

**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.



The screenshot displays the KION system interface. At the top left, there is a language selection dropdown menu set to "English". The KION logo is in the top right corner. The main content area is titled "User Input" and features a yellow padlock icon. It contains two input fields for "User Name" and "Password", a "Remember me" checkbox, and a "Login" button with a user icon. To the right of the password field are two buttons: "Forgot My Password" with a key icon and "Agreement List" with a document icon. Below these is a prominent "Register & Apply" button with a plus icon. The "Announcements" section below contains a link for "Exchange Programs Pre-Application" and the TED ÜNİVERSİTESİ logo. The footer shows the copyright notice "2021 © Copyright by KION" and the version number "Version: 1.19.7744.27838".

Language English

User Input

User Name

Password

Remember me

Forgot My Password

Agreement List

Login

Register & Apply

Announcements

Exchange Programs Pre-Application

[Click here to make a pre application to the exchange program.](#)

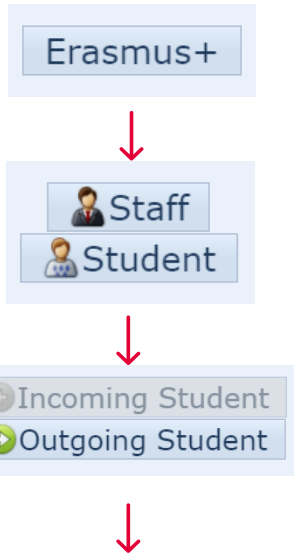
TED ÜNİVERSİTESİ

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Version: 1.19.7744.27838

2

You need to follow the steps below.




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:*

TC/Foreign no:*

First Name:*

Nationality:* Turk

Faculty:* Cho

Department:* Choose

Registration Type:* Internship

The Application Period:* 2020-2021 - Summer

Specify the period you want to participate in mobility

i Information

The validation is successful

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 Tekrarı:

TC/Yabancı No:*

Adı:* Soyadı:*

Uyruk:*

Fakülte:*

Bölüm:*

Başvuru Tipi:*

Başvuru Dönemi:*
Hareketliliğe katılmak istediğiniz dönemi belirtiniz



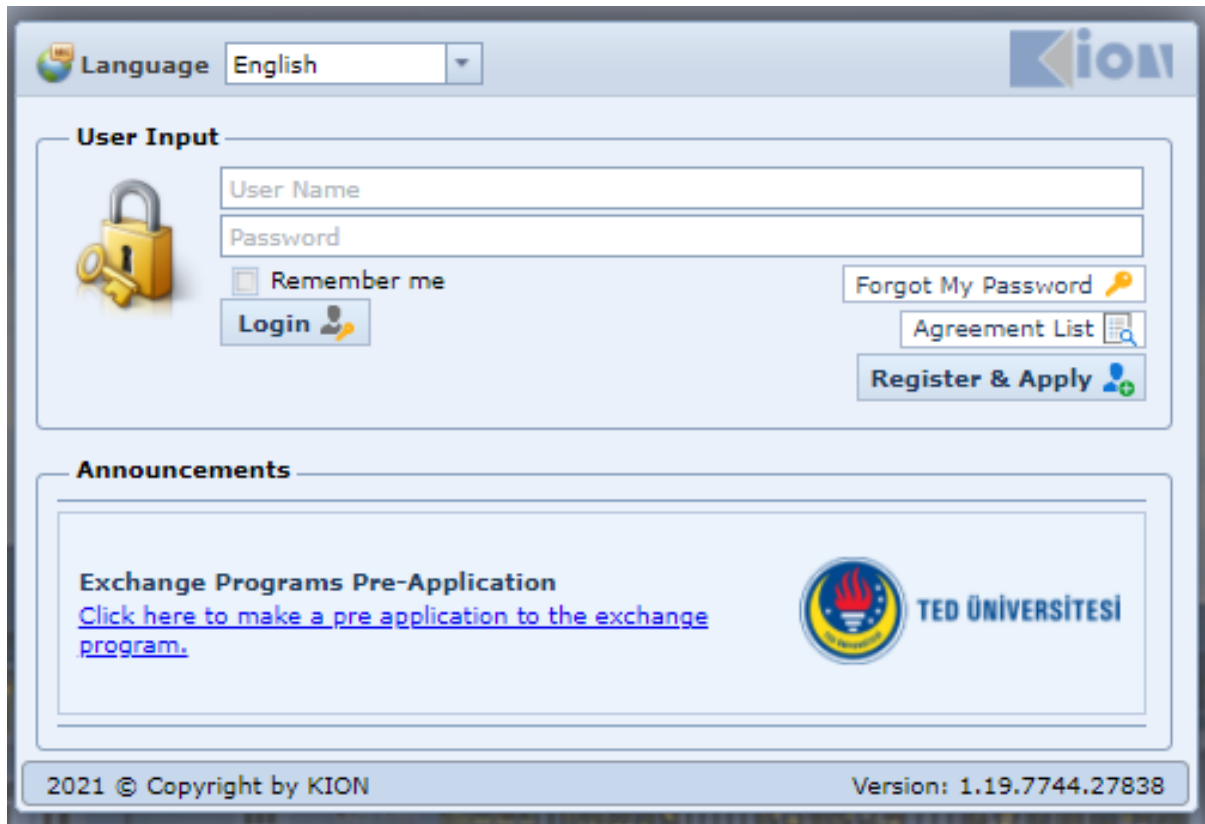
Your application type may be Study or Traineeship.

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.



The screenshot shows a web application interface for KION. At the top left, there is a 'Language' dropdown menu set to 'English'. The KION logo is in the top right corner. The main section is titled 'User Input' and contains a yellow padlock icon with a key. Below the icon are two input fields: 'User Name' and 'Password'. There is a 'Remember me' checkbox and a 'Login' button with a user icon. To the right of the input fields are three buttons: 'Forgot My Password' with a key icon, 'Agreement List' with a document icon, and 'Register & Apply' with a person icon. Below the 'User Input' section is an 'Announcements' section. It features a blue link: 'Exchange Programs Pre-Application' with the text 'Click here to make a pre application to the exchange program.' To the right of the link is the logo of TED ÜNİVERSİTESİ, which includes a circular emblem with a flame and a crescent moon.

Language English

User Input

User Name

Password

Remember me

Login

Forgot My Password

Agreement List

Register & Apply

Announcements

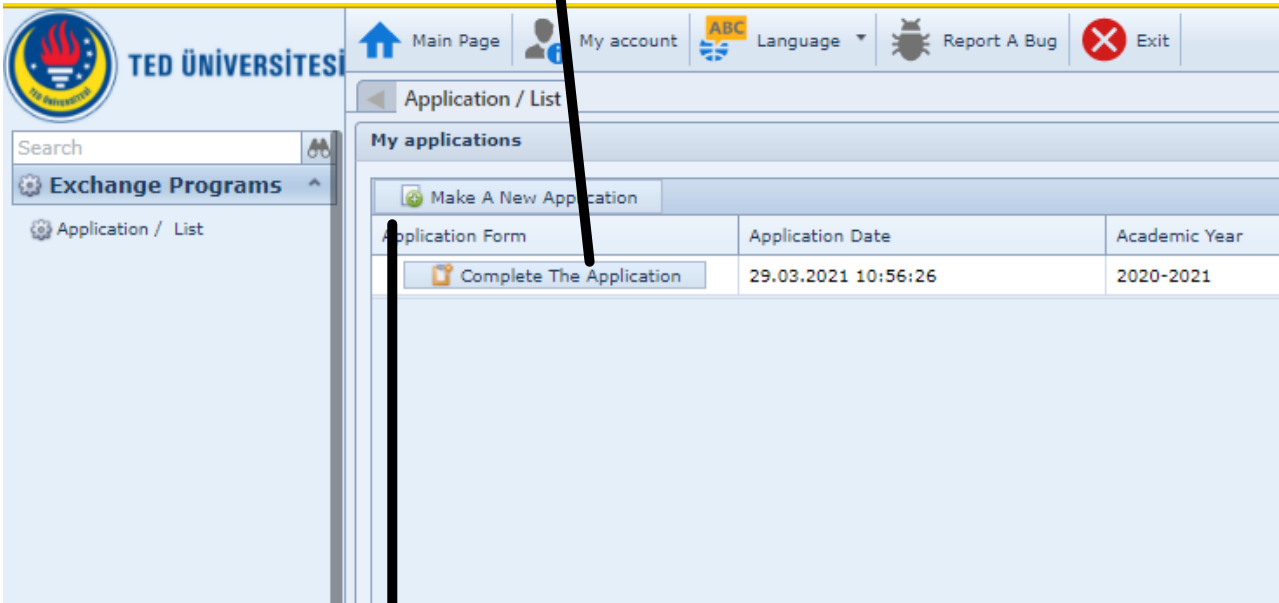
Exchange Programs Pre-Application
[Click here to make a pre application to the exchange program.](#)

TED ÜNİVERSİTESİ

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6

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



The screenshot shows the TED ÜNİVERSİTESİ application portal. The top navigation bar includes links for Main Page, My account, Language, Report A Bug, and Exit. The left sidebar contains a search bar and a menu with 'Exchange Programs' and 'Application / List'. The main content area is titled 'My applications' and features a 'Make A New Application' button. Below this is a table with the following data:

Application Form	Application Date	Academic Year
Complete The Application	29.03.2021 10:56:26	2020-2021

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

Personal Information

Upload your picture

ID number:* 12341231232
First Name:* a
Nationality:* Turkey
Place Of Birth:*
Father's Name:*
Father's Last Name:* a
Disabilities: No

Passport No.:
Last Name:* a
Gender:*
Date Of Birth:*
Mother's Name:*
Mother's Last Name:* a

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:* Choose
County: Choose
Address:*
City/State Other: If Not List Ple
Other County:

Contact Information

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

To Communicate In Emergency Situations

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

Program:*

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.

The screenshot shows a web application interface for an 'Application Form'. The left sidebar contains a navigation menu with the following items: Personal Information, Student Information, Application Information (highlighted), Foreign Language Exam Information, Documents Required, Firma Bilgileri, and Complete Application. The main content area is divided into several sections:

- Application Information:** Contains a text field for 'The Application Period:*' with the value '2020-2021 - Summer' and a checkbox for 'Please select if you want to apply for non-granted mobility' which is currently unchecked.
- Previous International Activities:** Features a red heading 'Previous International Activities (Not Available on The System):' and a sub-heading 'If there is no record in the system and you have past activity you have participated, add your past ac'. Below this is a blue 'Add New Activity' button and a table with the following columns: #, Academic Year, Academic Semester, ExchangeProgram Type, Registration Type, and Diploma Degree. The table is currently empty.
- Previous Activities Registered in The System:** A green heading followed by a table with columns: Academic Year, Akademik Semester, and Exchange Program. This table is also empty.

At the bottom of the form, there is a prominent green button labeled 'Save and proceed to next step' with a checkmark icon.

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

The screenshot shows a web application interface for an 'Application Form'. The left sidebar contains a navigation menu with the following items: Personal Information, Student Information, Application Information, Foreign Language Exam Information (highlighted), Documents Required, Firma Bilgileri, and Complete Application. The main content area is titled 'Yabancı Dil Sınavları' and contains a table with the following columns: Add Exam, Exam Date, Exam Language, and Exam Name. The 'Add Exam' button is highlighted in green. Below the table, there is a green button labeled 'Save and proceed to next step' with a checkmark icon.

Add Exam	Exam Date	Exam Language	Exam Name
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[Save and proceed to next step](#)

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 x Application / List x

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

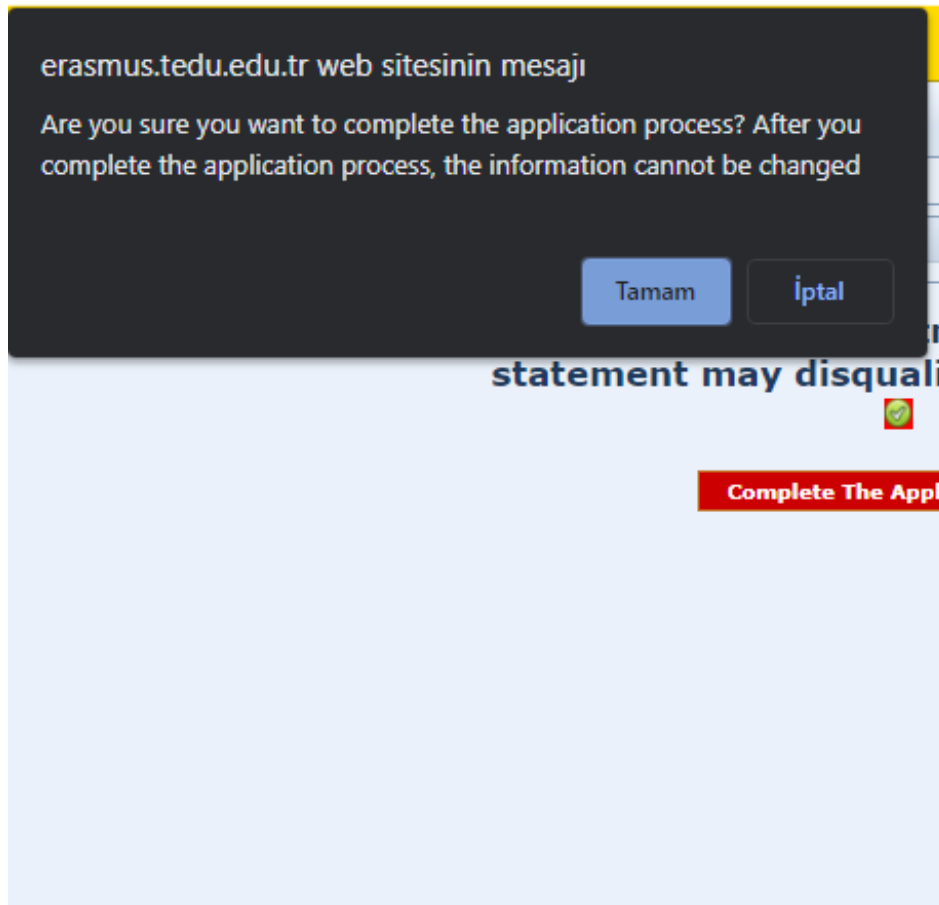
- Personal Information
- Student Information
- Application Information
- Foreign Language Exam Information
- Documents Required
- Firma Bilgileri
- Complete Application

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

Complete The Application Process 

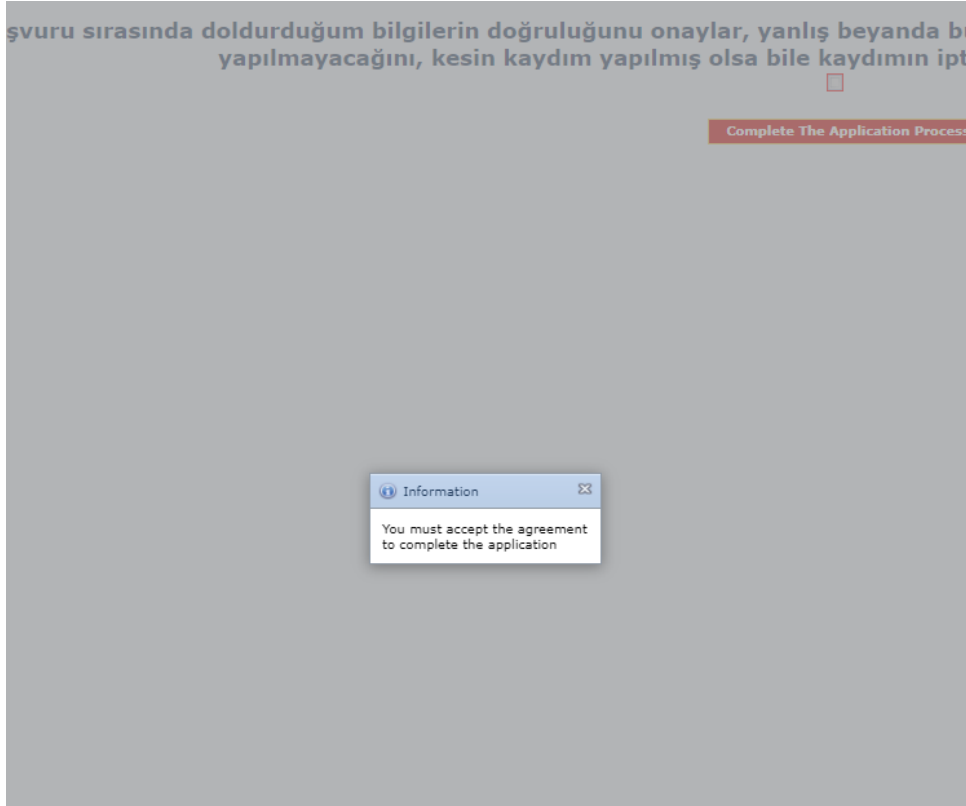
13

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.



14

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



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