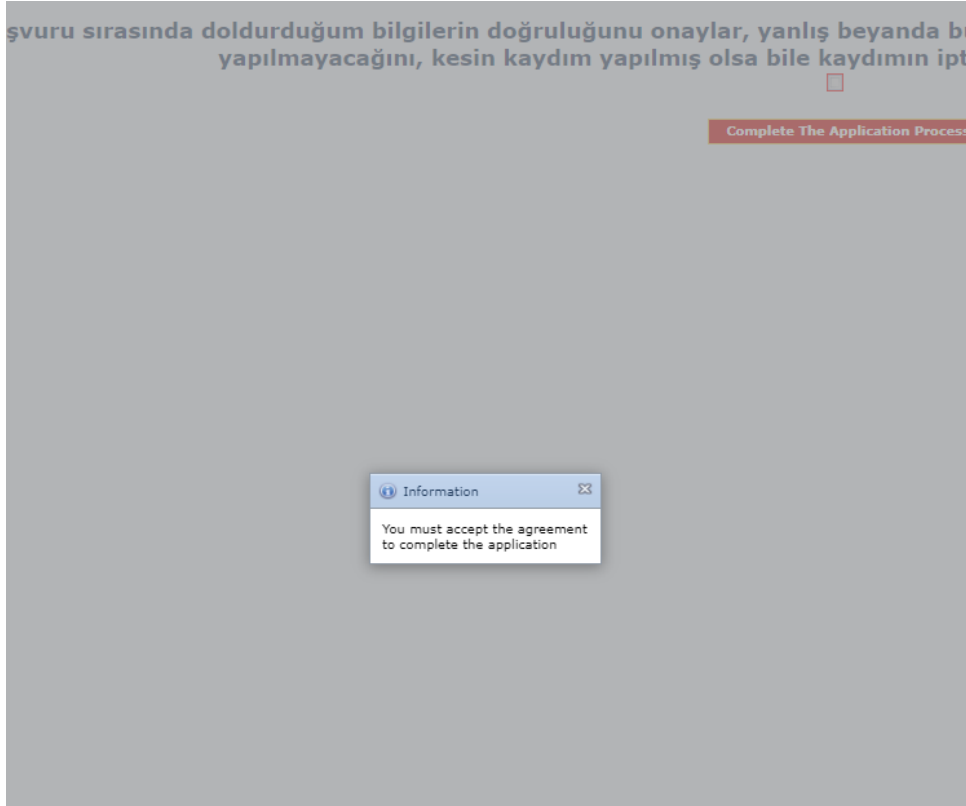
15

When you complete your application, the "Application Status" tab will be updated as "In Progress".

Mobility Type	Registration Type	Application Status
Outgoing Student	Internship	In the process

If you have not completed your application yet, it will appear as "Online Registered".

16 Your application result will be announced on the website https://ipo.tedu.edu.tr/tr/ipo

Erasmus+ Important Dates

https://ipo.tedu.edu.tr/en/ipo/important-dates

We wish you luck...
International Programs Office

TED UNIVERSITY