



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.

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

Outgoing Stud Study Program Outgoing Stud Traineeship Pr Outgoing Stud	dents- Click for information on Erasmus	Erasmus+
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Click here App	lication System Guide.	
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Ösküdar Uni Application S	versity Exchange Programs System	
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		Register & Apply 🔓
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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.)



User Name:	
	- Kullanıcı adına TC numaranızı ve şifre olarak da üniversite hesabınız ile ilişkili şifreyi giriniz
Password:*	
	a Validate





Picture 3:

E-mail:*	
User Name:	
	Kullanıcı adına TC numaranızı ve şifre olarak da üniversite hesabınız ilişkili şifreyi giriniz
Password:*	
	20 Validate
TC/Foreign no:*	
First Name:*	
Nationality:*	Turkey
Department:*	Choose
Registration Typ	e:*
The Application	Peric Internship
	Internship Consortium
	Education

Note: When you complete your preregistation, you can apply to other programs by following '*Applciation/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).

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User Name:				
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Password:*				
	æy.	alidate		
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First Name:*				emester Name
Nationality:*	Turkey	2022-2023 2022-2023	Spring Fall	
Department:*	Softwa	2022-2025	Fall	
Registration Type	e:* Educ			
The Application A	Period:*			
	C	pecify the period you wan	t to participate in m	obility

Picture 4:

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.



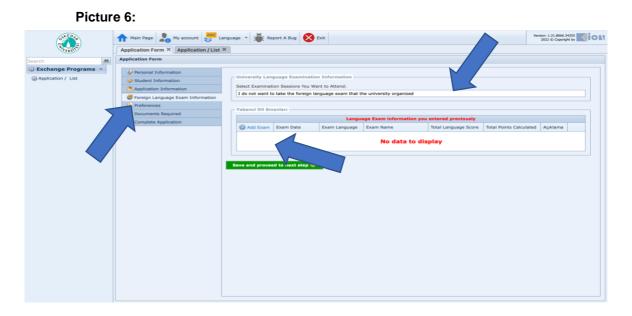


6. Once you log in to the system, you should follow 'Applications/List' and 'Complete my application' sections (see picture 5).

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Rover 14	Application Form X Application / List X	
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C Exchange Programs	Personal Information Personal	n ten. (Social Services Law) ervices and request additional

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.



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





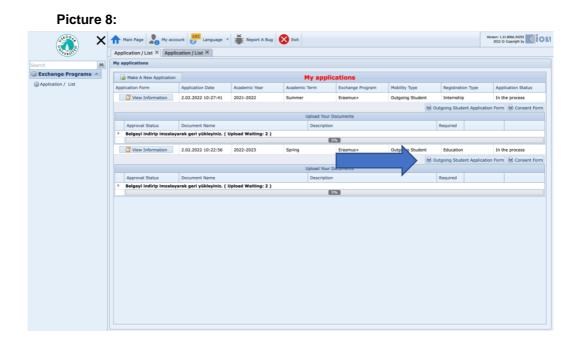
(Name of the Exam: Erasmus Proficiency Exam Exam Type: University Foreign Language Exam Exam Language: English) defined in the upper box (see picture 7).

Picture 7 (Article 7)

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n (6) kchange Programs ^ pplication / List	Personal Information Student Information Application Information Foreign Language Exam Information Performances Documents Required	University Language Examination Information Select Examination Sessions You Want to Attend Session Name: Examusi + Proficiency Exam Exam Typ adece katilacağınız sınav oturumun Save and proceed to next step ?	

- 8. Accepted format is PDF during your uploads in the 'Documents Required' section,
- **9.** 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')







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

9).

	Picture 9:							
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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).

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Department :	
Class / GNO :	
Nationality : Turkey E-mail	
Home Plane : Mebüe Plane	
Address :	
Application Information	
The Application Period : 2022-2023 / Spring Registration Type : Education	
The Duration Of The Previous Activity : 0	
Mobility Hibesiz : No	
Langstage Exam : Ves (English) Participaten : Ves (English)	
Special Care Needs	
SpecialCareNeeds : No	
Description :	- 1
To Communicate In Emergency Situations	
First Name Last Name :	
Home 7hane :	
Preferences	
Preference Nu University Name	
1 F1S Faculty of Information Studies in Novo Mesto	

Picture 10:





12. 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.

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13. 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 (<u>name.surname@uskudar.edu.tr</u>).

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