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 a guide for study informaiton and a link for the applicaiton tool. Click on this link to register yourself in the application tool or go to https://ytuerasmus.yildiz.edu.tr/.

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

Please choose respectively: Erasmus>Student>Incoming Student
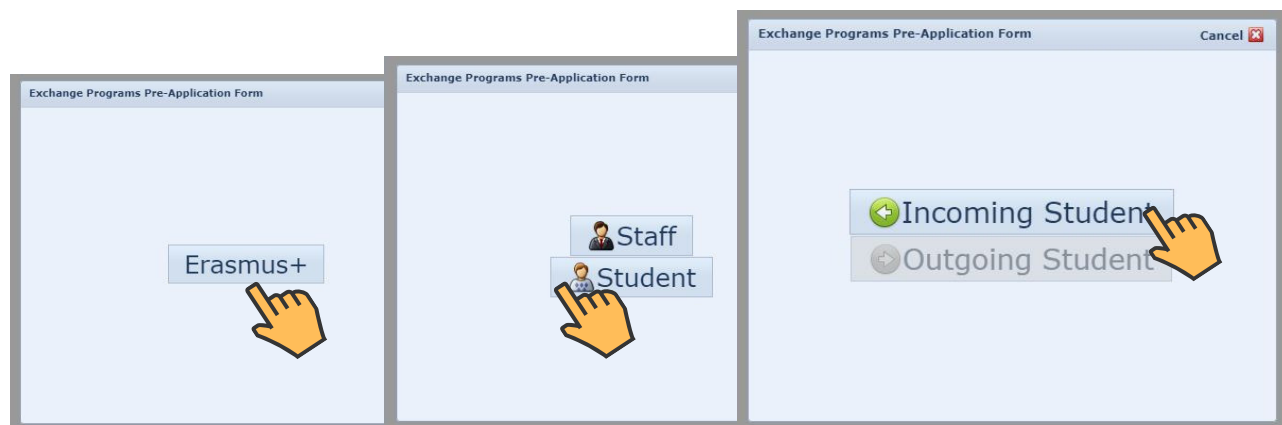
Then, you will see the registartion form:

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.
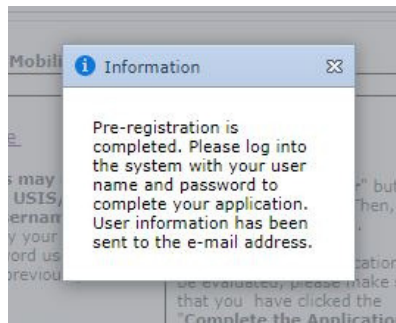
Log in

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/
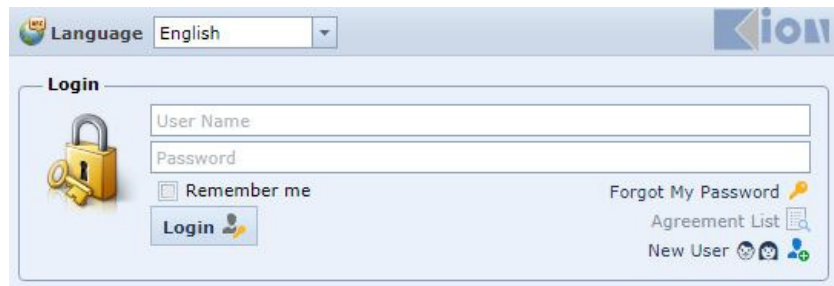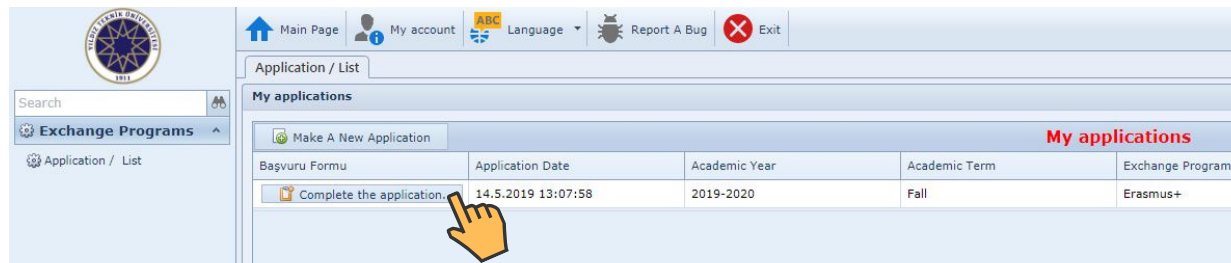

Complete your application

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
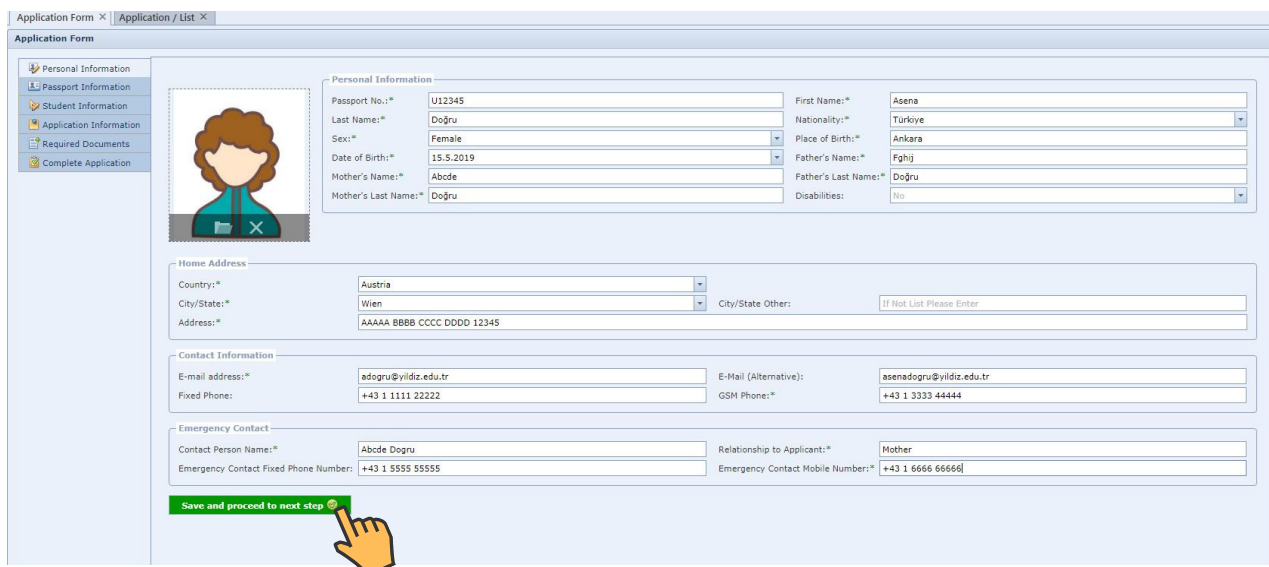Step 3: Submit all required documents
Step 4: Complete application

STEP 1: GIVE INFORMATION

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

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.
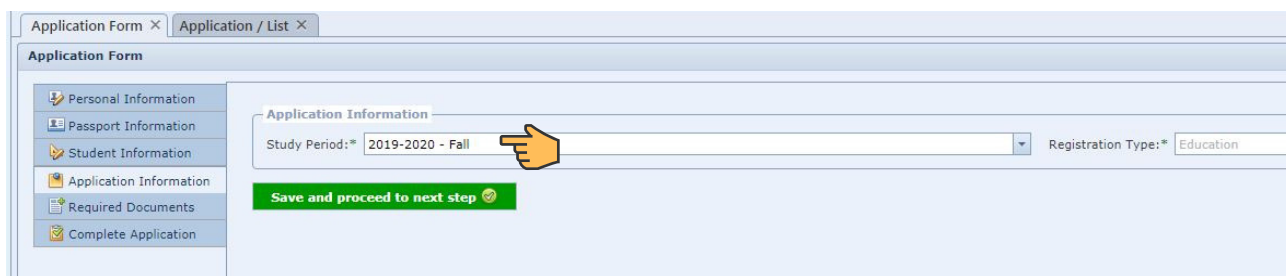
3. Student Information

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

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 trasncript 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:

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.

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.

If there is any missing document or information, the system gives an error message and do not allow you to complete the application. You need to go back and copmlete what is missing:

After you complete the application, please go back to the home page and check you application status which should be "in the process." If your application status is something different, please be aware of the fact that it will not be proceeded. Only the applications on the status "in the process" will be evaluated:

Definitions of the application status:

Online Registered: The student only completed the registration form and did not submitted the online application. The applications on this status will never be processed.

In the process: The student has completed the application and it is pending for the assessment of Erasmus Office.

Office approved: Erasmus office finds the application eligible in terms of documentation and the application is pending for the assessment of the departmental coordinator in terms of academic eligibility.

Coordinator approved: Departmental coordinator finds the application academically eligible.

Succeed: The application is eligible and the student can download the letter of acceptance and the signed learning agreement on the "documents" tab.
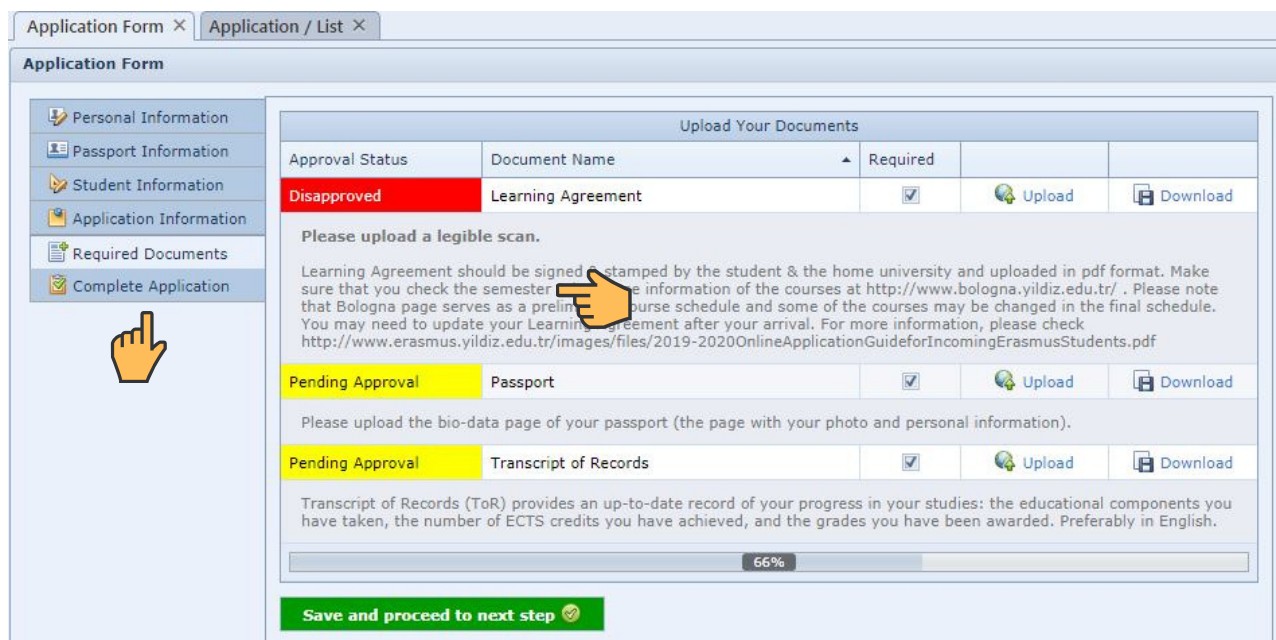
Formal Check of Your Application

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 compelete it again by marking the button 'complete the application process' !

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 coodinator.

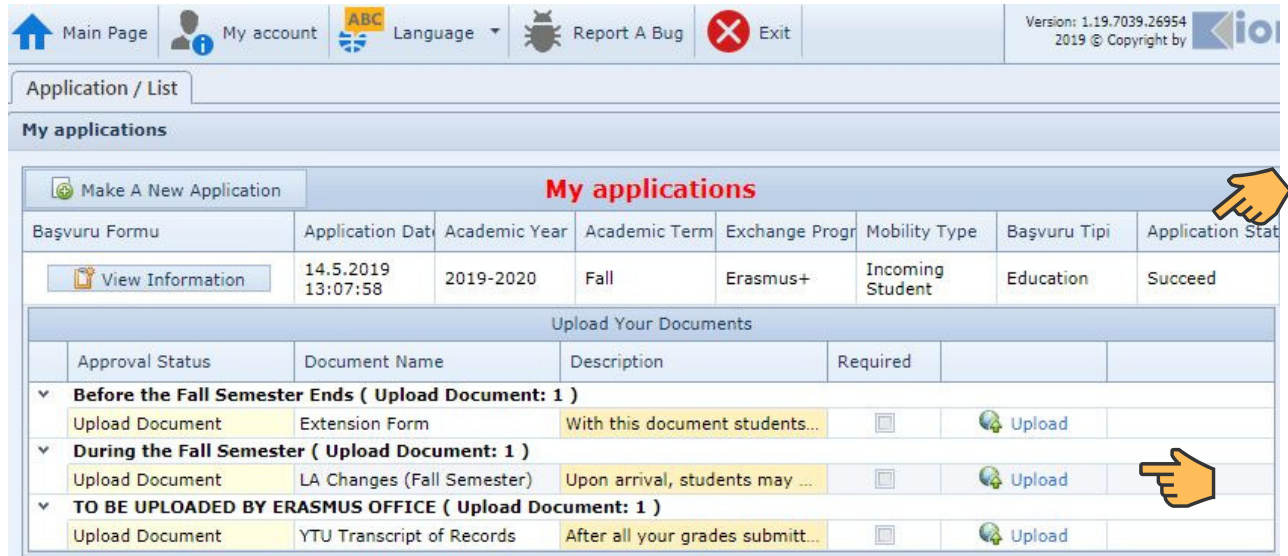In case the departmental coordinator requires changes to the Learning Agreement before you can be accepted:

> - 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 applicaiton 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 aceptance whenever you need.
Your letter of acceptance will also be sent to you by e-mail.

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