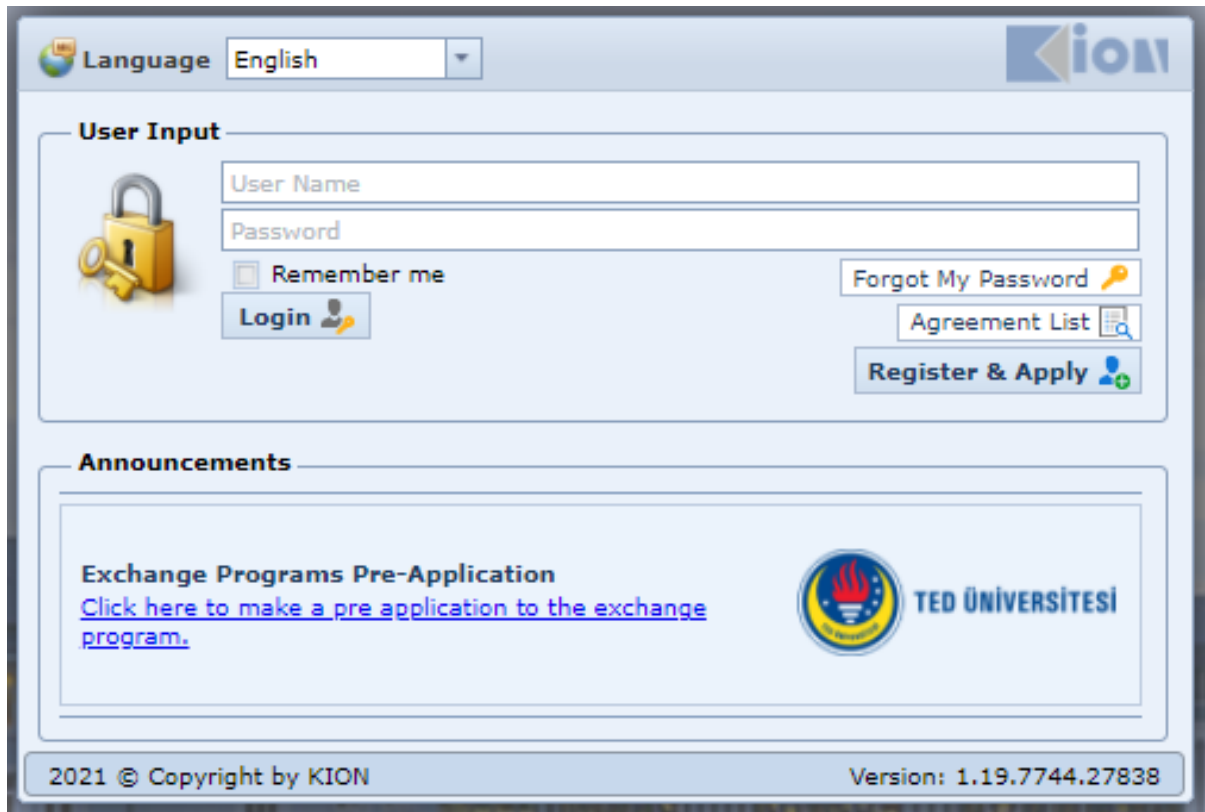


**ERASMUS+ STUDENT  
MOBILITY  
APPLICATIONS'  
AUTOMATION SYSTEM  
USER MANUAL**

# 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. Below the language menu is a section titled "User Input" which contains a lock icon, a "User Name" input field, a "Password" input field, a "Remember me" checkbox, a "Login" button with a user icon, a "Forgot My Password" link with a key icon, an "Agreement List" link with a document icon, and a "Register & Apply" button with a plus icon. Below the "User Input" section is an "Announcements" section featuring a link for "Exchange Programs Pre-Application" and the TED ÜNİVERSİTESİ logo. The footer contains the copyright information "2021 © Copyright by KION" and the version number "Version: 1.19.7744.27838".

Language English

**User Input**

User Name

Password

Remember me

Login

Forgot My Password

Agreement List

**Register & Apply**

**Announcements**

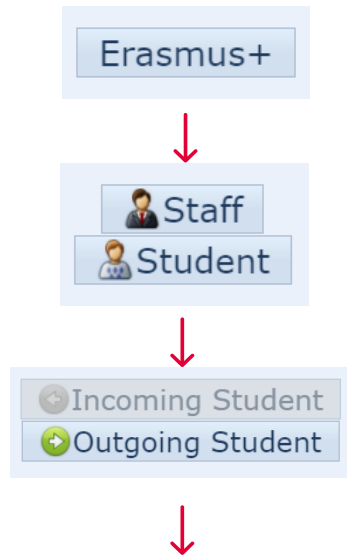
Exchange Programs Pre-Application  
[Click here to make a pre application to the exchange program.](#)

TED ÜNİVERSİTESİ

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# 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.

User Name: john.doe@tedu.edu.tr  
Password: >>e-mail password<<



If you are able to login to your TEDUPass 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:\*

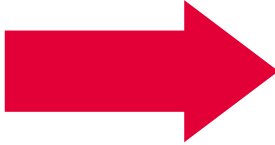
Uyruk:\*

Fakülte:\*

Bölüm:\*

Başvuru Tipi:\*

Başvuru Dönemi:\*   
Hareketliliğe katılmak istediğiniz dönemi belirtiniz



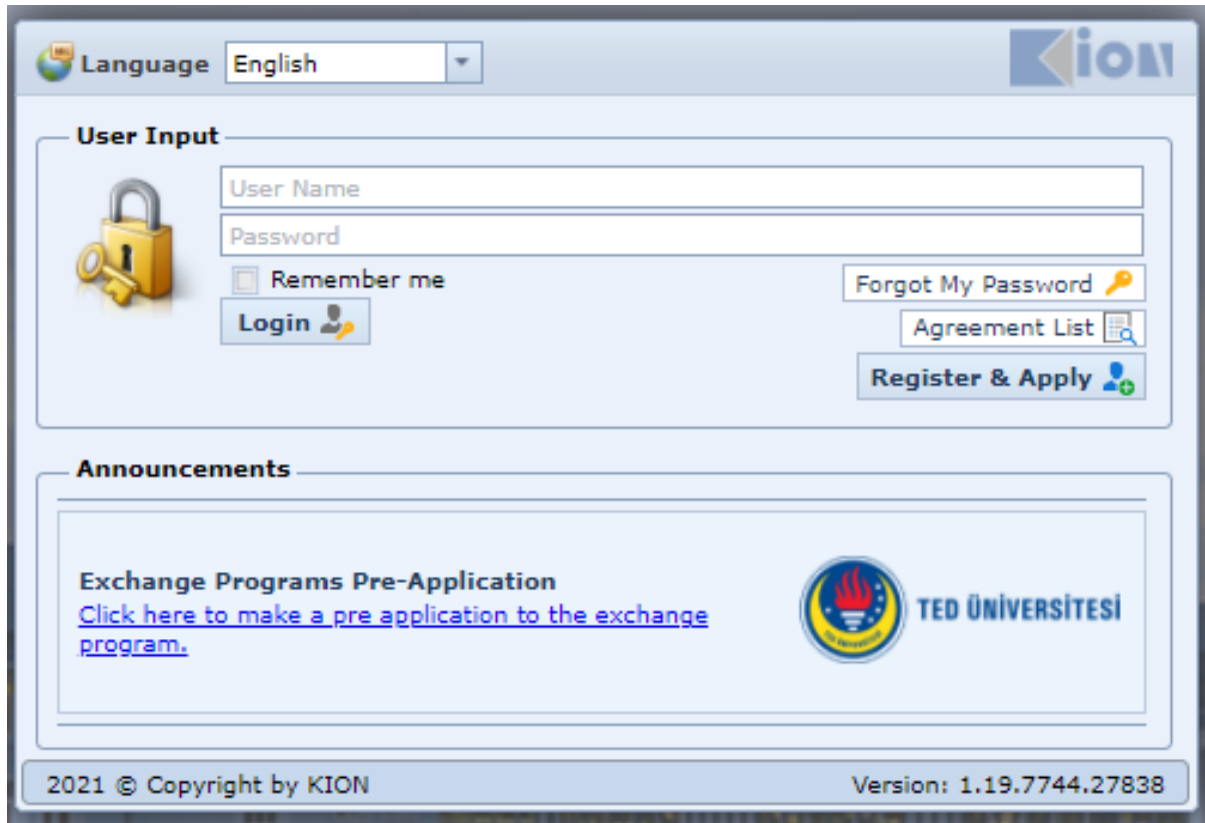
Your application type may be Study or Traineeship.

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 selection dropdown menu set to "English". The KION logo is in the top right corner. Below the language menu is a section titled "User Input" which contains a yellow padlock icon with a key. To the right of the icon are two input fields: "User Name" and "Password". Below these fields is a checkbox labeled "Remember me" and a "Login" button with a user icon. To the right of the "Remember me" checkbox are three buttons: "Forgot My Password" with a key icon, "Agreement List" with a document icon, and "Register & Apply" with a person icon and a plus sign. Below the "User Input" section is an "Announcements" section. It contains a link titled "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 features a circular emblem with a flame and a book, and the text "TED ÜNİVERSİTESİ" next to it. At the bottom of the page, there is a footer with the text "2021 © Copyright by KION" on the left and "Version: 1.19.7744.27838" on the right.

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.](#)

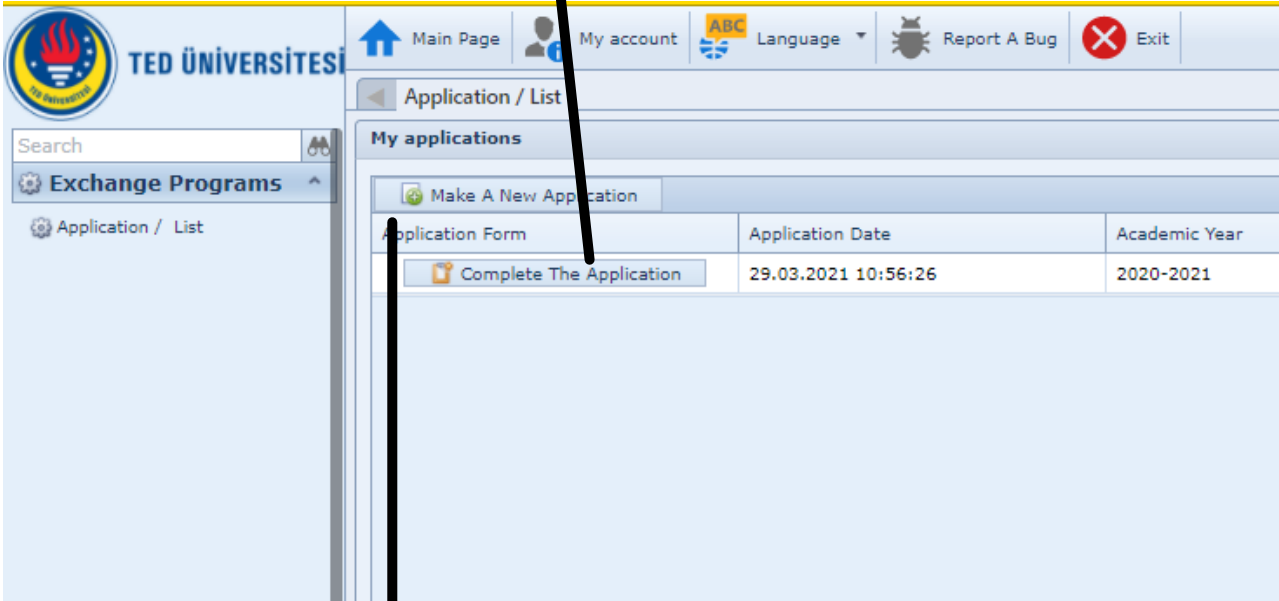
TED ÜNİVERSİTESİ

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Version: 1.19.7744.27838

# 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
<a href="#">Complete The Application</a>	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 p  
 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](mailto: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](mailto:erasmus@tedu.edu.tr)

# 9

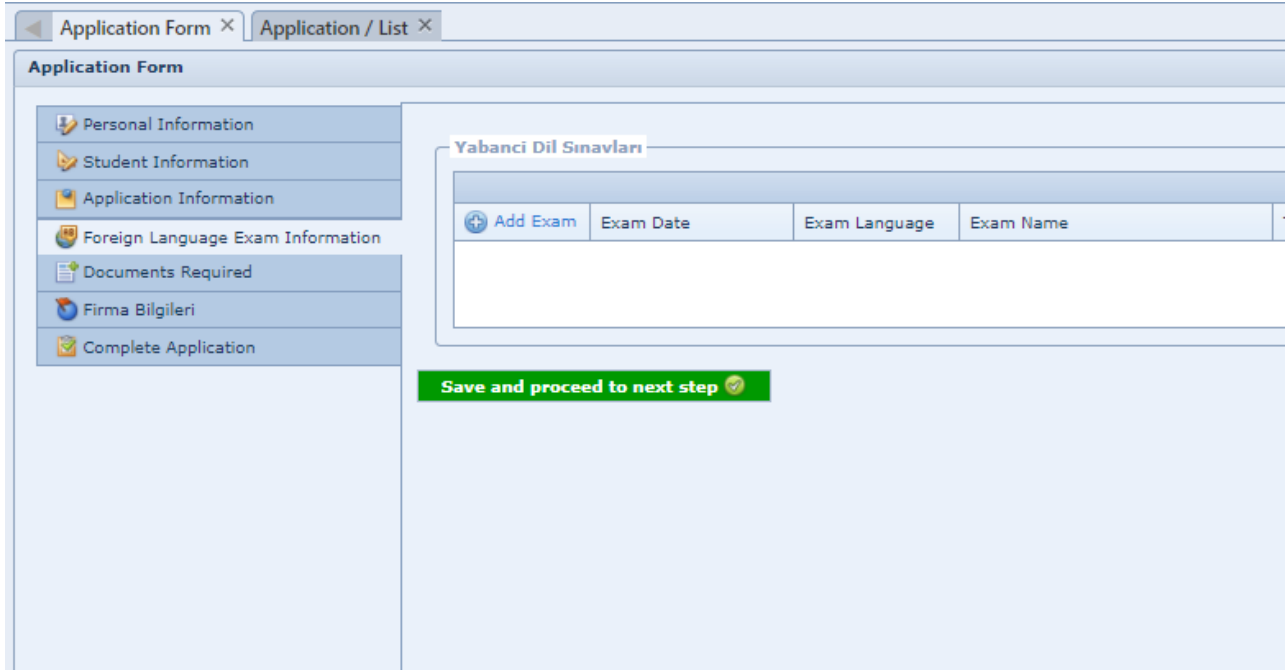
**Check your current application information. If you have participated in the Erasmus + Higher Education Program before and your mobility is not visible on the screen, you can manually click the "Add New Activity" button to enter this mobility into the system. Then click "Save and proceed to next step" 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 input 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 above 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 February 26, 2021 by clicking the "Add Exam" button.



The screenshot shows a web application interface for an 'Application Form'. The left sidebar contains a list of menu 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 columns for 'Add Exam', 'Exam Date', 'Exam Language', and 'Exam Name'. A green button labeled 'Save and proceed to next step' is located below the table.

+	Add Exam	Exam Date	Exam Language	Exam Name
---	----------	-----------	---------------	-----------

**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.

The screenshot shows a web application interface for an 'Application Form'. On the left is a sidebar menu with the following items: Personal Information, Student Information, Application Information, Foreign Language Exam Information, Documents Required, Firma Bilgileri, and Complete Application. The main content area features a table with two columns: 'Approval Status' and 'Document Name'. The first row shows 'Upload Waiting' and 'Letter Of Acceptance'. Below the table is a text description: 'An invitation or acceptance letter from the institution'. At the bottom of the main area is a green button labeled 'Save and proceed to next step' with a checkmark icon.

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**

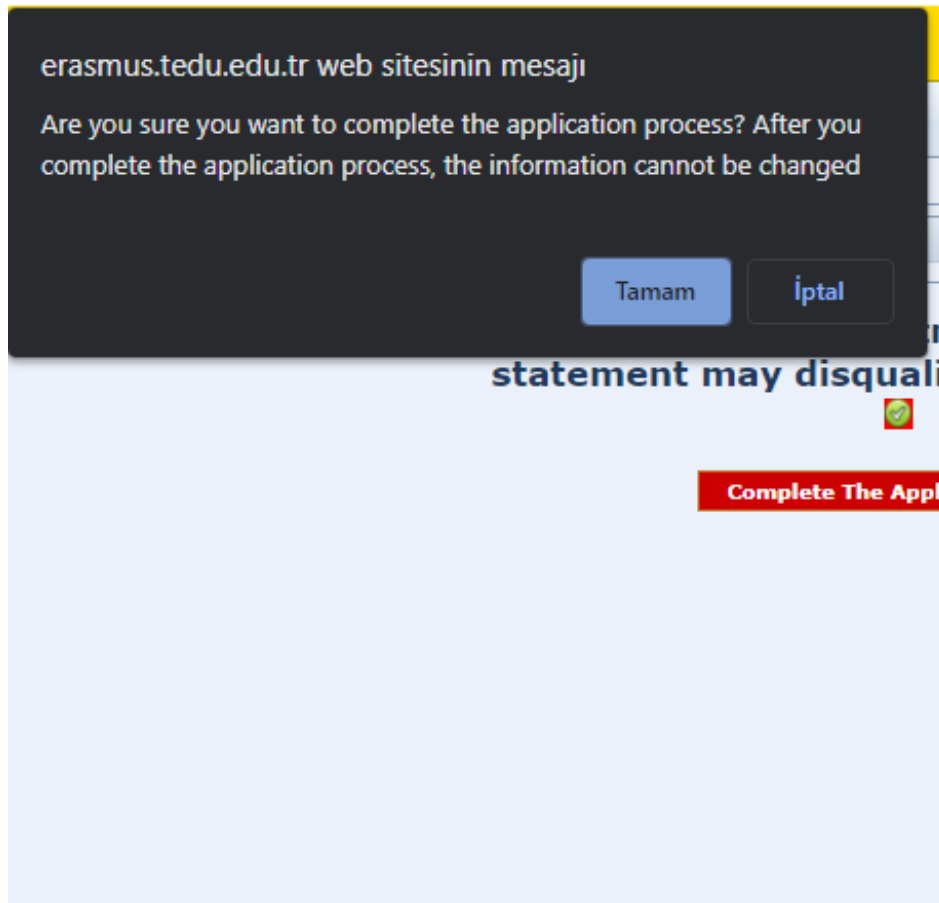
- Personal Information
- Student Information
- Application Information
- Foreign Language Exam Information
- Documents Required
- Firma Bilgileri
- Complete Application

**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**