

YILDIZ TECHNICAL UNIVERSITY

**MANUAL FOR
APPLICATION TOOL**

**ERASMUS+ PROGRAM
INCOMING STUDENTS
STUDY MOBILITY**

INTRODUCTION

Yıldız Technical University is happy to welcome you as an Erasmus+ student. We hope that your stay in Istanbul will be a fruitful period for you!

The application tool is the mobility management system of Yıldız Technical University for Erasmus+ Programme. It is used for the application and for the follow-up of your mobility file. The application tool is user friendly and self-explanatory. However, if you need any assistance, please feel free to contact us by e-mail: incoming@yildiz.edu.tr.

The applicaiton tool works with a unique personal login and password. Once you login, your workflow will appear. You can only proceed in your workflow by completing and saving certain steps. When logging out, all completed steps in your workflow are saved by the system.

This manual will help you to work with the applicaiton tool and to manage your mobility file. Also, take your time to read carefully all e-mails you will receive from incoming@yildiz.edu.tr and the help texts available in the workflow. Please do also check your spam mail, in case you haven't received any mails.

All practical information about studying and living in Istanbul can be found on the website of the Erasmus Office of Yıldız Technical University at <http://www.erasmus.yildiz.edu.tr/en> and <http://www.erasmus.yildiz.edu.tr/news/2019--2020-Incoming-Student-Applications/410>

Make sure to complete your application before the application deadline!

IMPORTANT! Have a careful look at the application deadlines below and respect the deadlines. Applications submitted after the deadline will not be processed.

FALL SEMESTER or FULL YEAR

Applications: **15 MAY - 15 JULY**

SPRING SEMESTER

Applications: **15 OCTOBER - 15 DECEMBER**

Registration in the Application Tool

You start your application with your registration in the Application Tool.

You will receive an e-mail confirming your nomination at the Yıldız Technical University. In this e-mail, you will find a guide for study information and a link for the application tool. Click on this link to register yourself in the application tool or go to <https://ytu.erasmus.yildiz.edu.tr/>.

First, click on "New User" to register your self to the system:

Language: English

Login

User Name
Password
☐ Remember me
Login

Forgot My Password
Agreement List
New User

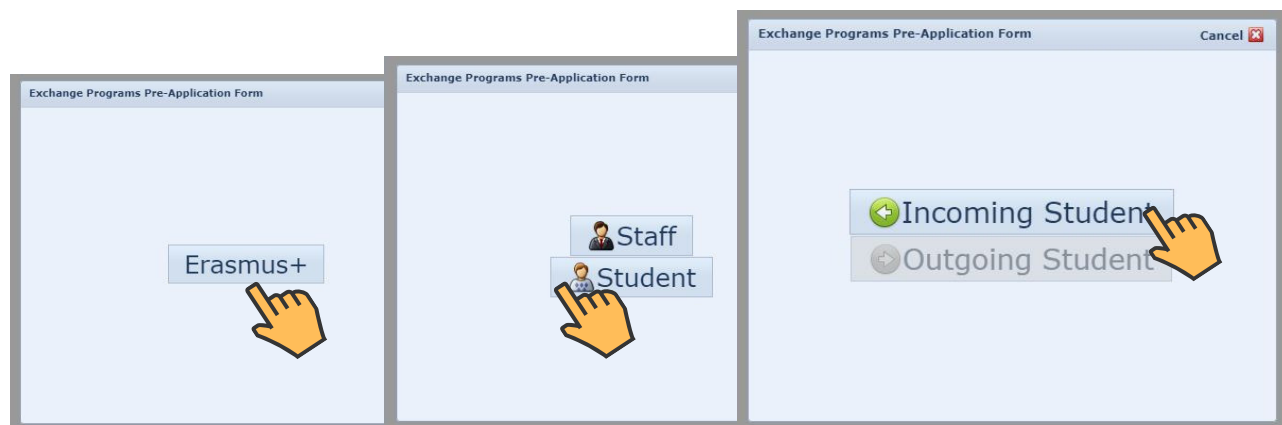
Announcements

Erasmus Student Mobility

Outgoing	Incoming
<p>Application Guide</p> <p>Outgoing students may only login to the system by USIS/GSIS password and username. You cannot login by your e-mail address and password used for the application of the previous year.</p> <p>In order for your application to be evaluated, please make sure that you have clicked the "Complete the Application" button and your application status on your applications page have changed from "online registered" to "in process."</p>	<p>Application Guide</p> <p>Please click "new user" button to create an account. Then, login to make an application.</p> <p>In order for your application to be evaluated, please make sure that you have clicked the "Complete the Application" button and your application status on your applications page have changed from "online registered" to "in process."</p>

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Please choose respectively: Erasmus>Student>Incoming Student



Then, you will see the registration form:

The image shows a registration form titled 'Exchange Programs Pre-Application Form > Incoming Student'. The form contains the following fields and options: 'E-mail:*' (text input), 'Password:*' (text input) and 'Repeat Password:*' (text input), 'Passport No.:' (text input), 'First Name:*' (text input) and 'Last Name:*' (text input), 'Nationality:*' (dropdown menu with 'Austria' selected), 'Registration Type:*' (dropdown menu with 'Education' selected), 'Study Period:*' (dropdown menu with '2019-2020 - Fall and Spring' selected), and 'University:*' (dropdown menu with 'A GRAZ09; FH JOANNEUM GESELLSCHAFT MBH' selected). Below the 'Study Period' dropdown is the text 'Specify the period you want to participate in mobility'. Below the 'University' dropdown is the text 'Specify your home university.' At the bottom right, there are 'Cancel' and 'Save' buttons. A hand cursor is pointing at the 'Save' button.

Please enter an e-mail address that you check regularly.

Choose a password.

Write your passport number carefully.

Enter your name and last name as stated on your passport.

Choose your nationality as stated on the passport.

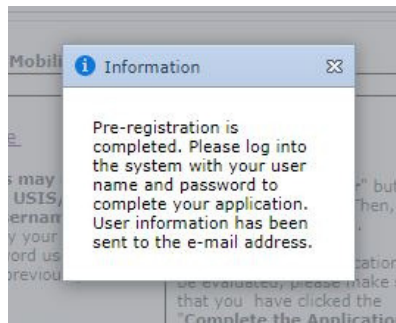
Your study type is "education."

IMPORTANT! For the study period, please choose the period you are nominated for (Fall/Spring/Fall and Spring).

Choose your home university.

Save.

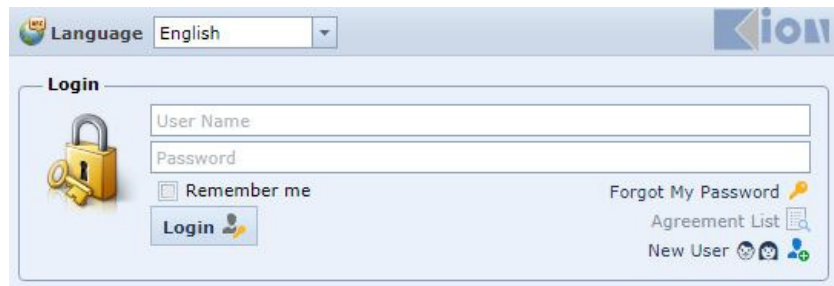
After successful registration, you will see the message below and you will receive an automatic e-mail with the user information for future login.



Log in

After your registration, you should log in with your username and password. Use the link at the bottom of the last e-mail you have received or log in via the following URL:

<https://ytuerasmus.yildiz.edu.tr/>



Complete your application

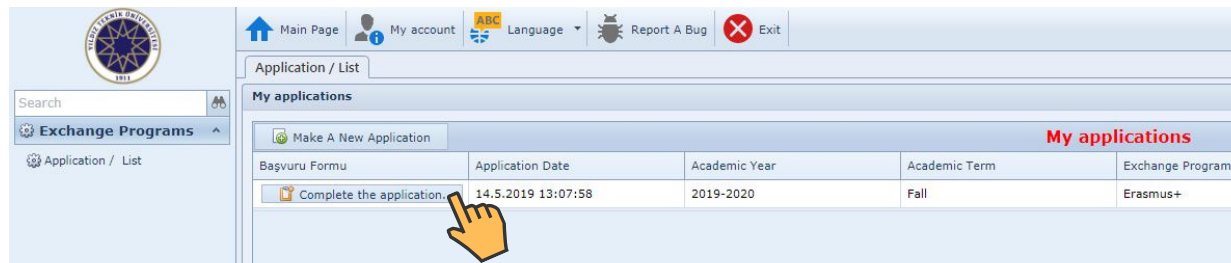
Now you are ready to make your application.

Your application is only successfully submitted if all following steps are completed **before the deadline**.

Complete the application process in these four steps:

- Step 1: Give information
- Step 2: Collect all required documents
- Step 3: Submit all required documents
- Step 4: Complete application

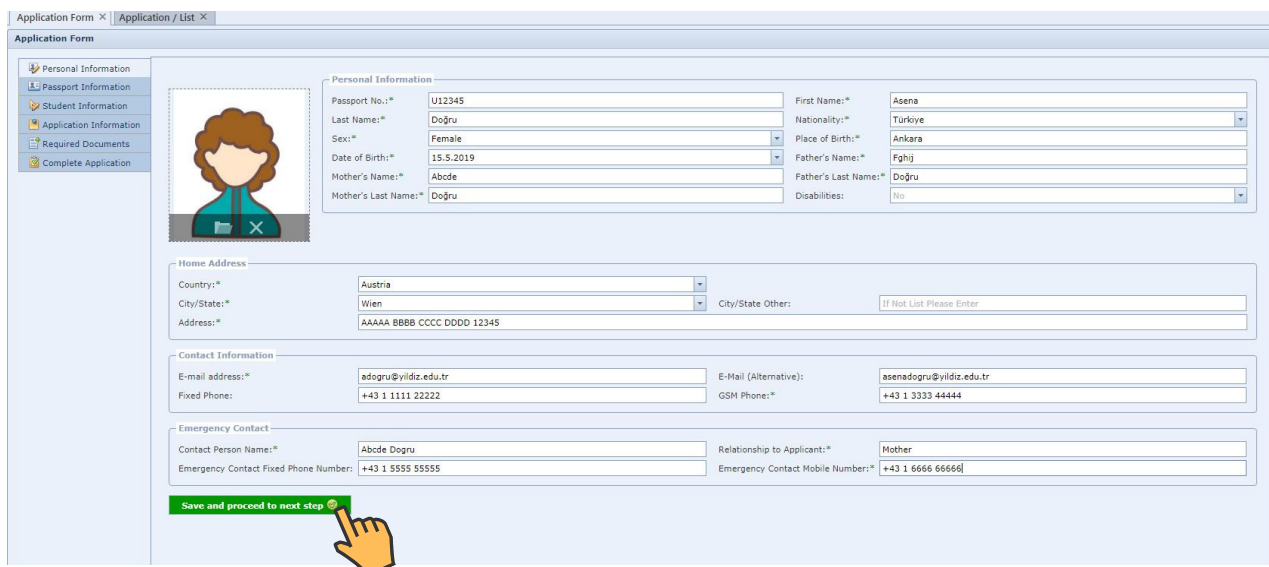
STEP 1: GIVE INFORMATION



The screenshot shows a web application interface for managing applications. At the top, there is a navigation bar with links: Main Page, My account, Language, Report A Bug, and Exit. Below this, there is a search bar and a sidebar with 'Exchange Programs' and 'Application / List'. The main content area is titled 'My applications' and contains a table with the following columns: Başvuru Formu, Application Date, Academic Year, Academic Term, and Exchange Program. The table has one row with the following data: 'Complete the application.', '14.5.2019 13:07:58', '2019-2020', 'Fall', and 'Erasmus+'. A hand cursor is pointing at the 'Complete the application.' button.

When you log in, you will see the main application page above. Click on the "Complete the Application" button. Then, you will be asked to give some information.

1. Personal Information



The screenshot shows the 'Personal Information' form. The form is divided into several sections: Personal Information, Home Address, Contact Information, and Emergency Contact. The 'Personal Information' section includes fields for Passport No., Last Name, Sex, Date of Birth, Mother's Name, Mother's Last Name, First Name, Nationality, Place of Birth, Father's Name, Father's Last Name, and Disabilities. The 'Home Address' section includes fields for Country, City/State, and Address. The 'Contact Information' section includes fields for E-mail address, Fixed Phone, E-Mail (Alternative), and GSM Phone. The 'Emergency Contact' section includes fields for Contact Person Name, Emergency Contact Fixed Phone Number, Relationship to Applicant, and Emergency Contact Mobile Number. A hand cursor is pointing to the 'Save and proceed to next step' button at the bottom of the form.

Complete all mandatory fields and submit the application form by clicking the 'Save and proceed to next step' button at the bottom of the application form. If you do not click on this button and pass to the next steps, your data would be lost.

Unless you finalize the last step "Complete the Application:"

- You can turn back to previous steps by clicking on the tabs.
- You can change your data by clicking on the concerning fields.

Upload a clear passport photo. This photo will be used for your student card.



Make sure you look straight ahead and that your face is clearly and fully visible without shady or overexposed places. Do not upload a copy of your passport.

2. Passport Information

Complete your passport information as stated on the bio-data page of your passport.

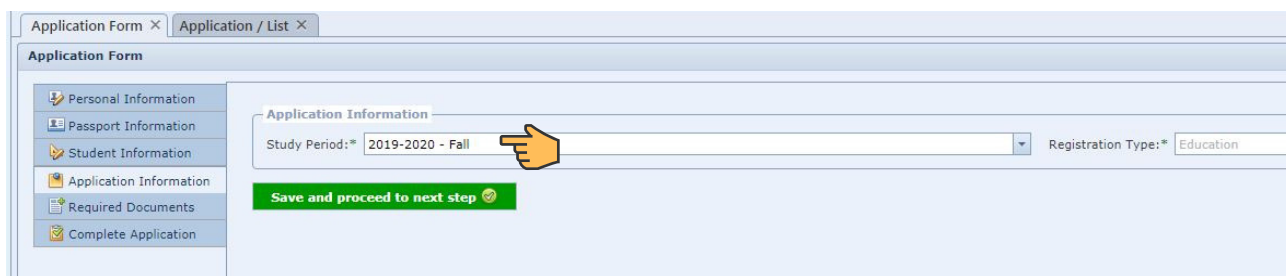
3. Student Information

Write the name of the programme you are studying at your home university, choose your study cycle and current year of study.

Choose the programme you would study at Yıldız Technical University.

IMPORTANT! Here you are able to choose among the programmes that we have an agreement with your home university. If the programme you would like to study does not appear, please send an e-mail to incoming@yildiz.edu.tr.

4. Application Information



The screenshot shows a web application interface for filling out an application form. On the left, there is a sidebar with a list of steps: Personal Information, Passport Information, Student Information, Application Information (which is highlighted), Required Documents, and Complete Application. The main area is titled 'Application Form' and contains the 'Application Information' section. In this section, there is a dropdown menu for 'Study Period' currently set to '2019-2020 - Fall', and a text field for 'Registration Type' set to 'Education'. A yellow hand icon points to the 'Study Period' dropdown. Below these fields is a green button that says 'Save and proceed to next step' with a checkmark icon.

For the study period, please choose the period you are nominated for : Fall, Spring, Fall and Spring. Your registration type is "education" and it cannot be edited.

Your application and personal data will be used for your registration at Yıldız Technical University and consequently for all your official documents, such as letter of acceptance, transcript of records, student enrolment letter for residence permit, etc.
Make sure that all the information you submitted is correct!!

STEP 2: COLLECT ALL REQUIRED DOCUMENTS

These are the documents you need to collect:

1. Transcript of Records
2. Learning Agreement
3. Copy of the bio-data page of your passport

1. Transcript of Records: This is an official document to be requested from your home university. It lists all courses you attended and grades you obtained in your study programme. Please upload transcript of records of programme that you are currently studying. Make sure that your transcript is in English. If your university cannot provide an English version, you can translate the document yourself and have the document signed and stamped by your university or upload both the original transcript and your translation.

2. Learning Agreement: It is a contract between you, your home university, and Yıldız Technical University for your course selection. More information about the Learning Agreement and courses can be found under the Incoming Students tab on the website of YTU Erasmus : www.erasmus.yildiz.edu.tr/en

Please upload "before the mobility section" of the Learning Agreement which must be signed by yourself and signed and stamped by your home university.

3. Copy of the bio-data page of the passport: A scan of the passport photo page to verify your details.



Please make sure that all the scanned documents are clear and legible!

STEP 3: SUBMIT ALL REQUIRED DOCUMENTS

You have to upload the 3 documents you have collected to the "Required Documents" tab on the application tool:

The screenshot shows the 'Required Documents' tab selected in the left sidebar. The main area is titled 'Upload Your Documents' and contains a table with three rows for 'Learning Agreement', 'Passport', and 'Transcript of Records'. Each row has an 'Approval Status' column, a 'Document Name' column, a 'Required' checkbox (all checked), and an 'Upload' button. Hand icons point to the 'Upload' buttons for each document. Below the table, there is a progress bar showing '0%' and a green button labeled 'Save and proceed to next step'.

Approval Status	Document Name	Required	Upload
Upload Document	Learning Agreement	<input checked="" type="checkbox"/>	Upload
Upload Document	Passport	<input checked="" type="checkbox"/>	Upload
Upload Document	Transcript of Records	<input checked="" type="checkbox"/>	Upload

Learning Agreement should be signed & stamped by the student & the home university and uploaded in pdf format. Make sure that you check the semester & language information of the courses at <http://www.bologna.yildiz.edu.tr/>. Please note that Bologna page serves as a preliminary course schedule and some of the courses may be changed in the final schedule. You may need to update your Learning Agreement after your arrival. For more information, please check <http://www.erasmus.yildiz.edu.tr/images/files/2019-2020OnlineApplicationGuideforIncomingErasmusStudents.pdf>

Please upload the bio-data page of your passport (the page with your photo and personal information).

Transcript of Records (ToR) provides an up-to-date record of your progress in your studies: the educational components you have taken, the number of ECTS credits you have achieved, and the grades you have been awarded. Preferably in English.

0%

[Save and proceed to next step](#)

Click on "Upload" button, browse the file, and upload it.

Below that page, you see the progress. When you upload all 3 documents, it will be **100%**.

On the right, you see the "approval status." If nothing is uploaded, it asks you to "**upload document**." When you complete uploading, it will turn into "**pending approval**."

Mark the button 'save and proceed to next step' when you have completed the upload of all documents.

STEP 4: COMPLETE THE APPLICATION

Read the sentence on the "complete application" tab. Put a check mark and click the button '**complete the application process**' when you have completed all the information and the upload of all documents.

The screenshot shows the 'Complete Application' tab selected in the left sidebar. The main area contains a certification statement: 'I certify that the information given in this application is complete and accurate. I understand that making false or fraud statements within this application could result in the denial of admission. I understand that an incomplete application cannot be accepted.' Below the statement is a checkbox and a red button labeled 'Complete the application process'.

I certify that the information given in this application is complete and accurate. I understand that making false or fraud statements within this application could result in the denial of admission. I understand that an incomplete application cannot be accepted.

☐

[Complete the application process](#)

YOUR APPLICATION IS NEITHER FINALIZED NOR SUCCESSFUL AS LONG AS THIS IS NOT DONE BEFORE THE DEADLINE. APPLICATIONS SUBMITTED AFTER THE DEADLINE WILL NOT BE PROCESSED.

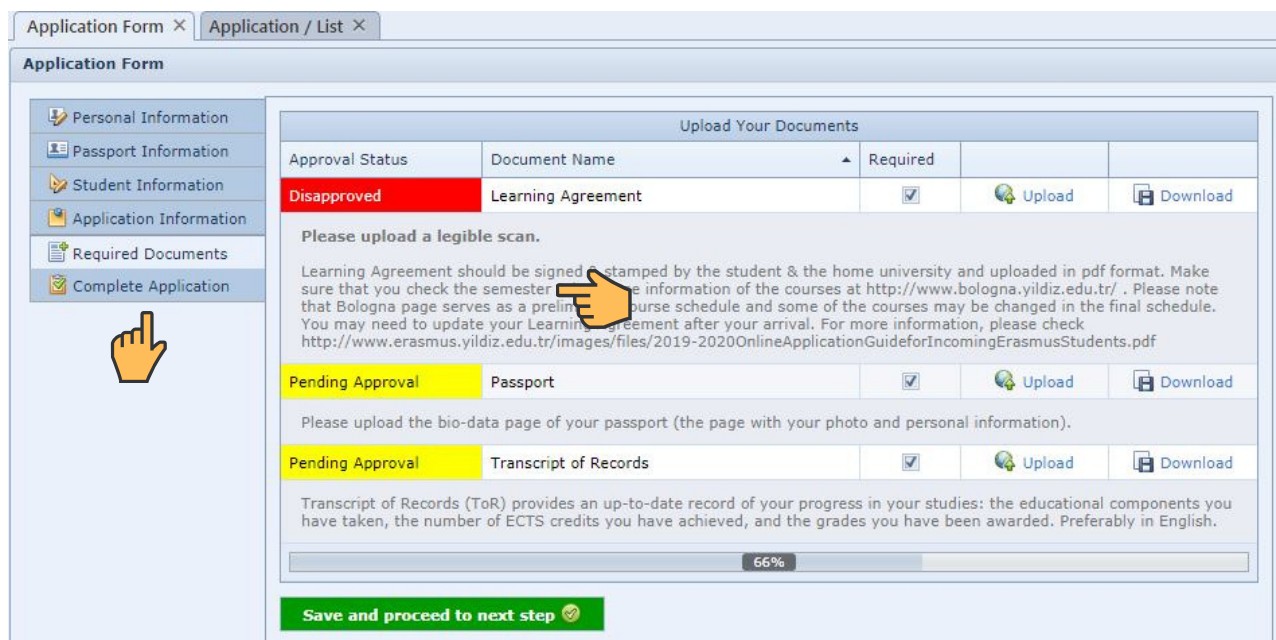
Formal Check of Your Application

After submission of your application, Erasmus Office checks of your application file.

In case your application is not submitted correctly, Erasmus Office will contact you by e-mail and inform you about what needs to be adjusted. If it is one of the documents, you can see the reason of the adjustment on the application tool, as well.

IMPORTANT!

For you to be able to do the adjustment, you applicaiton status will be changed back into "online registered." After you make the adjustment, please do not forget to complete it again by marking the button **'complete the application process'** !



The screenshot shows the 'Application Form' interface. On the left is a sidebar with navigation links: Personal Information, Passport Information, Student Information, Application Information, Required Documents, and Complete Application. A hand icon points to the 'Complete Application' link. The main area is titled 'Upload Your Documents' and contains a table with columns: Approval Status, Document Name, Required, Upload, and Download.

Approval Status	Document Name	Required	Upload	Download
Disapproved	Learning Agreement	<input checked="" type="checkbox"/>		
<p>Please upload a legible scan.</p> <p>Learning Agreement should be signed & stamped by the student & the home university and uploaded in pdf format. Make sure that you check the semester & the information of the courses at http://www.bologna.yildiz.edu.tr/ . Please note that Bologna page serves as a preliminary course schedule and some of the courses may be changed in the final schedule. You may need to update your Learning Agreement after your arrival. For more information, please check http://www.erasmus.yildiz.edu.tr/images/files/2019-2020OnlineApplicationGuideforIncomingErasmusStudents.pdf</p>				
Pending Approval	Passport	<input checked="" type="checkbox"/>		
<p>Please upload the bio-data page of your passport (the page with your photo and personal information).</p>				
Pending Approval	Transcript of Records	<input checked="" type="checkbox"/>		
<p>Transcript of Records (ToR) provides an up-to-date record of your progress in your studies: the educational components you have taken, the number of ECTS credits you have achieved, and the grades you have been awarded. Preferably in English.</p>				

Below the table is a progress bar showing 66% completion. At the bottom is a green button labeled 'Save and proceed to next step' with a checkmark icon.

If your application is submitted correctly, your application will be approved by the Erasmus Office and your status will be changed into "Office Approved." Your online file will then be sent to the approval of the departmental coordinator.

In case the departmental coordinator requires changes to the Learning Agreement before you can be accepted:

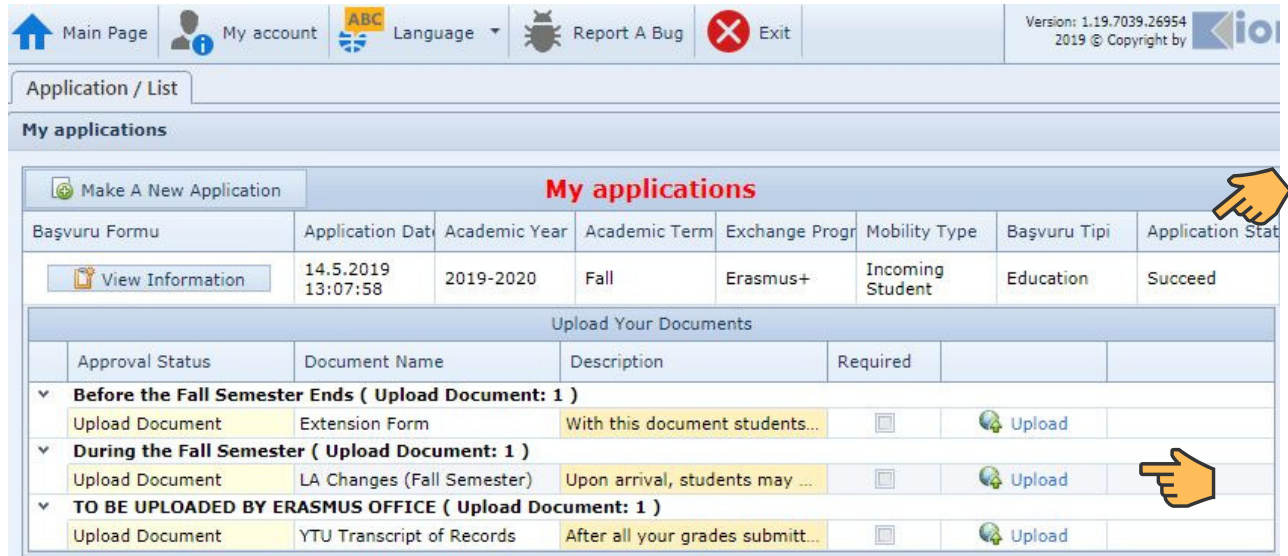
- You will receive either a notification on the application tool or an email with remarks on the course selection made.
- You should discuss the proposed changes with your coordinator at the home university.
- As soon as an agreement has been reached between all three parties (yourself, YTU, home Institution), you should adjust your Learning Agreement and upload the updated and duly signed document to the applicaiton tool.

It is important to check your e-mails regularly during this period.

Acceptance

After your application is checked and approved by both the Erasmus Office and the departmental coordinator, your application status will be changed to "succeed" and the list of the document you are supposed to upload during the mobility will appear automatically. You may see the documents to be uploaded by Erasmus Office here, as well. So, you may download your duly signed and stamped Learning Agreement and letter of acceptance whenever you need.

Your letter of acceptance will also be sent to you by e-mail.



Application / List

My applications

Make A New Application

My applications

Başvuru Formu	Application Date	Academic Year	Academic Term	Exchange Progr	Mobility Type	Başvuru Tipi	Application Stat
View Information	14.5.2019 13:07:58	2019-2020	Fall	Erasmus+	Incoming Student	Education	Succeed

Upload Your Documents

Approval Status	Document Name	Description	Required		
▼ Before the Fall Semester Ends (Upload Document: 1)					
Upload Document	Extension Form	With this document students...	<input type="checkbox"/>	Upload	
▼ During the Fall Semester (Upload Document: 1)					
Upload Document	LA Changes (Fall Semester)	Upon arrival, students may ...	<input type="checkbox"/>	Upload	
▼ TO BE UPLOADED BY ERASMUS OFFICE (Upload Document: 1)					
Upload Document	YTU Transcript of Records	After all your grades submitt...	<input type="checkbox"/>	Upload	

Before your arrival

A few weeks before your arrival, you will receive an e-mail with a reminder of the formalities at the beginning of your study period.

Orientation

The Erasmus Office organizes an orientation programme for all exchange students. Attending the programme is strongly recommended. During this programme, you will be provided with important documents, information about studying and living in Istanbul. You will be informed about this programme by an e-mail.

Academic Calendar

<http://www.erasmus.yildiz.edu.tr/sayfa/17/Erasmus-Calendar/171>

Questions?

In case you face technical difficulties with the application tool or have some questions please contact incoming@yildiz.edu.tr