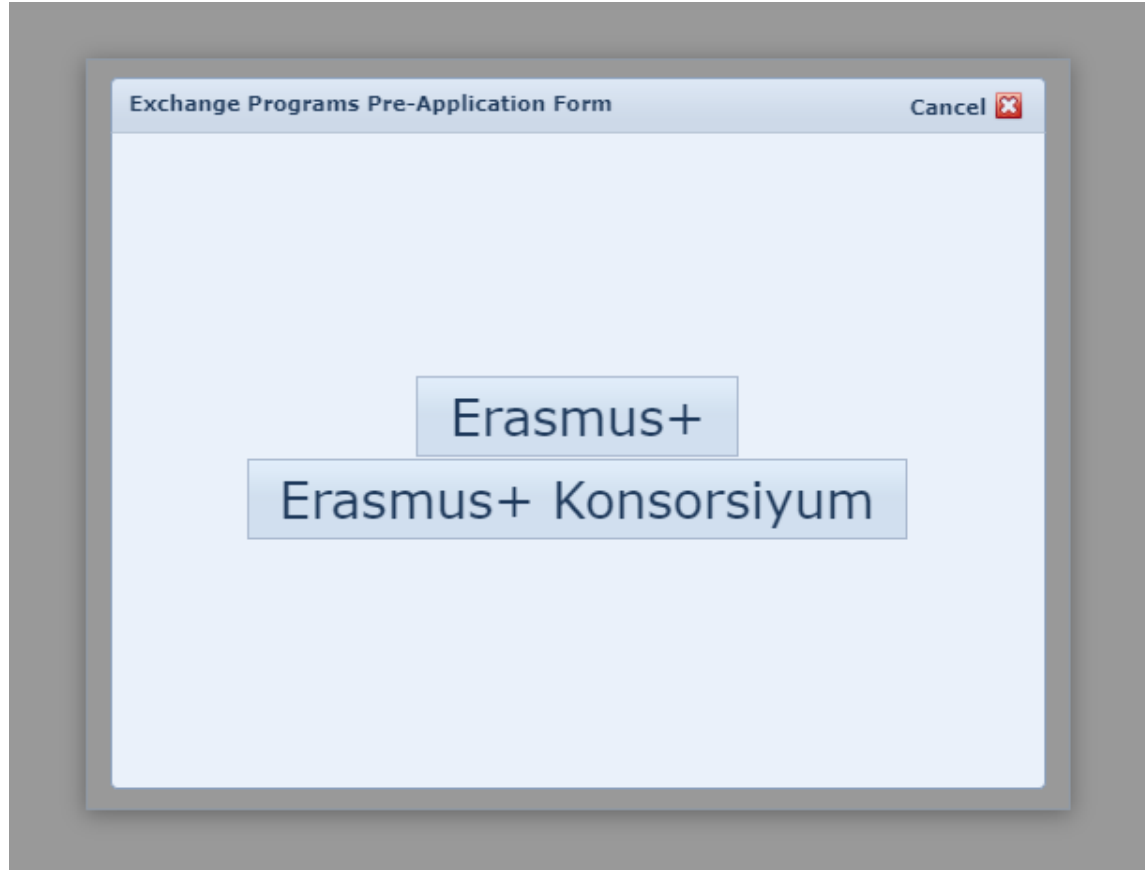


# ERASMUS + STUDENT MOBILITY APPLICATIONS AUTOMATION SYSTEM USER GUIDE

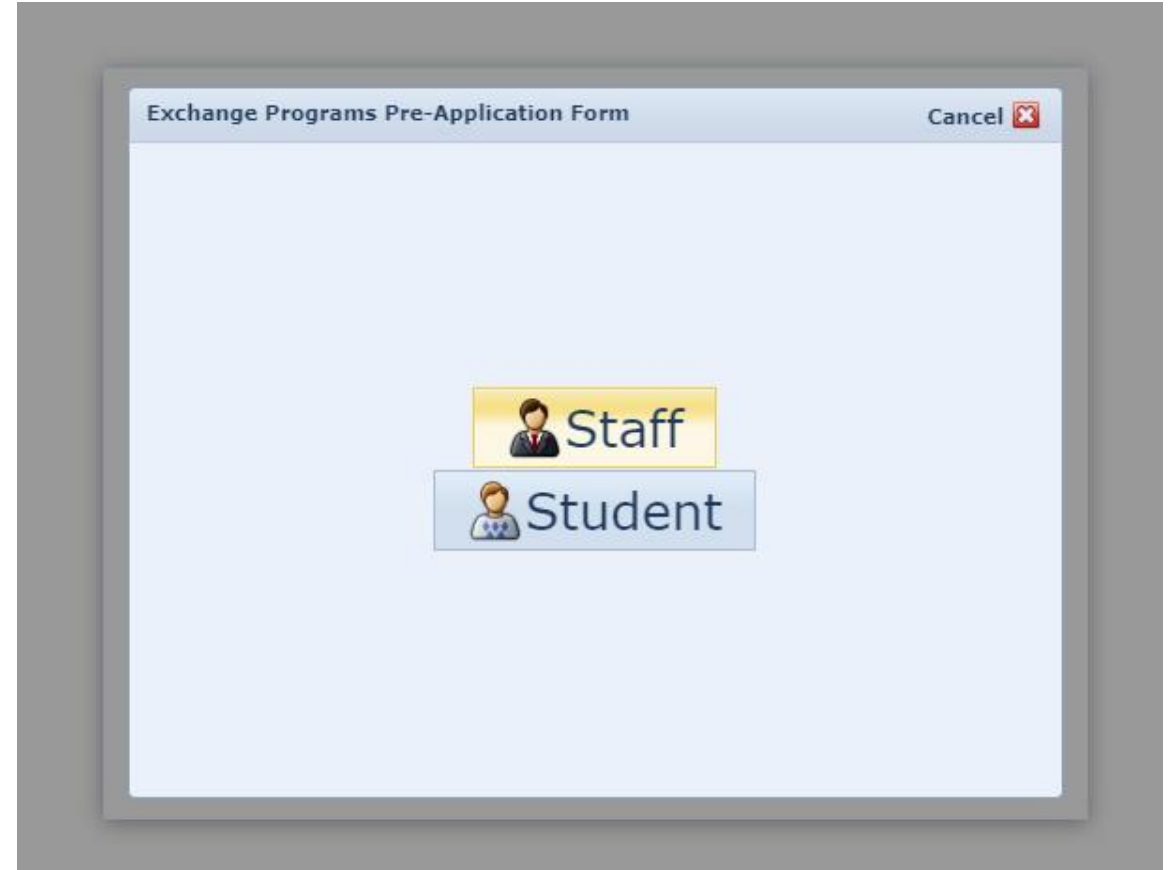


- Click on the Register & Apply button to register to the system.

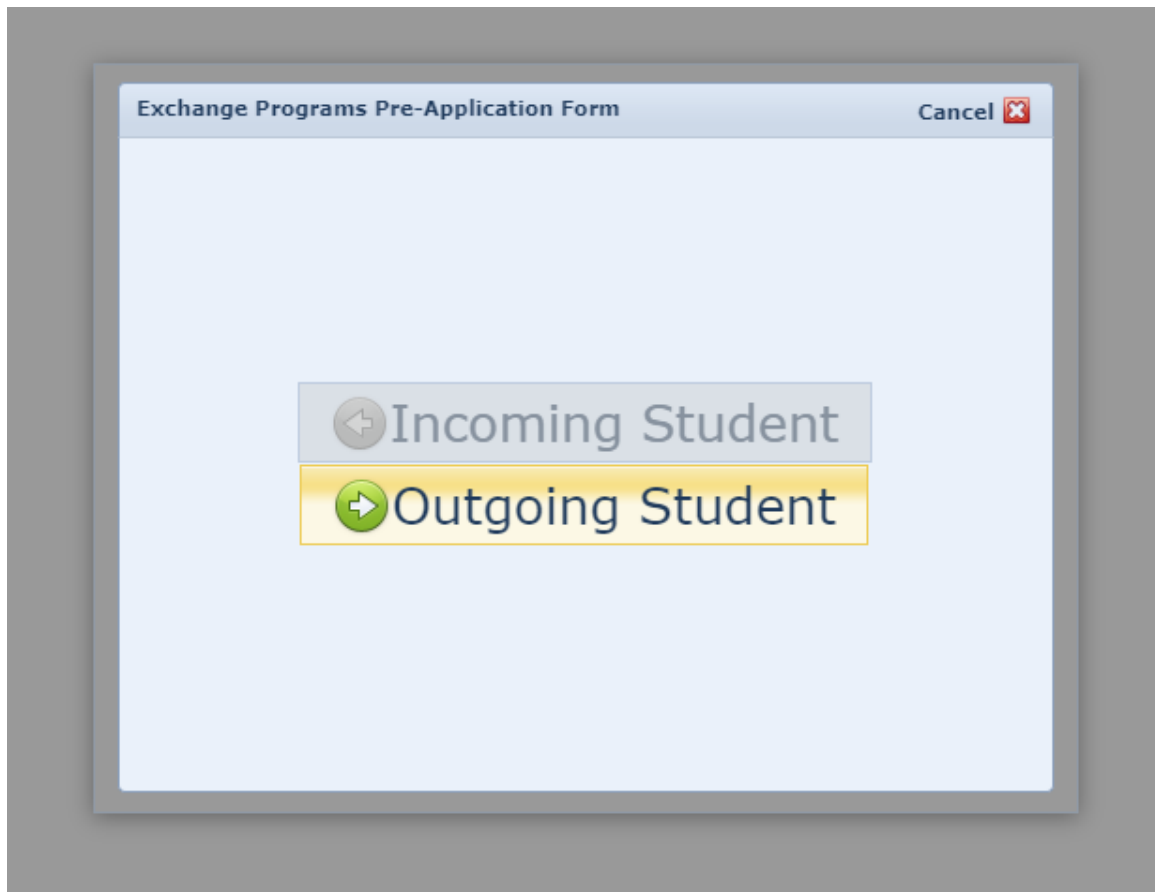
The screenshot shows a web application interface with a light blue header. In the top left, there is a 'Language' dropdown menu set to 'English'. In the top right, the 'KION' logo is displayed. Below the header is a 'User Input' section. On the left side of this section is a yellow padlock icon. To its right are two text input fields labeled 'User Name' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. To the right of the 'Remember me' checkbox are two buttons: 'Forgot My Password' with a key icon and 'Agreement List' with a magnifying glass icon. Below these is a 'Login' button with a person icon. At the bottom right of the 'User Input' section is a 'Register & Apply' button with a person and plus icon, which is circled in red. A red arrow points from the text in the adjacent list to this button. Below the 'User Input' section is an 'Announcements' section. It contains the text 'Exchange Programs Pre-Application' followed by a blue underlined link: 'Click here to make a pre application to the exchange program.'. To the right of this link is the Erasmus+ logo, which consists of the European Union flag and the text 'Erasmus+'. At the bottom of the page, there is a footer with the text '2020 © Copyright by KION' on the left and 'Version: 1.19.7572.19794' on the right.



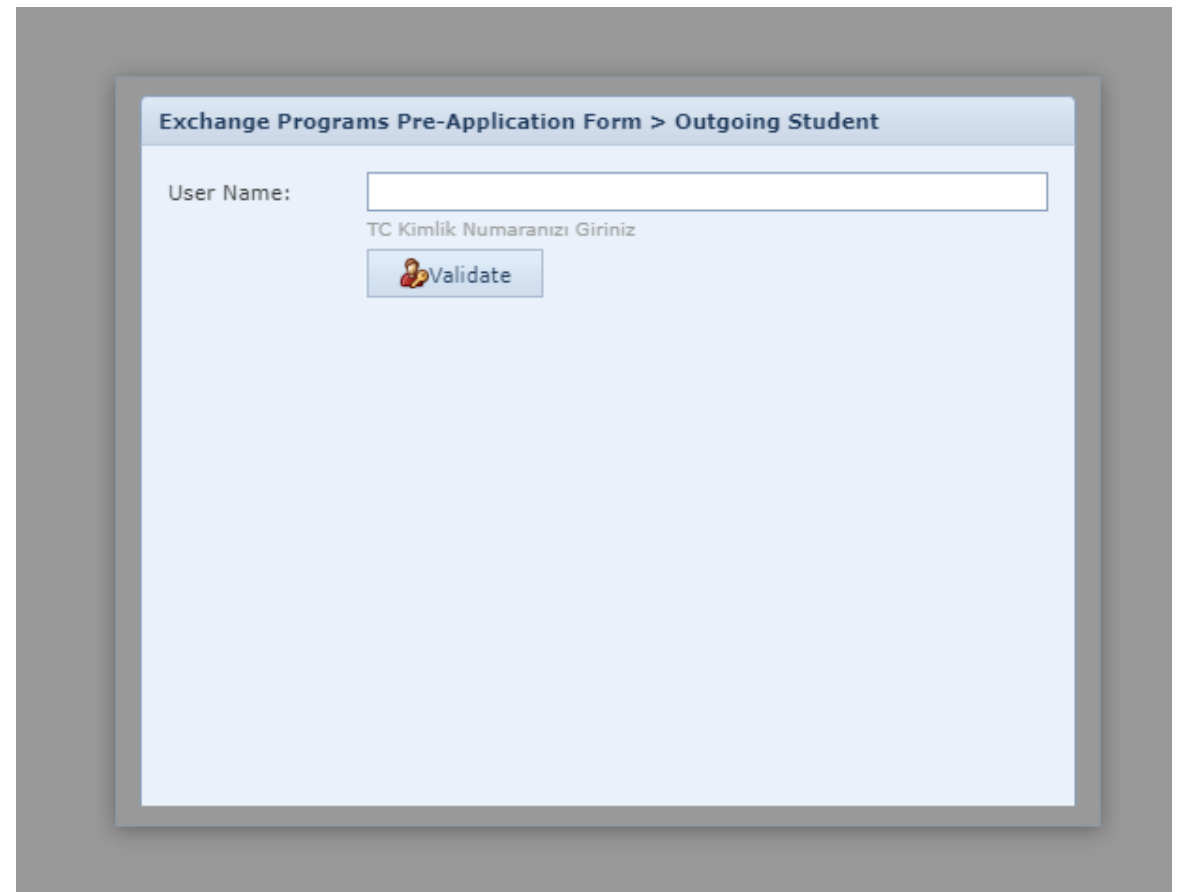
- Select the program type you want to apply



- 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:

TC Kimlik Numaranızı Giriniz

Password:\*

Repeat Password:

TC/Foreign no:\*

First Name:\*  Last Name:\*

Nationality:\* Turkey

Department:\* Choose

Registration Type:\* Internship

The Application Period:\* 2020-2021 - Fall

Specify the period you want to participate in mobility

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

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.](#)

Erasmus+

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

Application Form	Application Date	Academic Year	Academic Term	Exchange Program	Mobility Type	Registration Type	Application Status
<a href="#">Complete The Application</a>	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


ID number:\*  Passport No.:   
 First Name:\*  Last Name:\*   
 Nationality:\*  Gender:\*   
 Place Of Birth:\*  Date Of Birth:\*   
 Father's Name:\*  Mother's Name:\*   
 Father's Last Name:\*  Mother's Last Name:\*   
 Disabilities:   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:\*   
 City/State:\*  City/State Other:   
 County:  Other County:   
 Address:\*

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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 iou'. 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. It contains 'The Application Period:\*' set to '2020-2021 - Fall', 'Registration Type:\*' set to 'Internship', and a checkbox for 'Please select if you want to apply for non-granted mobility'. The 'Previous International Activities' section also has a red box around it, and a red arrow points from the third bullet point to it. It contains a red heading 'Previous International Activities (Not Available on The System):', a sub-heading 'If there is no record in the system and you have past activity you have participated, add your past activities.', and an 'Add New Activity' button. Below this is 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 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

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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
<a href="#">Bilgileri Gör</a>		2019-2020	Güz ve Bahar	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Staj	in progress
							<a href="#">Giden Öğrenci Başvuru Formu</a>
<a href="#">Başvuruyu Tamamla</a>		2019-2020	Güz	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Öğrenim	Online Kayıtlı
<a href="#">Başvuruyu Tamamla</a>		2018-2019	Bahar	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Öğrenim	Online Registered
<a href="#">Başvuruyu Tamamla</a>		2018-2019	Güz	Erasmus KA107 (Erasmus Worldwide)	Giden Öğrenci	Öğrenim	Online Kayıtlı
<a href="#">Bilgile</a>			Yaz	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Staj	Ret
<a href="#">Bilgile</a>			Güz	Erasmus+ KA-103 (AB Üyesi Ülkeler)	Giden Öğrenci	Öğrenim	Ret
<a href="#">Bilgile</a>							İşlemlerde
							<a href="#">Giden Personel Başvuru Formu</a>

**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.**