Erasmus+ Staff Exchange Application on Erasmusbasvuru.ua.gov.tr

Go to https://erasmusbasvuru.ua.gov.tr/
Click on "e-Devlet ile Giriş Yap"
Login using your e-Devlet (e-Government) credentials

If you do not have an e-government password, please visit [https://ico.ku.edu.tr/resources/e-devlet/](https://ico.ku.edu.tr/resources/e-devlet/)
Click on Bireysel and login to the page
Click on the icon on the top left

You will see your Department/GPA information here

Click on Profil to edit your profile information
You can click on one of the boxes below if applicable
Then click on Başvurularım (My Applications) to see the list of applications.

Click on Başvuru yap (Apply) on the top right. Check the "Yukarıdaki bilgileri okudum ve onaylıyorum (I approve)" box and click on Devam Et to open your application.
This is your application page. You will need to complete all required fields to submit your application. Uploading a photo is required*.

An upload box will pop up if you select one of the boxes, where you will need to upload the official document.
On this page, you will need to enter your host institution for the Staff Exchange Program.

Click on Aradığınız tercih bilgisi yok ise buradan ekleyebilirsiniz first.
Click on OID'siz kayıt yapmak istiyorum and enter institution name, city and country, then click on Kaydet (save)
Select your host institution among the list and click on "1. Tercihinize ekleyin"
Don't forget to click on the boxes below if you participated in the Erasmus+ Staff Exchange program before (while working at Koç University)
Here, you will need to enter
English > Your test type > Exam Year > Your Score and click on "Yabancı Dil Ekleyin"

IMPORTANT: Don’t forget to upload your language proficiency document after you enter your language score on this page!
Choose one of TOEFL/IELTS or Üniversite Kendi Sınavı or any other option you would like to choose depending on your language score card.
Don't forget to upload the language proficiency document here!
Enter your contact information on this page
Application documents: To complete your application you are required to upload all documents in the sixth section.

If you would like to delete a document after uploading, you will need to click on the Magnifier next to Yükle and then click on Belgeyi sil on the following screen.

On the last page, you will need to review the information and submit the application by clicking on Başvuruyu tamamla down below.
Your application is now completed.
Please contact us at outgoing@ku.edu.tr if you face any issues.

You can also contact us via booking a 1-on-1 office hour appointment using this link.