

Üsküdar University

International Relations and Exchange Programs Office (Erasmus+ Office) Online Application System Guide for Outgoing Students

Application System Link: erasmusexchange.uskudar.edu.tr

It is highly recommended to use the system on a desktop PC/Laptop.

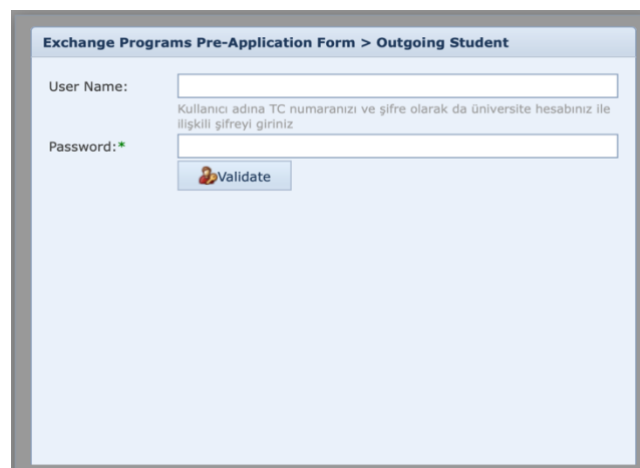
1. Once you go to erasmusexchange.uskudar.edu.tr website, click '*Register & Apply*' (see picture 1 below).

Picture 1:

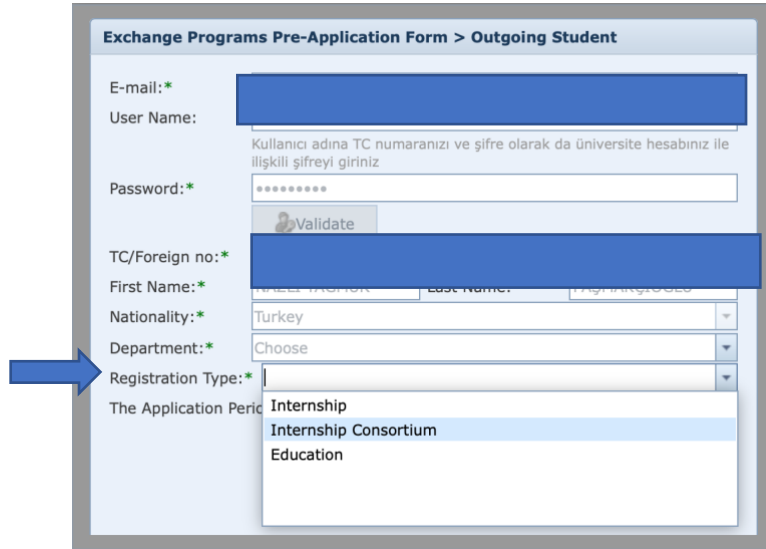


2. Follow sections *Erasmus>Student>Outgoing Students*.
3. You will be able to log in with your TR/Foreign Identity number as the username. The password will be the same as the OBS system password (see picture 2), please choose 'Registration Type' according to the program you want to apply to (see picture 3.)

Picture 2:



Picture 3:



Exchange Programs Pre-Application Form > Outgoing Student

E-mail:* [Redacted]
User Name: [Redacted]
Password:* [Redacted]
TC/Foreign no.:[Redacted]
First Name:* [Redacted]
Nationality:* Turkey
Department:* Choose
Registration Type:*
The Application Period: [Redacted]

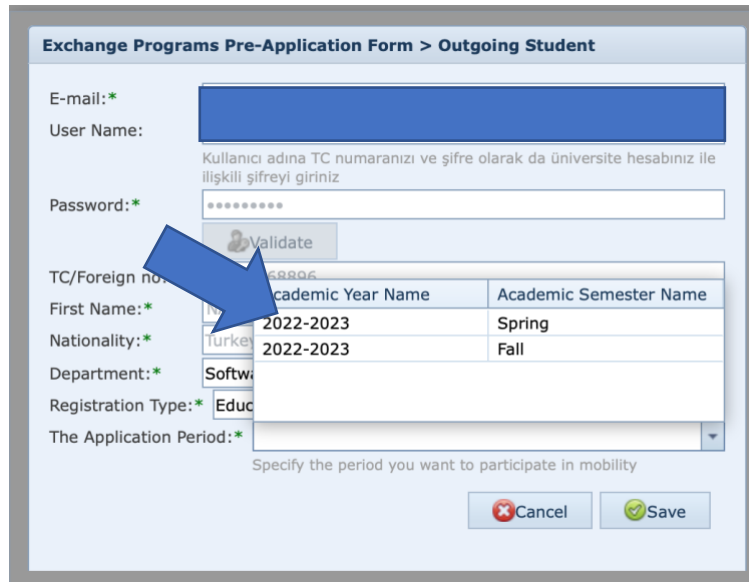
Registration Type options:
Internship
Internship Consortium
Education

Note: When you complete your preregistration, you can apply to other programs by following 'Application/List' section after logging in (For applicants who want to apply to multiple program types)

4. The last information required at this section is the application period of your choice (Period you want to join the Erasmus program) (see picture 4).

Note: According to the program type, options may vary (If it has only one option, the system will automatically choose that one).

Picture 4:



Exchange Programs Pre-Application Form > Outgoing Student

E-mail:* [Redacted]
User Name: [Redacted]
Password:* [Redacted]
TC/Foreign no.:[Redacted]
First Name:* [Redacted]
Nationality:* Turkey
Department:* Software
Registration Type:* Education
The Application Period:* [Redacted]

| Academic Year Name | Academic Semester Name |
|--------------------|------------------------|
| 2022-2023 | Spring |
| 2022-2023 | Fall |

Specify the period you want to participate in mobility

Cancel Save

5. Your preregistration is now completed, please read the instructions sent by e-mail. You may complete your application right away or do it at a later time. The system will save the data filled in until now.

6. Once you log in to the system, you should follow 'Applications/List' and 'Complete my application' sections (see picture 5).

Picture 5:

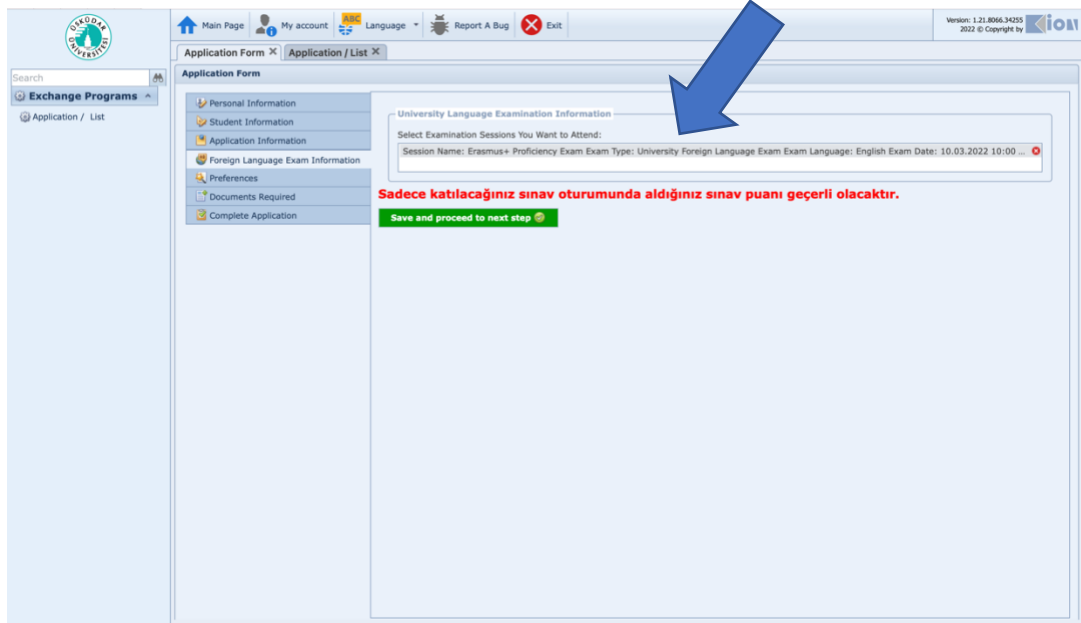
7. During 'Foreign Language Exam Information' step, **if you have one of the accepted certificates**, click 'Add Exam' and enter the information about the exam. Make sure that **"I do not want to take the foreign language exam organized by my university"** option is selected in the box below (see picture 6). After completing the application, you must send the valid language certificate to erasmus@uskudar.edu.tr.

Picture 6:

If you do not have one of the accepted certificates, you must select the exam session

(Name of the Exam: Erasmus Proficiency Exam Exam Type: University Foreign Language Exam Exam Language: English) defined in the upper box (see picture 7).

Picture 7 (Article 7):

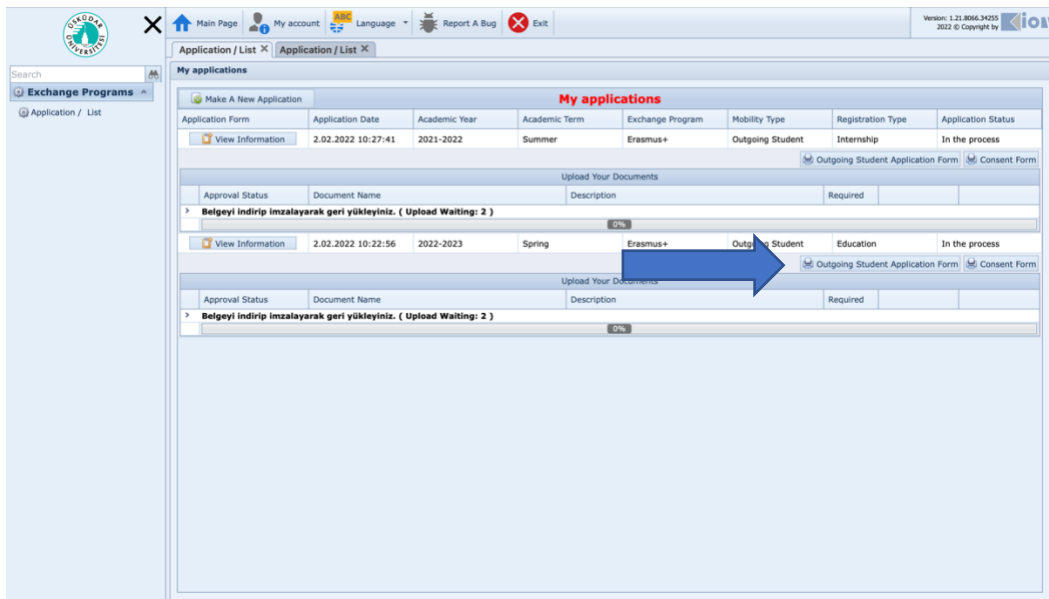


The screenshot shows the 'Application Form' interface. The 'University Language Examination Information' section is highlighted, showing the session name and date. A red message states: 'Sadece katılacağınız sınav oturumunda aldığınız sınav puanı geçerli olacaktır.' Below this, there is a green button labeled 'Save and proceed to next step'.

- Accepted format is PDF during your uploads in the 'Documents Required' section,
- Once you complete all the steps, you can download your application form through 'Application/List' section by clicking on 'Outgoing Students Application Form' button (see picture 8).

Note: You can view and download the form only if you complete all the steps of that particular application (the status should be seen as 'In the process')

Picture 8:

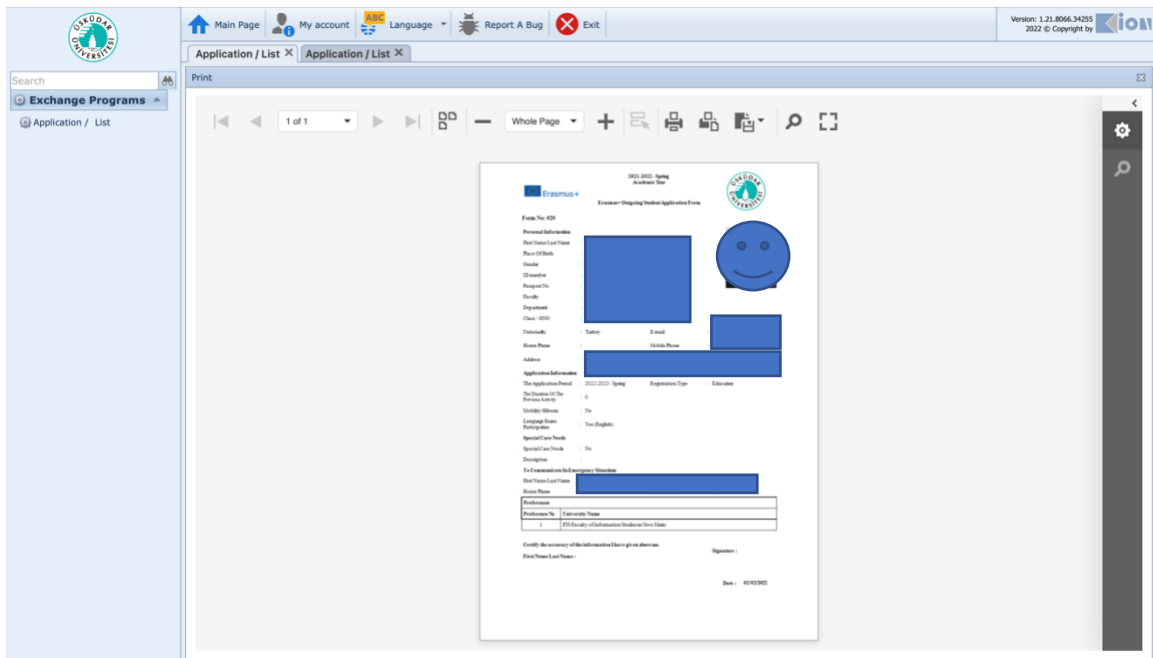


The screenshot shows the 'My applications' section. It displays a table of applications with columns for Application Form, Application Date, Academic Year, Academic Term, Exchange Program, Mobility Type, Registration Type, and Application Status. The first application is in the 'In the process' status. A blue arrow points to the 'Outgoing Student Application Form' button for this application.

| Application Form | Application Date | Academic Year | Academic Term | Exchange Program | Mobility Type | Registration Type | Application Status |
|----------------------------------|--|---------------|---------------|------------------|------------------|-------------------|--------------------|
| View Information | 2.02.2022 10:27:41 | 2021-2022 | Summer | Erasmus+ | Outgoing Student | Internship | In the process |
| Upload Your Documents | | | | | | | |
| Approval Status | Document Name | Description | Required | | | | |
| > | Belgeyi indirip imzalayarak geri yükleyiniz. (Upload Waiting: 2) | | | | | | |
| View Information | 2.02.2022 10:22:56 | 2022-2023 | Spring | Erasmus+ | Outgoing Student | Education | In the process |
| Upload Your Documents | | | | | | | |
| Approval Status | Document Name | Description | Required | | | | |
| > | Belgeyi indirip imzalayarak geri yükleyiniz. (Upload Waiting: 2) | | | | | | |

10. You may print out the application form or save it as a pdf document (see picture 9).

Picture 9:



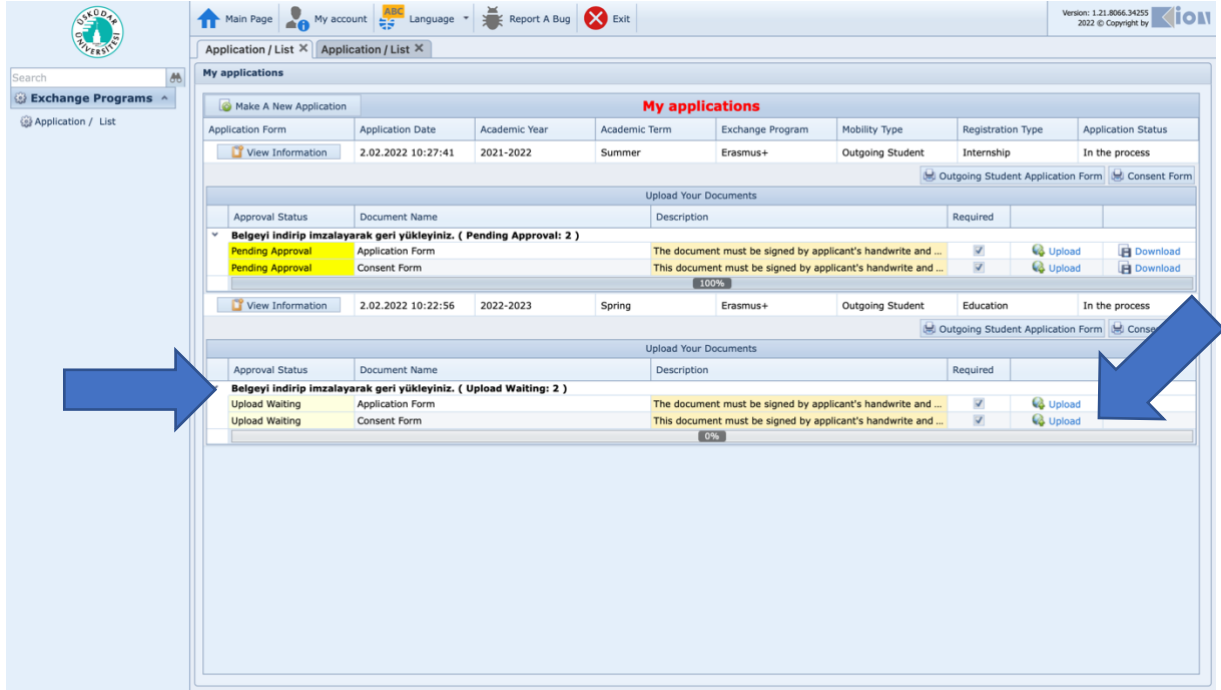
11. After checking the information filled in (i.e Partner University Preference/Company of Internship, personal information, registration type), you can print it out, enter your name/surname by handwrite and sign it (see picture 10).

Picture 10:



- Go to 'Application/List' section and click on the Turkish note '*Belgeyi indirip imzalayarak yükleyiniz*'. Click 'Upload' button and choose the document from your browse.

Picture 11:



The screenshot shows the 'My applications' section of the Erasmus+ application system. The interface includes a navigation menu with 'Exchange Programs' and 'Application / List'. The main content area displays a table of applications with columns for Application Form, Application Date, Academic Year, Academic Term, Exchange Program, Mobility Type, Registration Type, and Application Status. Below the table, there are sections for 'Upload Your Documents' and 'Approval Status'. Two blue arrows point to the 'Upload' buttons for the 'Application Form' and 'Consent Form' documents in the 'Upload Your Documents' section.

- Please check your status daily by logging in to the system. You will be notified about your application by e-mail through your official student e-mail address (name.surname@uskudar.edu.tr).

NOTES:

Even If you choose 'I do not want Erasmus Grant', your application will be processed as grant requested. You can benefit from the Erasmus program also without grant/ zero grant. To apply to zero grant program, you must contact us via erasmus@uskudar.edu.tr after you are notified by e-mail that you were not entitled as a winner.

USEFUL LINKS

[ERASMUS+ TRAINEESHIP APPLICATION CALL](#)

[ERASMUS+ STUDY APPLICATION CALL](#)

[ERASMUS+ EUROPEAN CONSORTIUM TRAINEESHIP APPLICATION CALL](#)

[DEADLINES, EXAM DATE, WINNERS ANNOUNCEMENT DATE](#)

[WHAT IS ERASMUS+ ?](#)

[LIST OF ACADEMIC COORDINATORS FOR CONSULTATION](#)

[ANNOUNCEMENTS](#)