

# TURNAPortal Erasmus+ Student Mobility for Study User Guide













Open your web browser and register with your ID number and password to TURNAPortal at <u>https://turnaportal.ua.gov.tr/giris?returnUrl=%2F</u>













You can view your personal and educational information in the "Profil" tab. If needed, you can update your information in these tabs.



To view the open applications click the "Başvurularım (My Application)" tab.



	Kişisel Bilgiler	Perso	onal Information
		Id Number	Birth Date
		E-mail	E-mail
	Banka Adı	~	IBAN
Student Name	Miles&Smiles Kodu		
		-Children of m -Students un ndividuals or families rec	natyrs and veterans nder protection ceiving a need-based allowance

Please check your personal information in "Kişisel Bilgiler" tap and revise them if needed.





You can see your academic details in the "Eğitim Bilgileri" tab. If you think your information is not up to date, click "YÖK Bilgi Güncelle".

If the problem still continues you can add your academic information by clicking **"Eğitim Bilgisi Ekle".** 





Click "Başvuru Yap" to move forward through your application.



#### Proceed with "Devam Et" after you read and accept the terms and conditions.



I have read and agree to the Terms and Conditions of the Erasmus Student Mobility Program.

You can proceed with your application while filling out the Profile section after you choose "Devam Et" button



1 Kişisel Bilgiler	2 Eğitim Bilgileri	3 Tercih Bigileri	4 Yabancı Dil Bilgileri	jietişim Bilgileri	6 Belge Yükleme	7 Onay
2024 Pr	oject Period (20 Year Fall Se	24-1-TR01-KA1 mester Erasmus	31-HED-00020647 Student Mobility A	9) 2025-2026 Aca Applications	demic	USAL AJANSI CONL ACENCY
		Ad *				
		TCKN *				
		Cinsiyet Kadın Erkek				
Herhangi bir engeliniz	var mi?					
Sehit/Gazi yakını mısını	z?					
Kendiniz veya aileniz m	nuhtaçlık aylığı alıyor mu ?					
Yetim aylığı alıyor musu	inuz ?					
Lütfen aşağıdaki seçenekler	den size uygun olanı/ola	nları işaretleyiniz. Bu bil	giler sadece istatistiksel bilgi t	toplamak üzere talep edilm	ektedir. *	~
Kendiniz veya 1. derece	e yakınlarınız AFAD'dan afe	tzede yardımı alıyor mu?				
Devletin koruma, bakın	n veya barınma altında mı	sniz?				
						leri 🕨

**1.Personal Details** 

Be sure that your personal details below are correct. Name-Surname **ID** Number **Birth Date** Gender And, choose the applicable section below for you if you meet any of them -Students with disability -Children of matyrs and veterans -Individuals or families receiving a needbased allowance -Orphan's pension -Individuals or first-degree relatives receiving disaster aid from AFAD -Students under protection #CaMpUSIZM



( Kişisel Bilgiler	2 Eğitim Bilgileri	3 Tercih Bilgileri	4 Yabancı Dil Bilgileri	s İletişim Bilgileri	6 Belge Yükleme	7 Onay
2024	Project Period (20) Year Fall Se	24-1-TR01-KA mester Erasmu	131-HED-00020647 s Student Mobility A	9) 2025-2026 Acac Applications	lemic	LUSAL AJAMSI TONI, ADDICT
Üniversite *						
İZMİR EKONOMİ ÜNİVER	RSITESI					
Bölüm/Program						
İŞLETME FAKÜLTESİ / İŞL	ETME PR. (INGILIZCE) (ÜCRET	rLî)				~
Sinif *						
2. SINIF						~
Dönem *						
Not Ortalamanız *						~
2.20						
Öğrenci Numarası *						
× Lise Diploma						1. Yükle
< Geri						İleri 🔉

#### 2. Academic Details

System will automatically bring your academic details such as current degree program, year of study, student number, and CGPA

"If the CGPA on the system does not coincide with your transcripts on the OASIS, you need to contact Student Affairs Office (student@ieu.edu.tr) for updating your E-State transcript."

#CaMpUS Z





#### **3.** Partner Universities

Choose your preferred host institutions from the drop-down list and click "Tercihinize Ekleyin".

Students who participated in Erasmus mobility previously or canceled their mobility after the given period of time should check this box.



1 Kişisel Bilgiler	2 Eğitim Bilgileri	3 Tercih Bilgileri	4 Yabancı Dil Bilgileri	5 İletişim Bilgileri	6 Belge Yükleme	7 On
2024	4 Project Period () Year Fall	2024-1-TR01-KA Semester Erasm	A131-HED-000206479 us Student Mobility A	9) 2025-2026 Acad Applications	emic	LUSAL AJANS
abancı Dil	Yabancı Dil Sır	savi Sin	av Giriş Tarihiniz	Puan	+ Yabancı Dil	i Ekleyin
— Dil Adı / Sınav / Sınav İngilizce / Üniversite Kı	/ Tarihi	9/2024			C TYlikle	Ð

#### 4. Language Proficiency

Select "İngilizce" and Üniversite Kendi Sınavı or other valid language certificates and type your exam year and score.

Click "Yabancı Dili Ekleyin".

You can upload the document that show your English proficiency exam score by ckicking "Yükle".

#CaMp



1 Kişisel Bilgiler	2 Eğitim Bilgileri	3 Tercih Bilgileri	4 Yabancı Dil Bilgileri	5 İletişim Bilgileri	6 Belge Yükleme	7 Onay
202	24 Project Period ( Year Fall	2024-1-TR01-KA Semester Erasmi	A131-HED-000206479 is Student Mobility A	) 2025-2026 Academ pplications	ic finder of	LUSAL AJANSI ITOM, ADIN'T
Phone Numb	er					
E-mail						
Address						
Emergency C	Contact Full Na	me				
Emergency C	Contact Phone N	Number				

#### **5.** Contact Information

Please be sure that you have entered correct contact information on the system.

This information will be used while conducting with the candidates

< Geri





#### 6. Upload your Transcript of Records



You need to upload your latest Transcript of Records taken from E-state or Student Affairs Directorate by clicking "Yükle".



#### 7. Approval



You can review the summary of your application in the final stage named "Onay".



Click "Başvuruyu Tamamla" which is located end of the "Onay" page to submit your application.



#### 7. Approval



 $\rightarrow$ 

After submitting your application, you can download your application form by clicking "Başvuru Formu İndir".





If you wish to edit your application, you can do it by clicking "Güncelle" within the deadlines. You need to resubmit your application after edit it.



### **CONTACT INFORMATION**

Phone: 0(232) 488 81 87/ 0(232) 488 85 70/ 0(232) 488 83 50 Web: http://oia.ieu.edu.tr email: oia@ieu.edu.tr Twitter: @iue\_oia Instagram: iue.international

