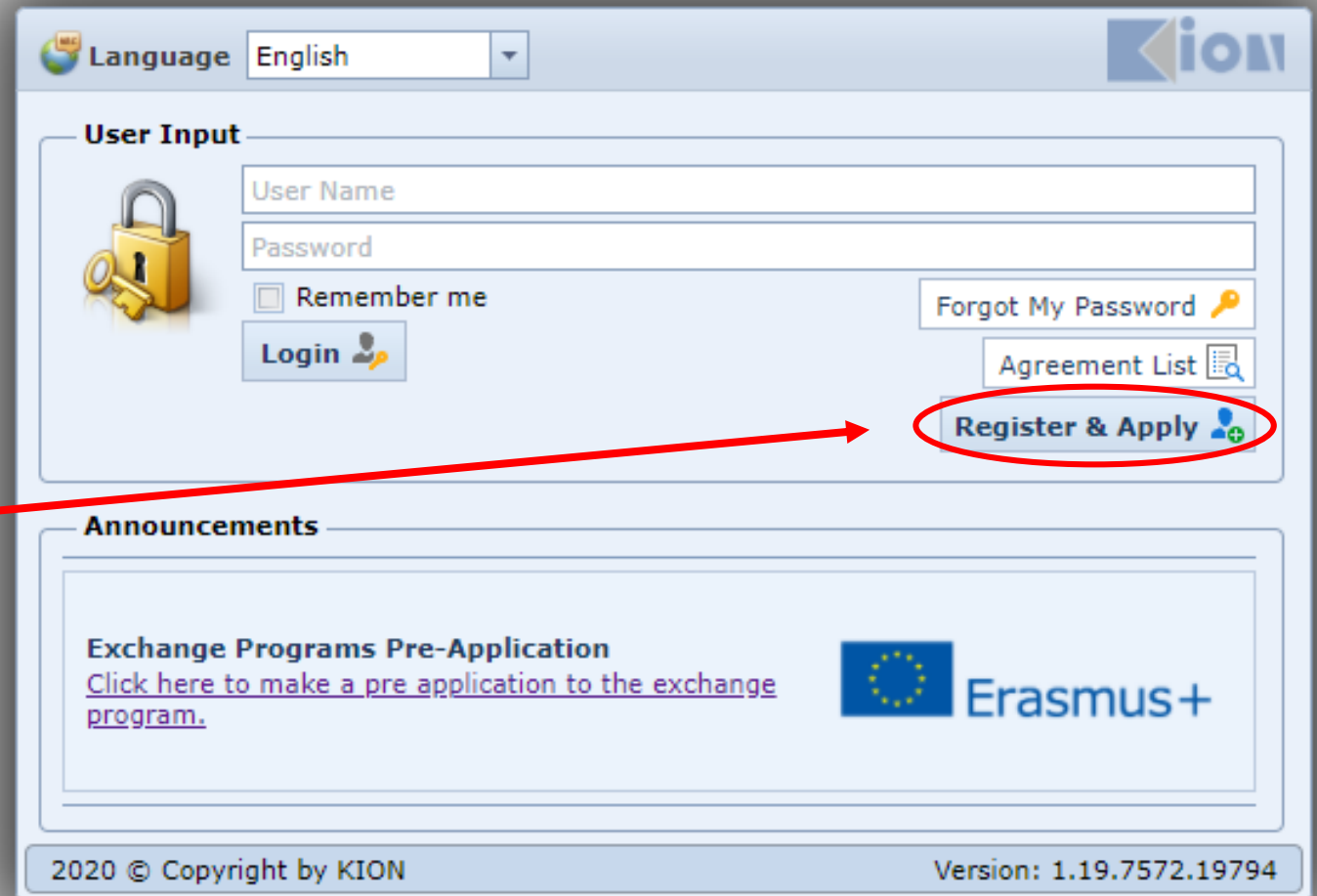


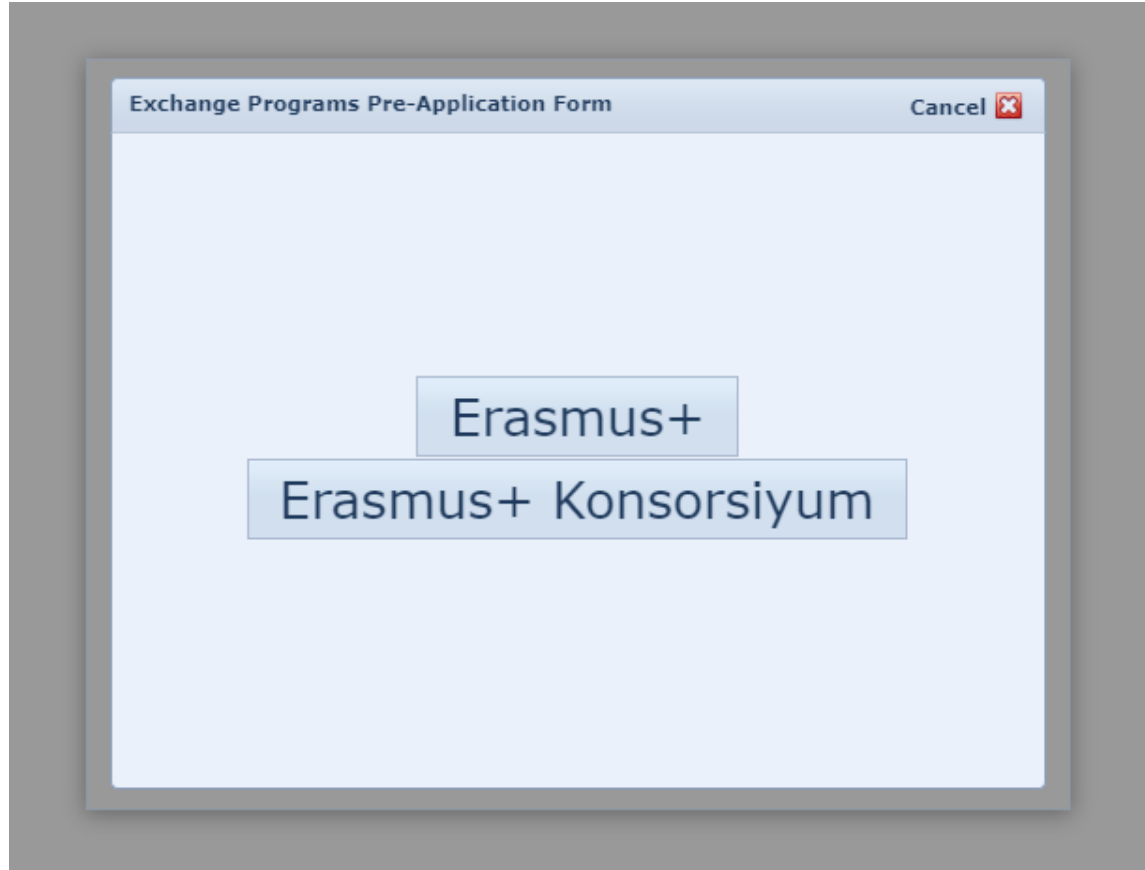
ERASMUS + STUDENT MOBILITY APPLICATIONS AUTOMATION SYSTEM USER GUIDE



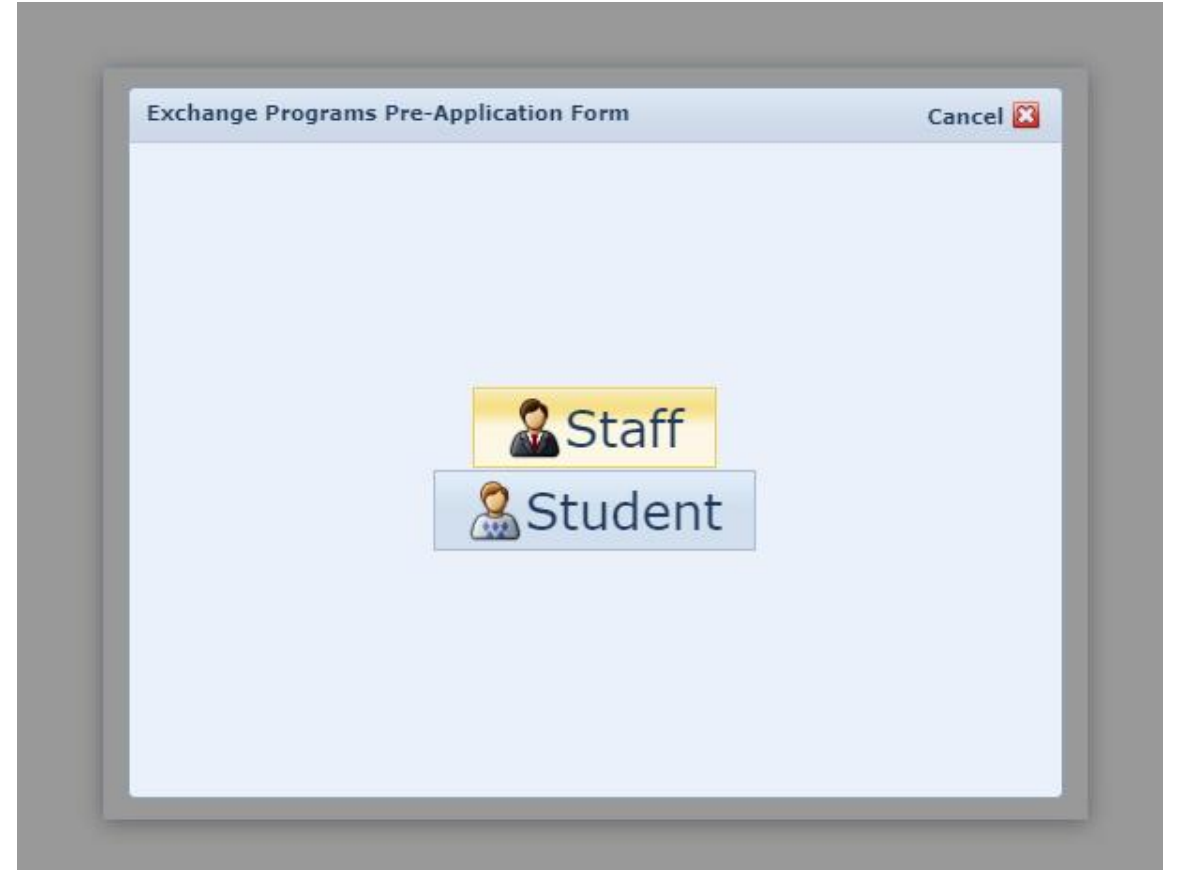
- Click on the Register & Apply button to register to the system.



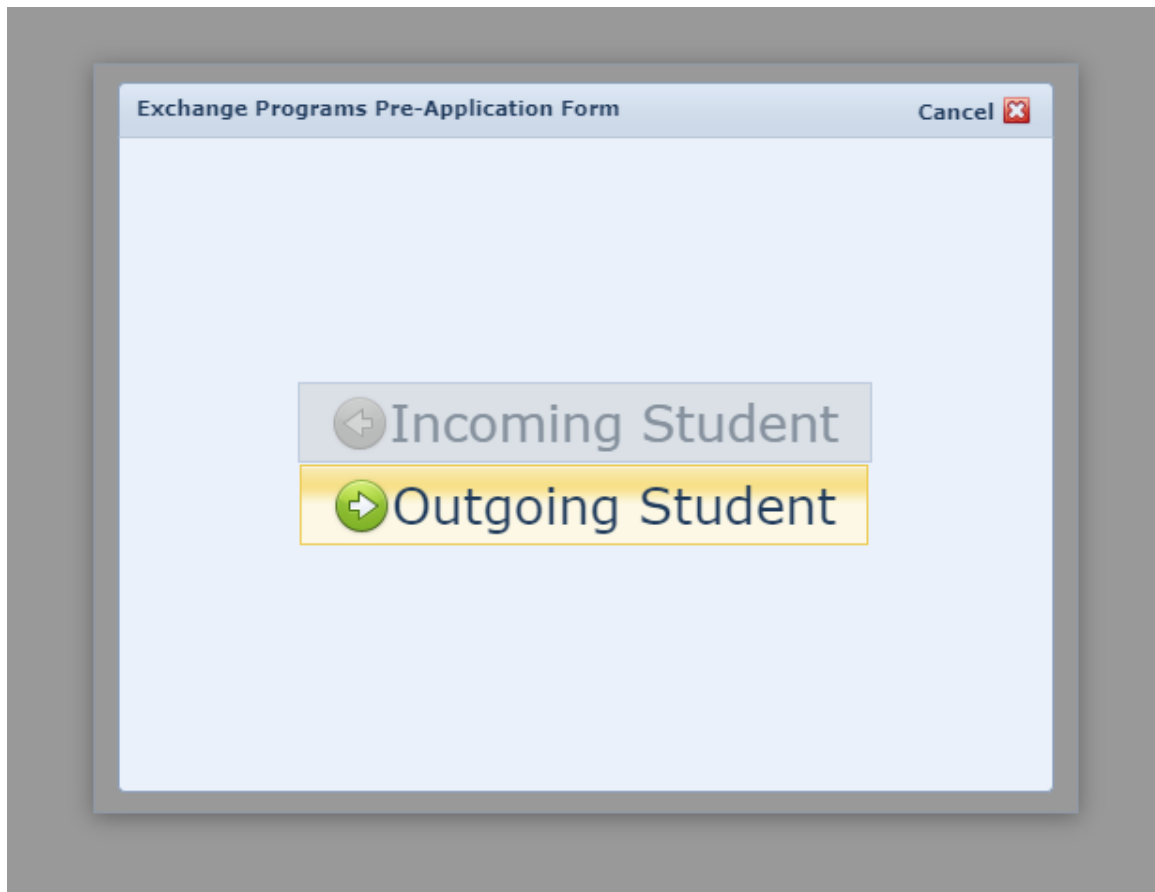
The screenshot displays the KION user interface. At the top, there is a language selector set to 'English' and the KION logo. The main section is titled 'User Input' and contains a login form with fields for 'User Name' and 'Password', a 'Remember me' checkbox, and a 'Login' button. To the right of the password field are links for 'Forgot My Password' and 'Agreement List'. The 'Register & Apply' button is circled in red, and a red arrow points from the text in the adjacent list item to it. Below the login form is an 'Announcements' section with a link to 'Exchange Programs Pre-Application' and the Erasmus+ logo. The footer contains the copyright notice '2020 © Copyright by KION' and the version number 'Version: 1.19.7572.19794'.



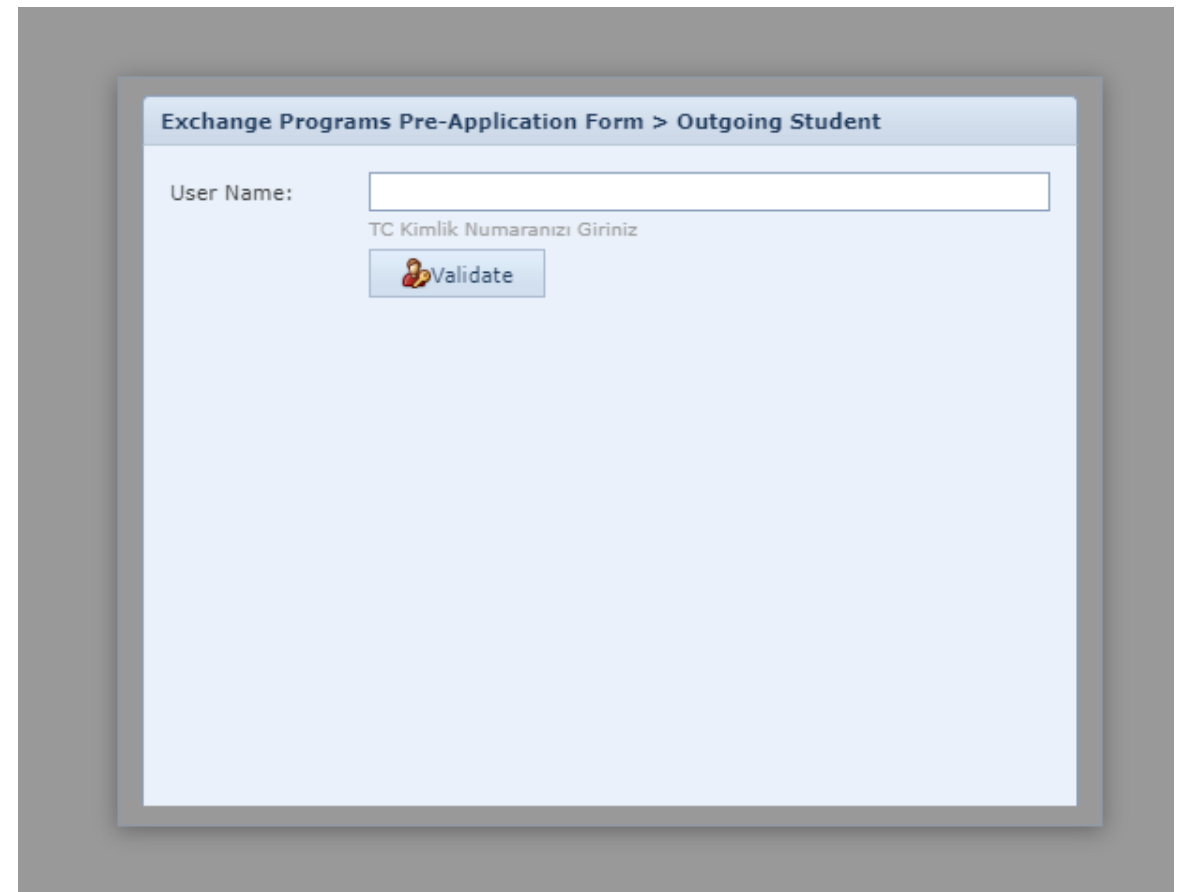
- Select the program type you want to apply



- Please click 'Student'



- Please choose 'outgoing student'



- Validate by entering your ID number.

- Close the "Validation is Successful" screen and enter the required information on the lower screen.

Exchange Programs Pre-Application Form > Outgoing Student

E-mail:* @ogr.altinbas.edu.tr extension e-mail address please enter

User Name:

TC Kimlik Numaranızı Giriniz

Password:*

Repeat Password:

TC/Foreign no:*

First Name:*

Nationality:* Turk

Department:* Choose

Registration Type:* Internship

The Application Period:* 2020-2021 - Fall

Specify the period you want to participate in mobility

i Information

The validation is successful

- Enter all the necessary information and click the save button.
- To log in to the system later, create and validate your password.
- Your application type can be Study or Internship. Select in which period (Fall, Spring, Fall + Spring) you want to actualize for study.
- After this process, your pre-application will be received, but you must continue to the page and complete your application.

Exchange Programs Pre-Application Form > Outgoing Student


E-mail:* @ogr.altinbas.edu.tr extension e-mail address please enter

User Name: 10765955750

TC Kimlik Numaranızı Giriniz

Password:*

Repeat Password:

 Validate

TC/Foreign no:* 10765955750

First Name:* BERFİN Last Name:* BAHADIR



Nationality:* Turkey

Department:* Choose

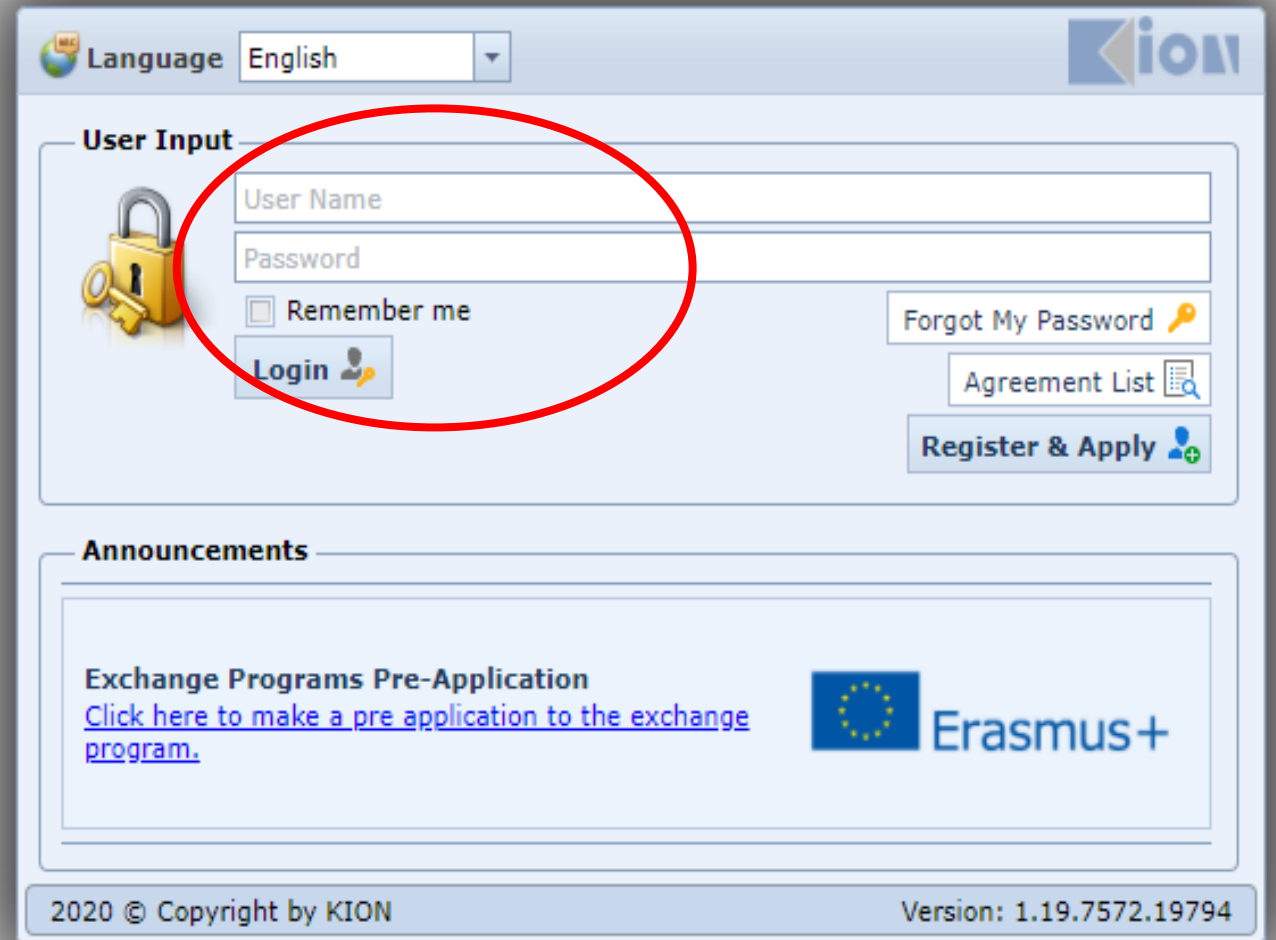
Registration Type:* Internship

The Application Period:* 2020-2021 - Fall

Specify the period you want to participate in mobility

 Cancel  Save

- After completing the pre-application, login with your ID number and the password you created.



The screenshot shows a web interface for the KION system. 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. Below the icon are two input fields: "User Name" and "Password". A "Remember me" checkbox is located below the password field. A "Login" button with a user icon is positioned below the "Remember me" checkbox. 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 plus and user icon. The "User Input" section is circled in red. Below this is an "Announcements" section with the text "Exchange Programs Pre-Application" and a blue link: "Click here to make a pre application to the exchange program." To the right of the link is the Erasmus+ logo. At the bottom, the footer contains "2020 © Copyright by KION" on the left and "Version: 1.19.7572.19794" on the right.

My applications[Make A New Application](#)**My applications**

Application Form	Application Date	Academic Year	Academic Term	Exchange Program	Mobility Type	Registration Type	Application Status
Complete The Application	15.10.2020 13:40:18	2020-2021	Fall	Erasmus+ Konsorsiyum	Outgoing Student	Internship	Online Registered

- Please choose "Complete Application" by checking the other information.
- If you have already applied for your current education level (undergraduate, graduate, associate degree ...) and entered the system without filling out the pre-application form:
- Check the applications on your page. If there is no application for the type of activity you want for 2020, select "make new application."

- Enter your information, click the "Save and Proceed to Next Step" button.
- Students with special needs (physical disability, chronic illness, etc.) should also contact the Erasmus Office by erasmus@altinbas.edu.tr

Application Form x Application / List x

Application Form

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

Personal Information

Upload your picture

Disabilities: No

Please click here if you have a "Veteran/Martyr Identity Card."

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 protection, care, or shelter for the students of the decision)

I have the official document from the Provincial Directorate of Family, labor, and social services and request additional financial support. (Mother, father or economically connected disability pension restricted for students)

Home Address


Country:* Turkey

City/State:* City/State Other: If Not List Please Enter

County: Choose Other County:

Address:*

Navigation: [Main Page](#) | [My account](#) | [Language](#) | [Report A Bug](#) | [Exit](#)

Version: 1.19.7572.19794
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Application Form × Application / List ×

Application Form

- Personal Information
- Student Information**
- Application Information
- Foreign Language Exam Information
- Documents Required
- Complete Application

Student Information

Class:* Year 3 (Junior)

Student Number:*

Academic Average:* 2,89; 74.10

Unit Information

Faculty/Institute:

Program:*

[Save and proceed to next step](#) ✓

Student information

The information on this screen will come from the system as defined.

- Students who want to benefit from the Erasmus + program without a grant should mark this section.
- This sentence **does not mean** "I want to benefit from the program with or without a grant".
- Check your past activity information. Please add if the activities you participated in in the past are not visible in the system.

The screenshot shows the 'Application Form' interface. The top navigation bar includes 'Main Page', 'My account', 'Language', 'Report A Bug', and 'Exit'. The version information is 'Version: 1.19.7572.19794 2020 © Copyright by iion'. The left sidebar contains a menu with 'Personal Information', 'Student Information', 'Application Information', 'Foreign Language Exam Information', 'Documents Required', and 'Complete Application'. The main content area is divided into two sections: 'Application Information' and 'Previous International Activities'. The 'Application Information' section has a red box around it, and a red arrow points from the first bullet point to it. The 'Previous International Activities' section has a red box around it, and a red arrow points from the second bullet point to it. The 'Application Information' section contains the following fields: 'The Application Period:*' (2020-2021 - Fall), 'Registration Type:*' (Internship), and a checkbox for 'Please select if you want to apply for non-granted mobility'. The 'Previous International Activities' section has 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 activities.' Below this is an 'Add New Activity' button and a table with columns: '#', 'Academic Year', 'Academic Semester', 'ExchangeProgram Type', 'Registration Type', 'Diploma Degree', 'Total Day Count', and 'Explanation'. The table is currently empty, showing 'No data to display'. Below this is another section titled 'Previous Activities Registered in The System:' with a table with columns: 'Academic Year', 'Academik Semester', 'Exchange Program', 'Mobility Type', 'Registration Type', 'Application Status', and 'Application Date'. This table is also empty, showing 'No data to display'.

Application Form × Application / List ×

Application Form

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

Yabancı Dil Sınavları

Language Exam information you entered previously






+	Add Exam	Exam Date	Exam Language	Exam Name	Total Language Score	Total Points Calculated	Açıklama
No data to display							

Save and proceed to next step ✓

- If you have a result of Erasmus + language exam that you have taken before (in the last two years) and you want the score of the relevant exam to be used, select 'Add Exam' and write the details and save.

Application Form

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


Upload Your Documents				
Approval Status	Document Name	Required		
Upload Waiting	Academic Coordinator Information Form	<input checked="" type="checkbox"/>	 Upload	
Upload Waiting	Application Form	<input checked="" type="checkbox"/>	 Upload	
Upload Waiting	CV (English)	<input type="checkbox"/>	 Upload	
Upload Waiting	Language Post The Result	<input type="checkbox"/>	 Upload	
Upload Waiting	Letter Of Acceptance	<input type="checkbox"/>	 Upload	

0%

Save and proceed to next step 

- To complete your application, add the required documents from the "upload" option.

Navigation: Main Page | My account | Language | Report A Bug | Exit

Version: 1.19.7572.19794
2020 © Copyright by 

Application Form x Application / List x


Application Form

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

I, hereby confirm that;

1. All information in my application is complete and correct,
2. I have read and understood the all the information on the Call for Applications published on Altınbaş University web-site available.

Complete The Application Process ✓



Select the box and click the 'Complete Application Process' button.

The system will give a warning if you have missing information after clicking the "Complete Application Process" button. You must return and complete the missing information.

After your application is completed, check that your status is 'in progress'.
(next page)

Başvurularım

Başvurularım							
Başvuru Formu	Başvuru Tarihi	Akademik Yıl	Akademik Dönem	Değişim Programı	Hareketlilik Tipi	Başvuru Tipi	Başvuru Durumu
Bilgileri Gör		2019-2020	Güz ve Bahar	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Staj	in progress
							Giden Öğrenci Başvuru Formu
Başvuruyu Tamamla		2019-2020	Güz	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Öğrenim	Online Kayıtlı
Başvuruyu Tamamla		2018-2019	Bahar	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Öğrenim	Online Registered
Başvuruyu Tamamla		2018-2019	Güz	Erasmus KA107 (Erasmus Worldwide)	Giden Öğrenci	Öğrenim	Online Kayıtlı
Bilgile			Yaz	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Staj	Ret
Bilgile			Güz	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Öğrenim	Ret
Bilgile							İşlemlerde
							Giden Personel Başvuru Formu

If your application status is 'in progress', your application is complete and the change

If your application status is 'online registered', your application has not been completed and you can make changes. The applications of students whose application status is 'online registered' are invalid.