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Office of International Affairs

TURNAPortal Erasmus+ Student Mobility for Study User Guide

ESN
Erasmus Student Network
IUE

TÜRKİYE ULUSAL AJANSI
TURKISH NATIONAL AGENCY

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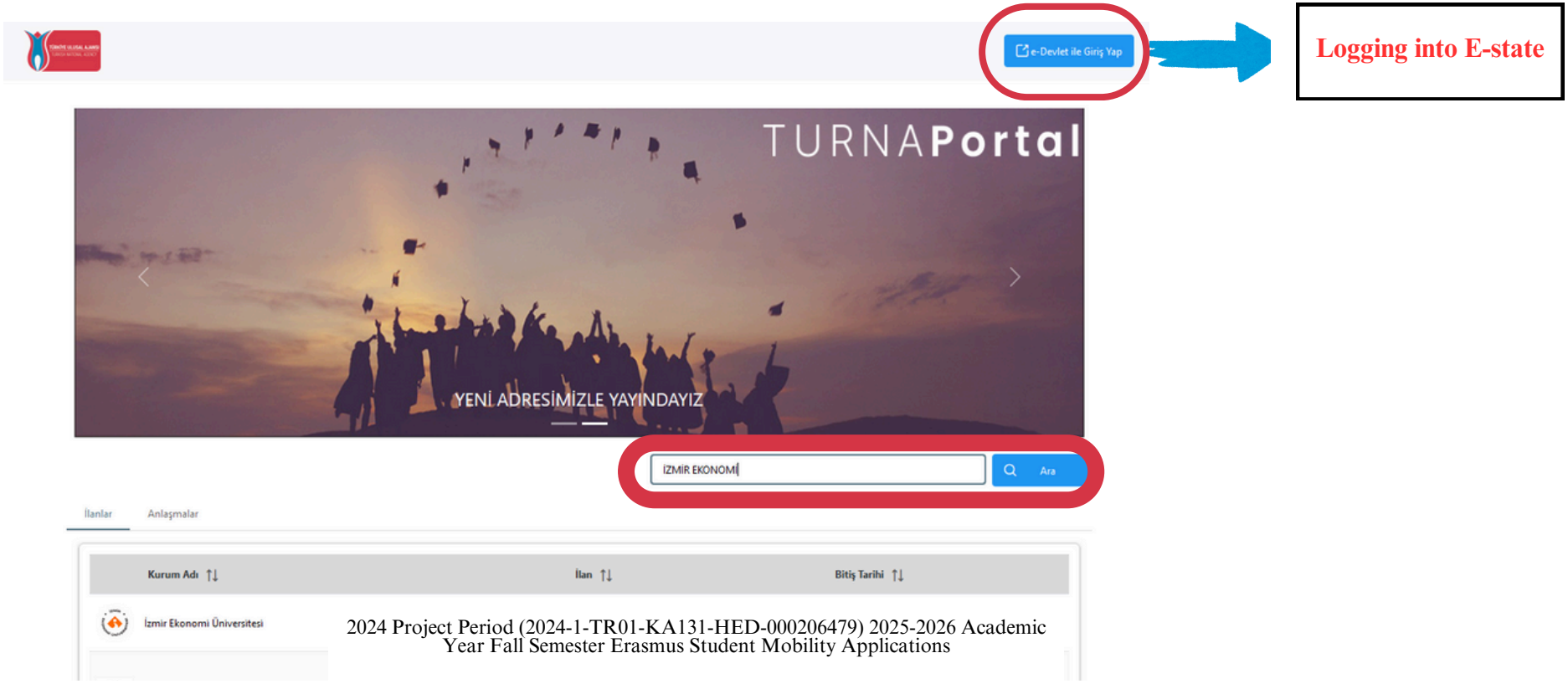
Open your web browser and register with your ID number and password to TURNAPortal at https://turnaportal.ua.gov.tr/giris?returnUrl=%2F



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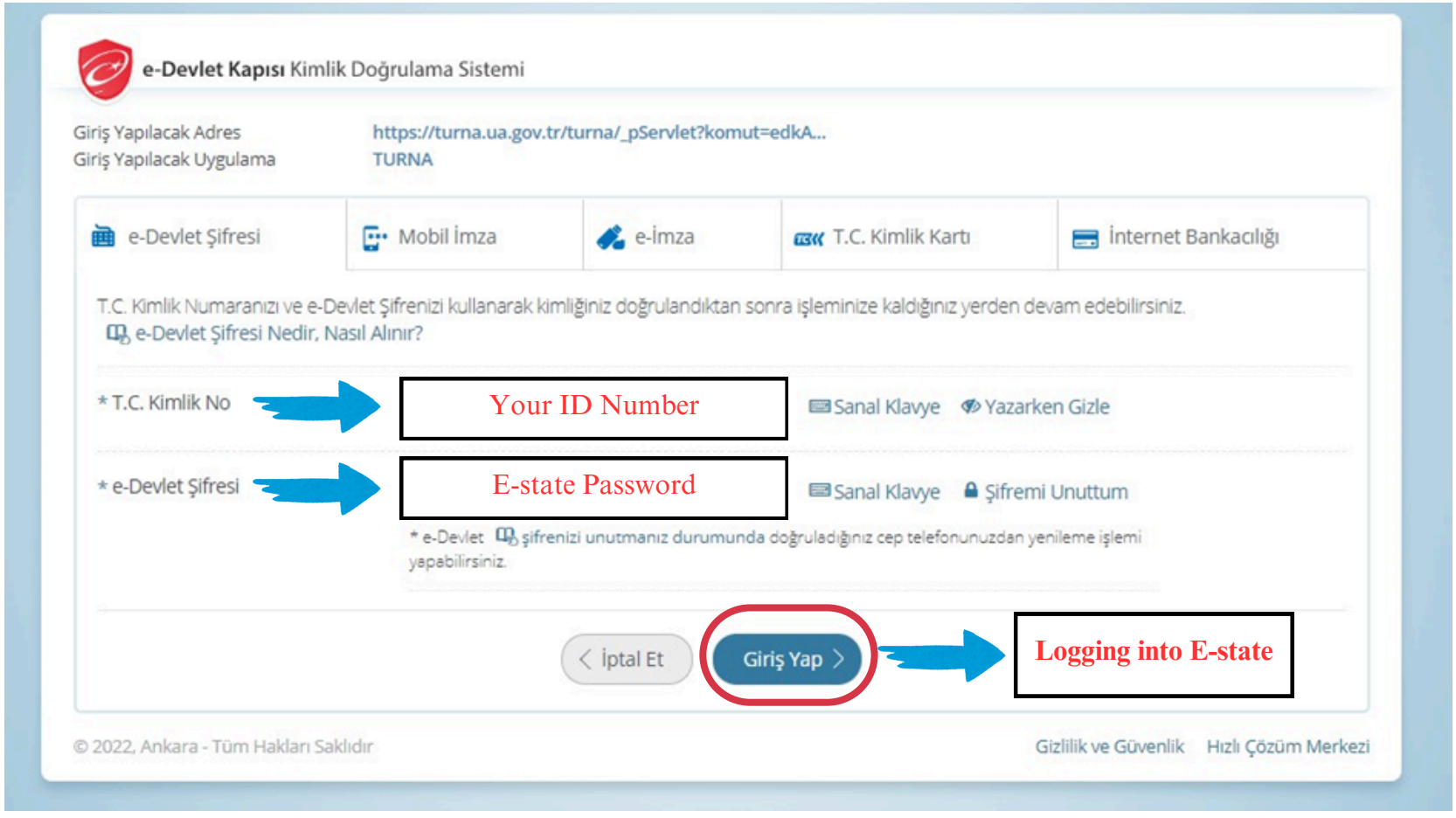

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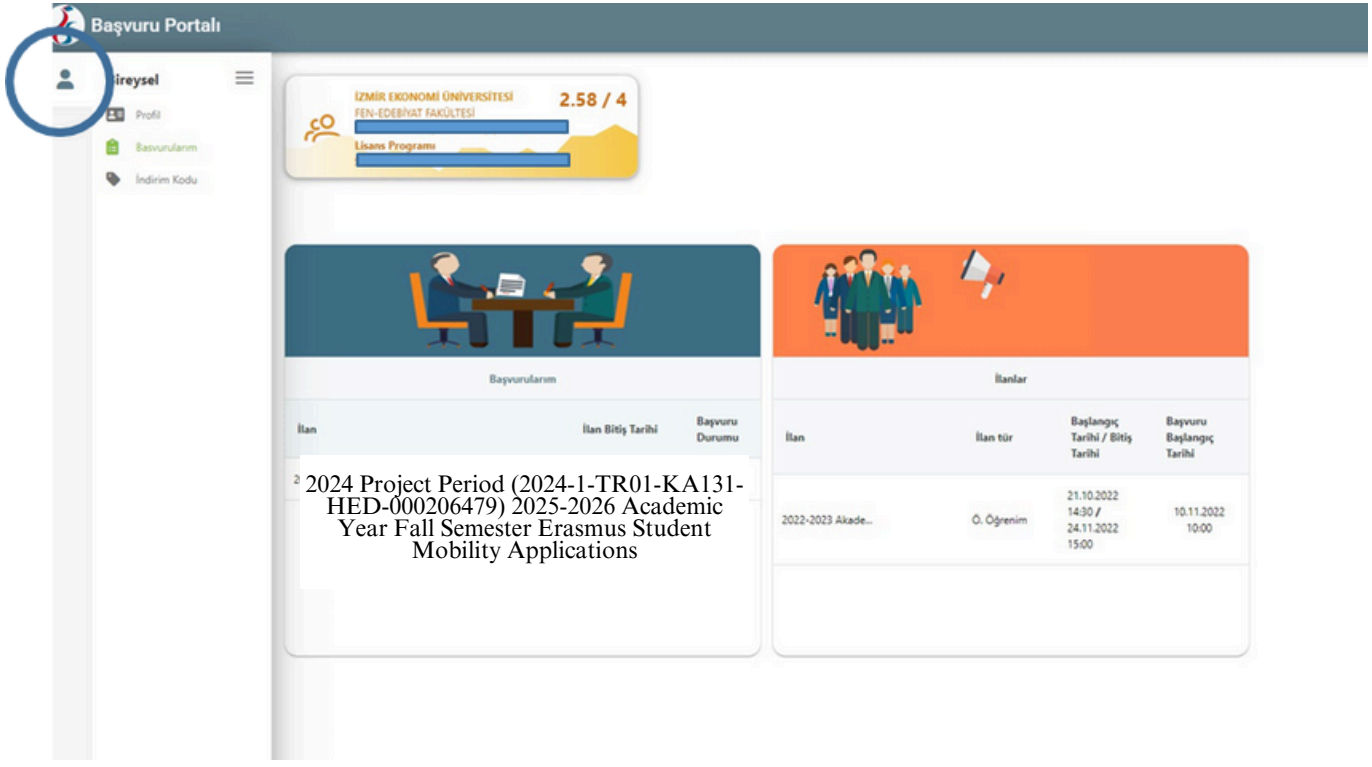
You can view your personal and educational information in the "Profil" tab. If needed, you can update your information in these tabs.



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

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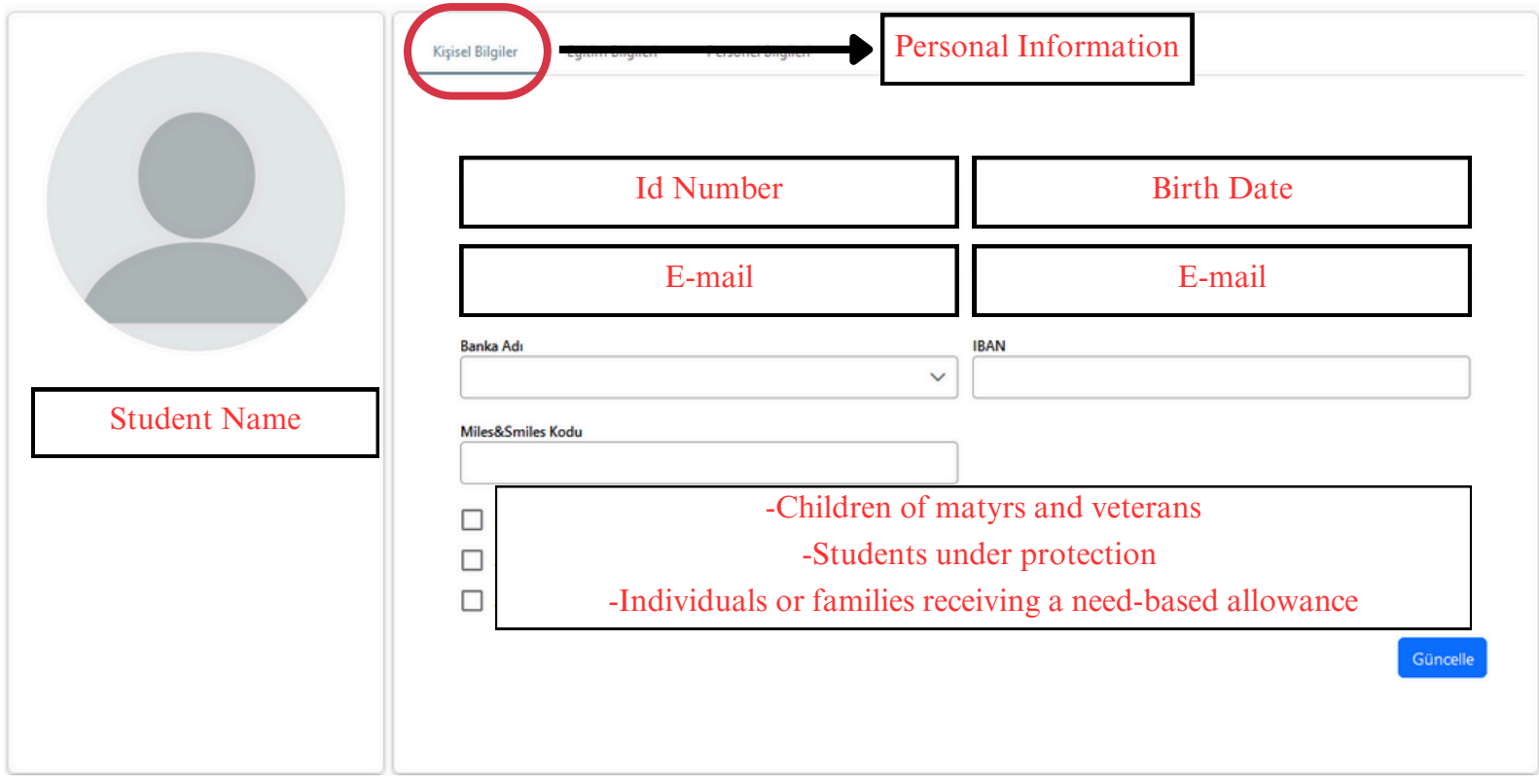

Please check your personal information in “Kişisel Bilgiler” tap and revise them if needed.

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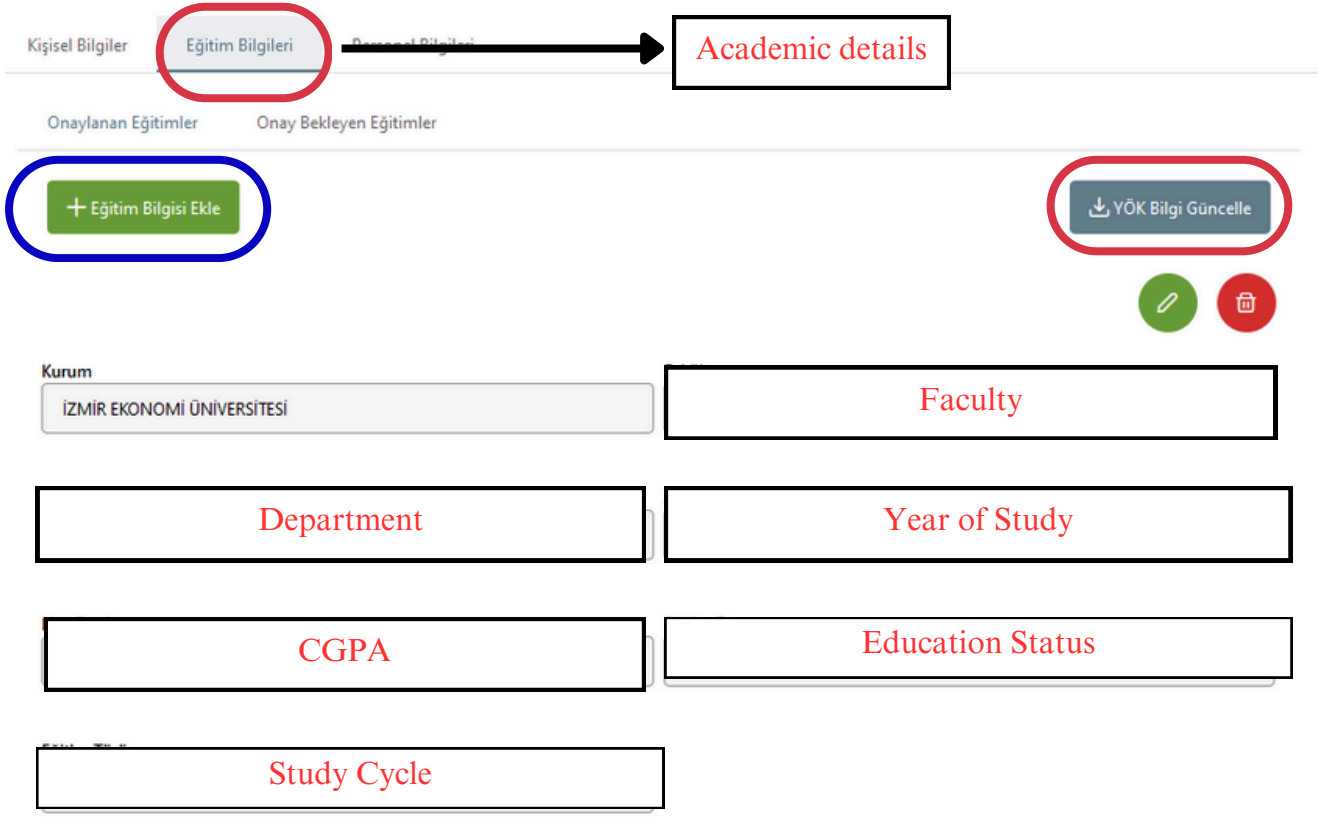

You can see your academic details in the "Eğitim Bilgileri" tab. If you think your information is not up to date, click "YÖK Bilgi Güncelle".

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

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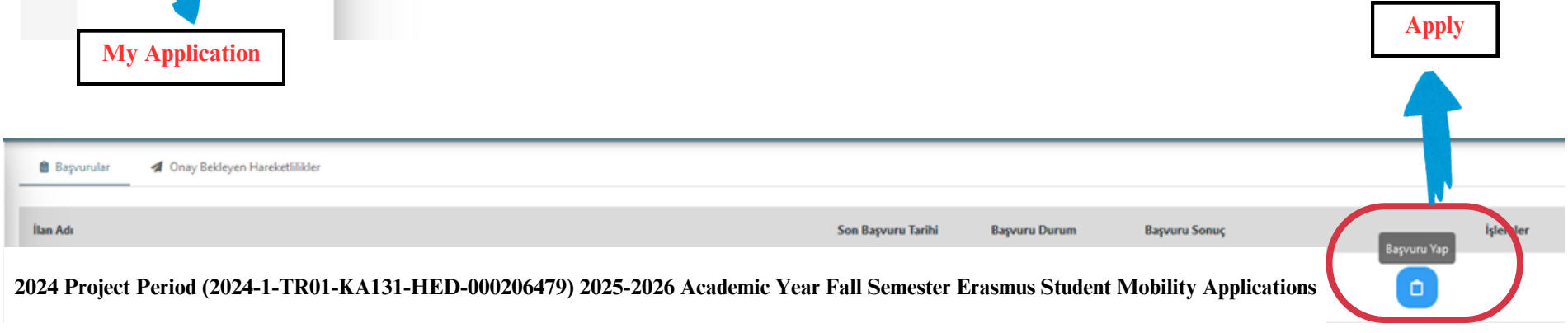
Active applications announced by IEU can be founded on "Başvurularım".



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

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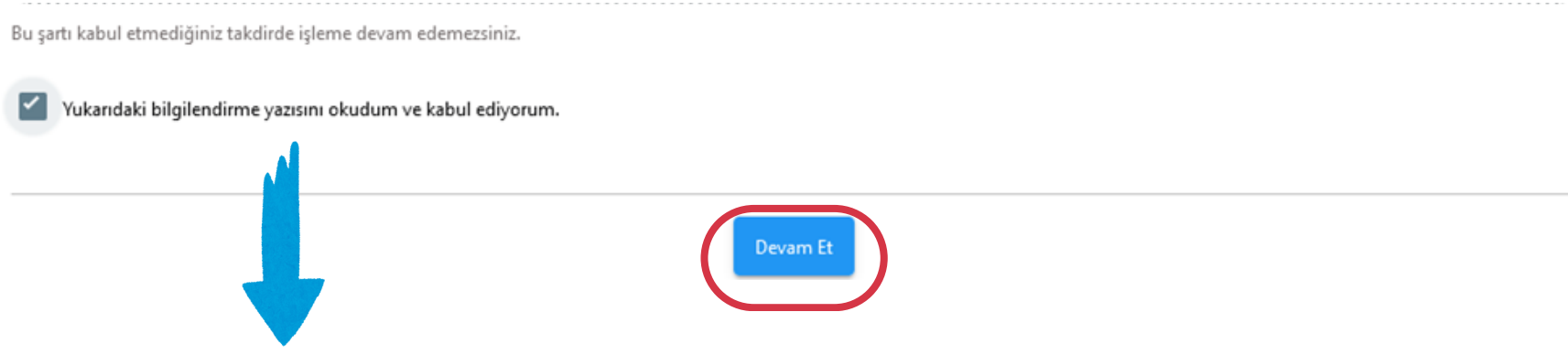
Proceed with **"Devam Et"** after you read and accept the terms and conditions.



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

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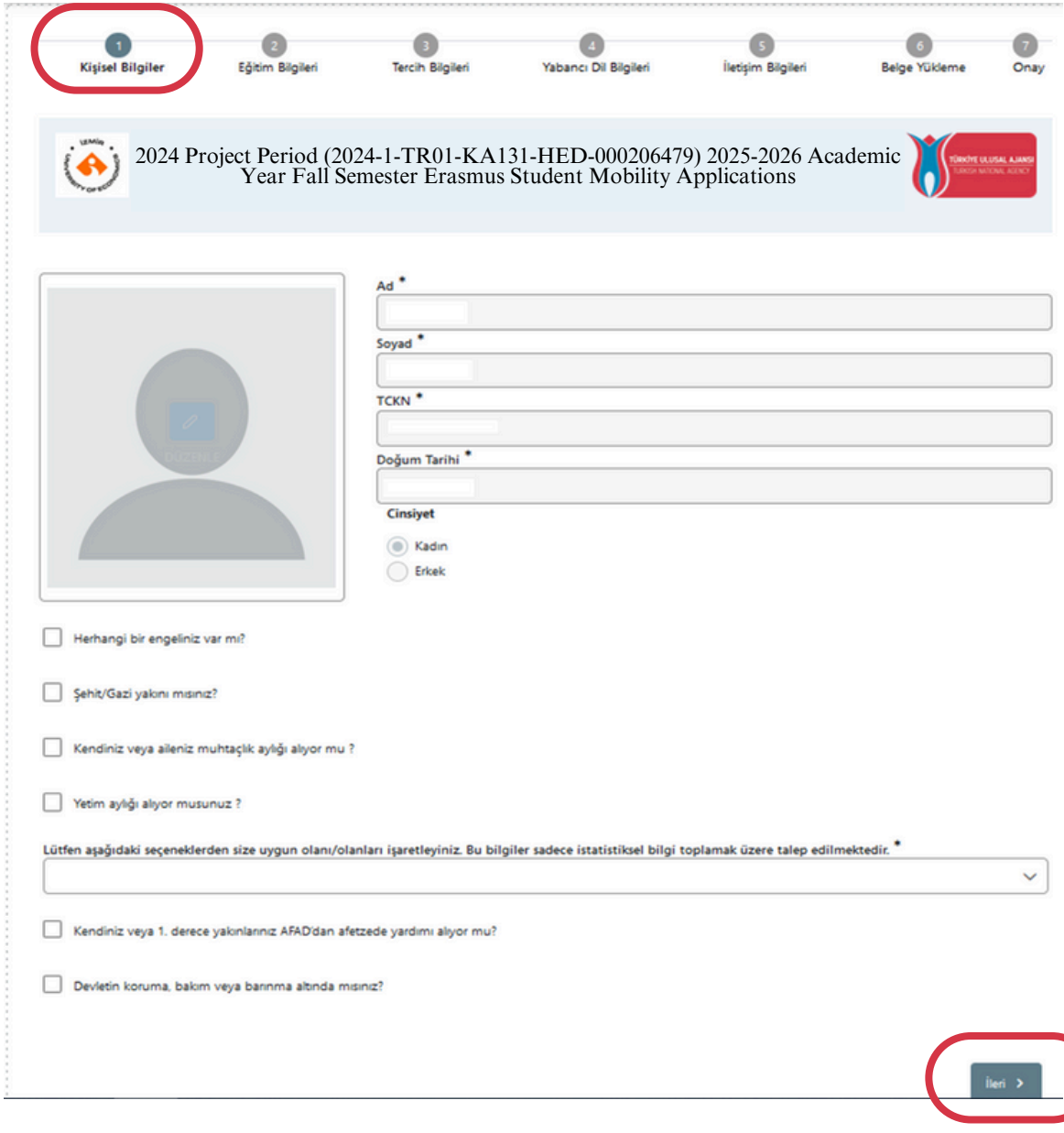

1.Personal Details

Be sure that your personal details below are correct.

Name-Surname
ID Number
Birth Date
Gender

And, choose the applicable section below for you <u>if you meet any of them</u>

-Students with disability
-Children of matyrs and veterans
-Individuals or families receiving a need-based allowance
-Orphan's pension
-Individuals or first-degree relatives receiving disaster aid from AFAD
-Students under protection

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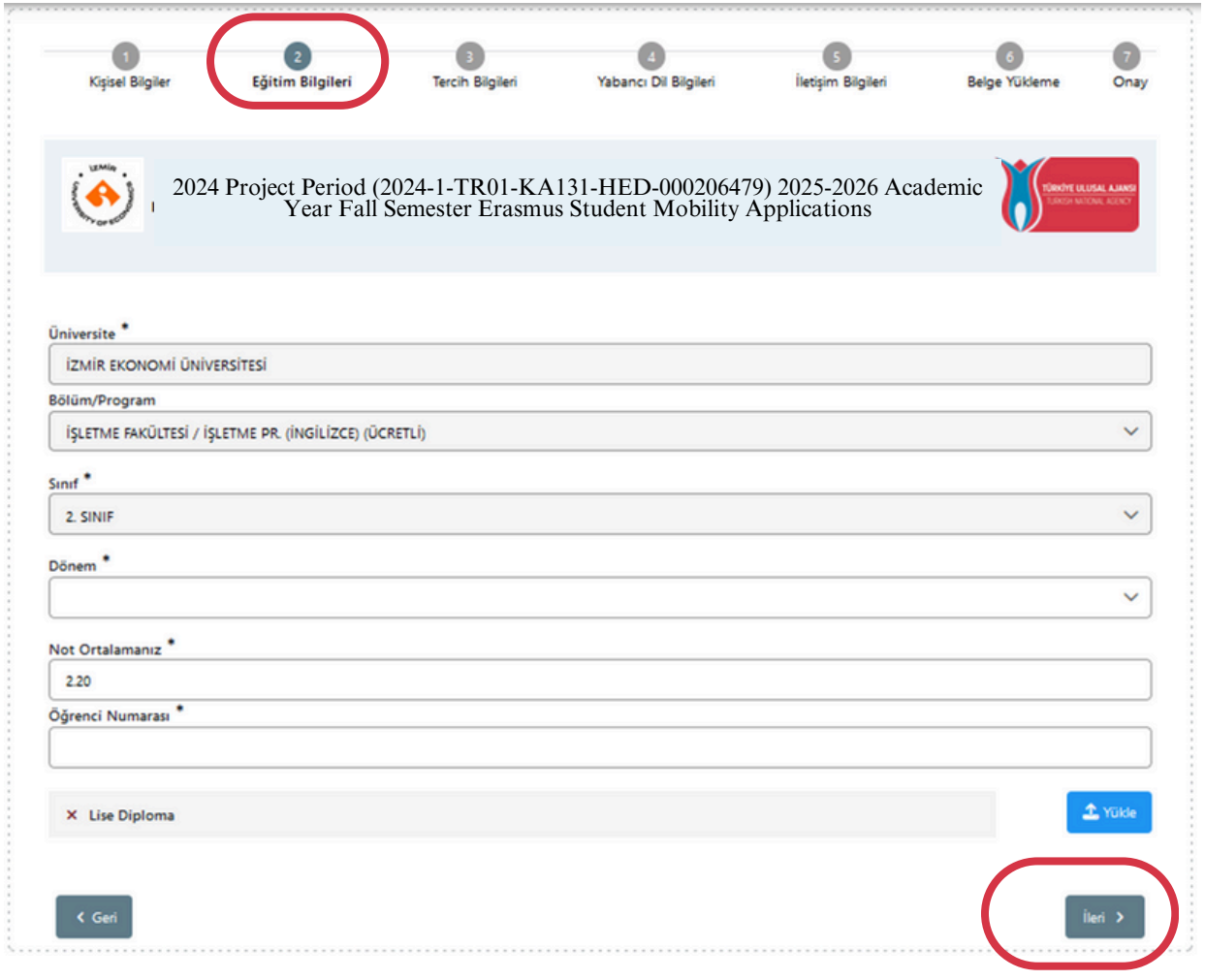

2. Academic Details

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."

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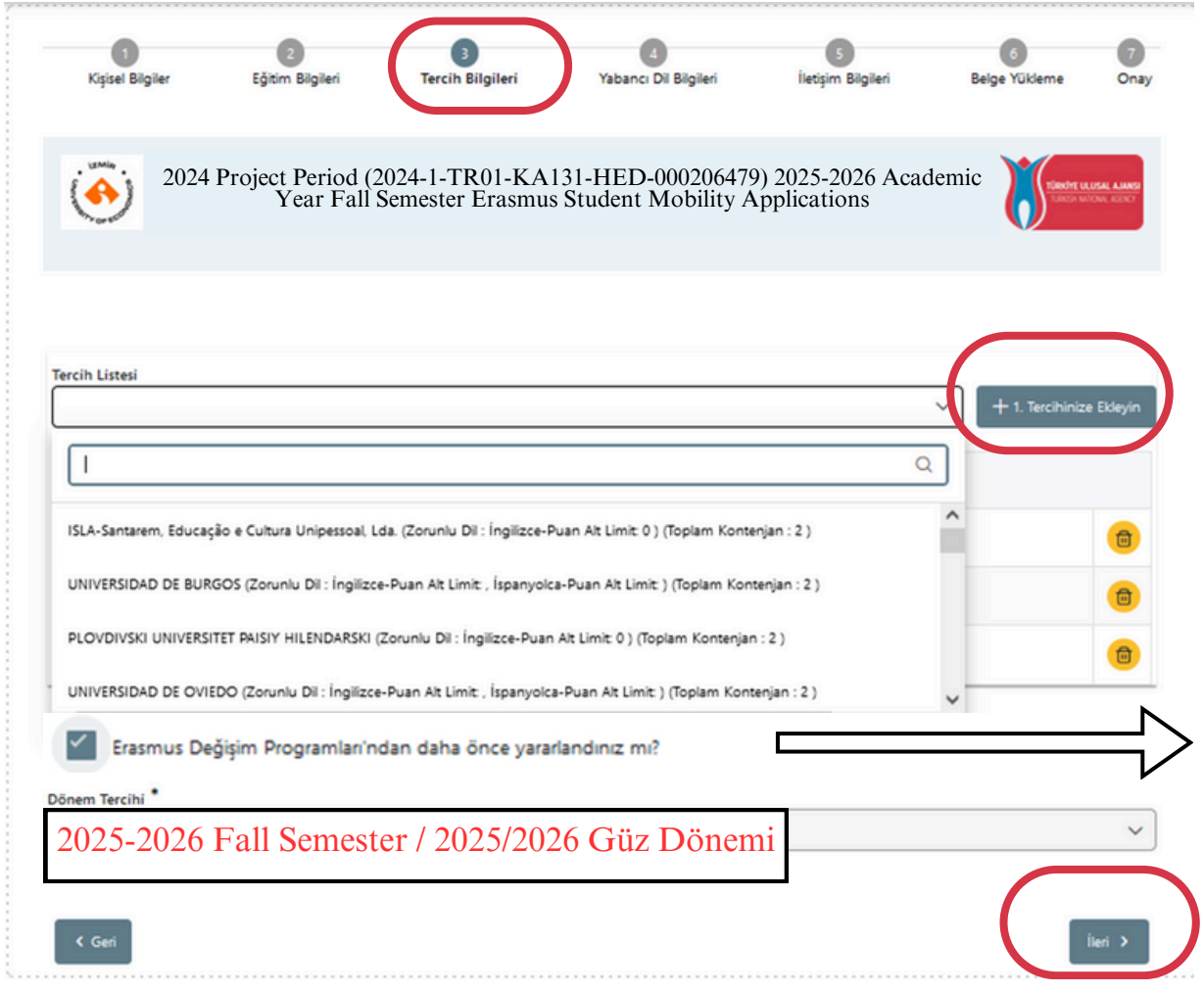

3. Partner Universities

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.

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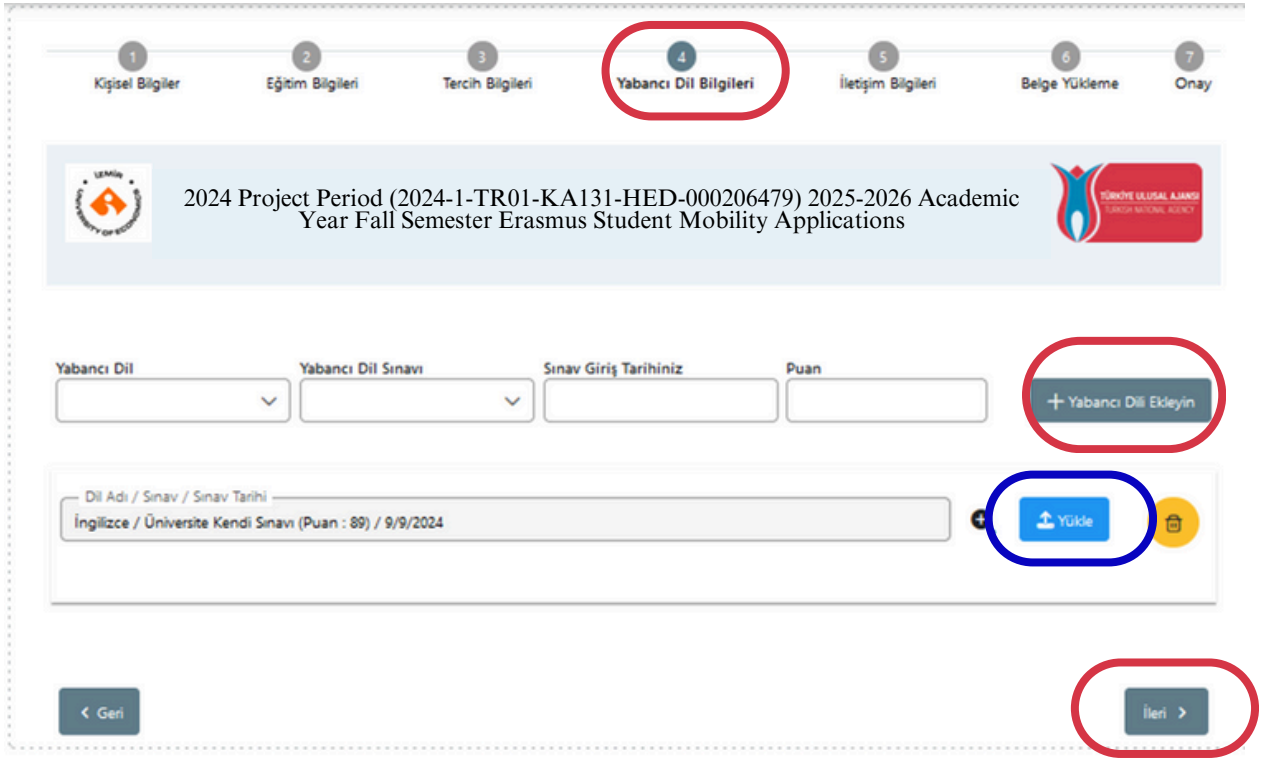

4. Language Proficiency

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".

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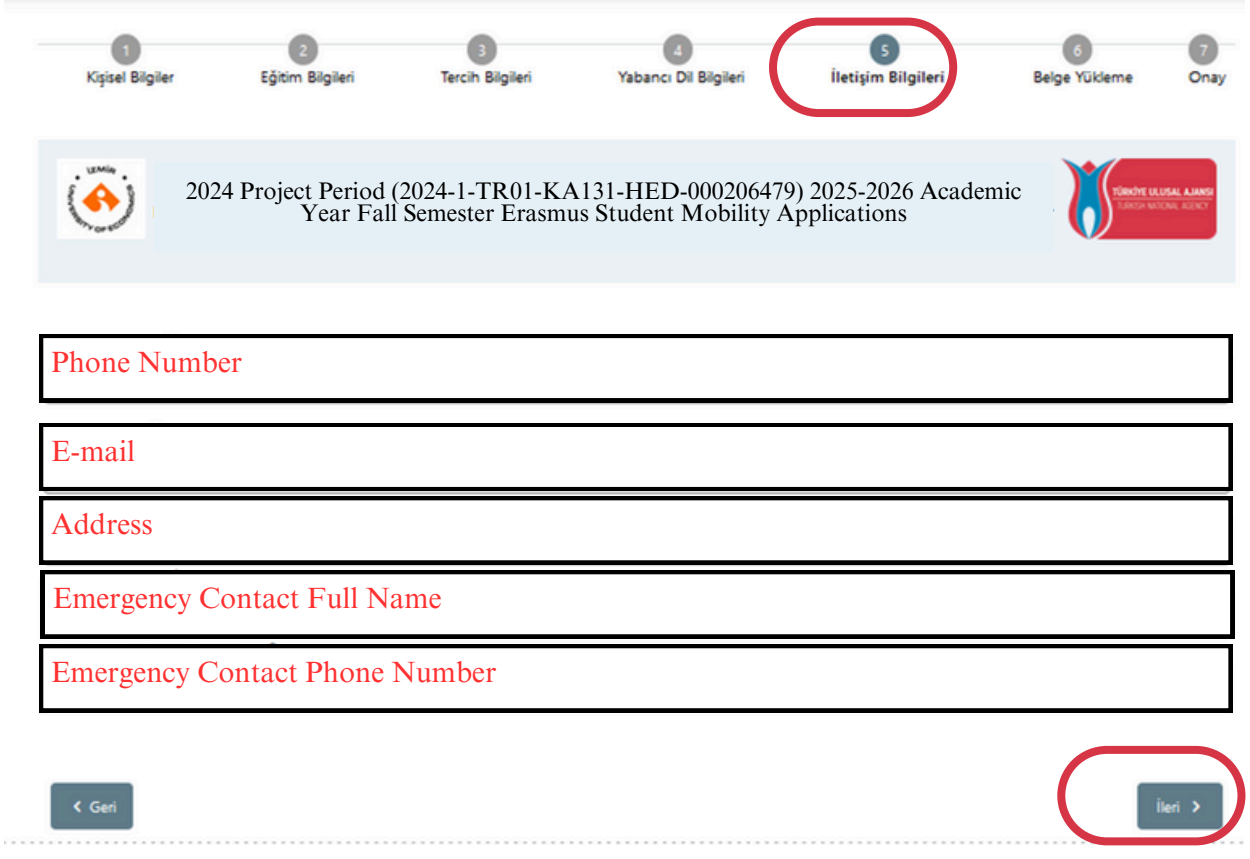

5. Contact Information

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

This information will be used while conducting with the candidates

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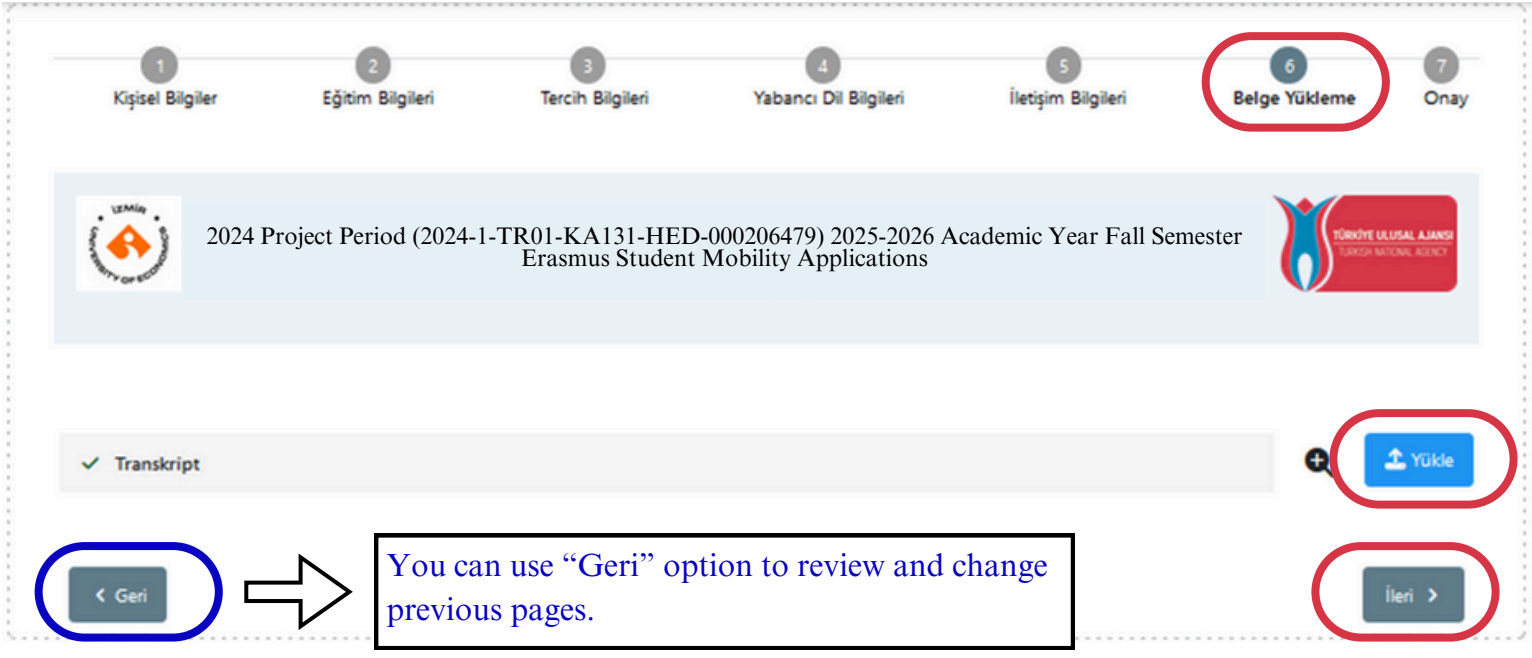
6. Upload your Transcript of Records



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

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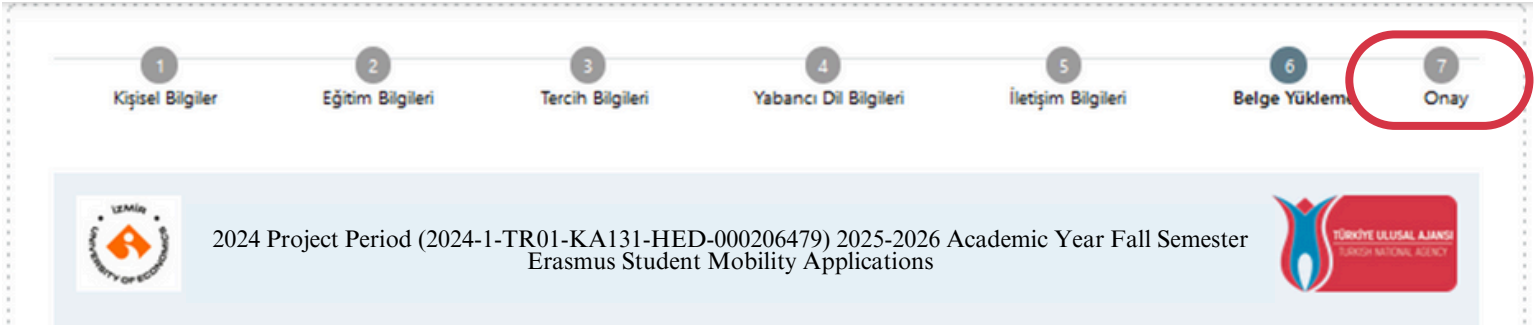
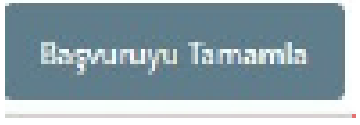
7. Approval



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.

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7. Approval

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 re-submit your application after edit it.

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CONTACT INFORMATION

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email: oia@ieu.edu.tr

Twitter: @iue_oia

Instagram: iue.international

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