

SABANCI UNIVERSITY EXCHANGE PROGRAMS ONLINE APPLICATION SYSTEM MANUAL

<http://exchange.sabanciuniv.edu/>

Login to the online application system from the link above.

When you login, you will see your details automatically on your homepage. Please make sure to check your details from your profile:

SU Exchange Programs Home Agreements My Profile & Applications New Application

Your information have been updated

View **Edit** My Tickets

Personal Information check if your details are CORRECT

Username: [REDACTED]
Identification Number: [REDACTED]
Birthdate: 09.03. [REDACTED]
Birthplace: [REDACTED]
Other E-mail: [REDACTED]
Phone (home): [REDACTED]
Gender: Male
Nationality: Pakistan

Student Information check if your details are CORRECT

Current Score
SCORES (IRO will update the scores after the application deadline)
Erasmus Point: 77.875
Erasmus Negative Point: 0
Erasmus Positive Point: 0
Global Exchange Point: 77.875
Global Exchange Positive Point : 0
Global Exchange Negative Point : 0

Student ID: [REDACTED]
Level: UG
Class: Senior
Faculty: FENS
ENG 101: B+
ENG 102: B+
CGPA: 2.67
Program Eligibility: ME
Program: BSME

Request for program change:
None (Please go to edit section if you are planning to change your diploma program)

Your Applications
Post date: 01.02.2017 14:04
Erasmus Point: 77.8750
Global Exchange Point : 77.8750
Academic Year: 2016-2017
Call Period: First Call
Status: In Progress
Placed (Host) University:
Confirmation:
You can edit your application now.
Application Detail

you can EDIT your application after submitting until the deadline

if you're planning to change your declaration you must inform us (from EDIT)

The scores are calculated automatically based on your GPA and ENG scores. Please note that this won't be the final scores, IRO will update the scores based on your special condition.

If you have not declared your program, you must choose the program you will declare. Please note that you must declare your program before your start of the mobility.

Please go to EDIT to choose your declaration program if you need to.

View **Edit** My Tickets

Your Applications

Post date: 01.02.2017 14:04
Erasmus Point: 77.8750
Global Exchange Point : 77.8750
Academic Year: 2016-2017
Call Period: First Call
Status: In Progress
Placed (Host) University:
Confirmation:
You can edit your application now.
[Application Detail](#)

Personal Information

[Redacted]

Gender: Male

Birthdate: [Redacted]

Birthplace: [Redacted]

Phone (home): [Redacted]

Other E_mail: [Redacted]

Student ID: [Redacted]

Class: Senior

Level: UG

Faculty: FENS

Program: BSME

Program Eligibility: ME

Nationality: Pakistan

Identification Number: [Redacted]

Request for program change

- None -

If you have already declared your major but also planning to re-change your declared program, please indicate the new diploma program (important note: You will be placed according to this information and IRO will check if you officially make a request for changing your program. In case of inconsistent information, your exchange period will be cancelled)

Mailing Address

choose your program that you wish to change

Class: Senior
Level: UG
Faculty: FENS
Program: BSME
Program Eligibility: ME
Nationality: ██████████
Identification Number: ██████████

Request for program change

BSCS

- None -
- BSBIO
- BSME
- BAIS
- BASPS
- BAPSY
- BSCS**
- BAMAN
- BSMAT
- BAVACD
- BSEE
- BAECON
- BACULT
- BSMS

CGPA: 2.67
Erasmus Positive Point: 0

ENG 102: B+
CGPA: 2.67
Erasmus Positive Point: 0
Erasmus Negative Point: 0
Global Exchange Point: 77.875
Global Exchange Positive Point : 0
Global Exchange Negative Point : 0

Other

Current password

Enter your current password to change the E-mail address or Password. [Request new password.](#)

E-mail address *
██████████

Password

Confirm password

 do not forget to SAVE after you edit

*Do not forget to save after editing your details, otherwise changes you've made won't be saved.

TO MAKE NEW APPLICATION

Click on “New Application” to create and submit your application for exchange programs.

Emergency Contact details are compulsory, please make sure to put correct information to this field. You must upload [“Financial Commitment Certificate”](#) before you submit your application.

SU Exchange Programs Home Agreements My Profile **New Application**

Add content / Sabancı University Exchange Programs

Sabancı University Exchange Programs

Emergency Contact Person *

Emergency Contact Phone *

Special Care Needs (Disability)

Veteran's Children

Martyrs' Children

Annex 1 (Financial Commitment Certificate) *

Browse... No file selected. Upload

[More information](#)

[Show row weights](#)

Preferences *

From the agreement section, choose a university and agreement field. If you type the university or agreement field, you'll see the options below as shown, which might be easier for you.

Then choose the term you wish to apply for.

After completing your preferences, you can “SUBMIT” your application.

Browse... No file selected. Upload

[More information](#) [Show row weights](#)

Preferences *

Agreement	Term *
- None -	- Select a value -
<ul style="list-style-type: none"> Hong Kong - Engineering - City University of Hong Kong (Only Fall) Hong Kong - University wide - The Hong Kong Polytechnic University (Only Spring) Hong Kong - Engineering Technology - The Hong Kong University of Science and Technology (Only Fall) 	Term
	- Select a value -
<ul style="list-style-type: none"> Hong Kong - Engineering - City University of Hong Kong (Only Spring) Hong Kong - Life Sciences - The Hong Kong University of Science and Technology (Only Fall) Hong Kong - Engineering Technology - The Hong Kong University of Science and Technology (Only Spring) Hong Kong - University wide - The Hong Kong Polytechnic University (Only Fall) 	Term
	- Select a value -
<ul style="list-style-type: none"> Hong Kong - Life Sciences - The Hong Kong University of Science and Technology (Only Spring) Hong Kong - University wide - The University of Hong Kong Hong Kong - University wide - Hong Kong Baptist University 	Term
	- Select a value -
Agreement	Term
- None -	- Select a value -

SUBMIT

To view your application detail after submitted, go to your profile and click on APPLICATION DETAIL. Then you will see the screen below.

2016-2017 First Call

check [APPLICATION DETAIL](#) to view your application and preferences.
Go to [EDIT](#) to edit your preferences if you want

View Edit

General	Course Info	Documents
Application Status: In Progress Academic Year: 2016-2017 Call Period: First Call Post date: Wednesday, February 1, 2017 - 13:13 Last modified: Thursday, February 2, 2017 - 11:11	ENG 101: A- ENG 102: A CGPA: 3.62 Erasmus Point: 93.65 Global Exchange Point: 93.65 Program: BSME	Annex 1 (Financial Commitment Certificate):  Special Care Needs (Disability): Martyrs' Children: Veteran's Children: Emergency Contact Phone: [REDACTED] Emergency Contact Person: [REDACTED]

Preferences

	Agreement	Term	University/Institution	University/Institution (Original Name)	Region	Country	City
1	University wide	Spring	Universidad del Desarrollo	Universidad del Desarrollo	South America	Chile	Concepción
2	Social and Behavioural Sciences	Spring	University of Economics, Prague	University of Economics, Prague	Europe	Czech Republic	Praha
3	History and archaeology (History of Art)	Spring	Universitat de Barcelona	UNIVERSITAT DE BARCELONA	Europe	Spain	Barcelona

Go to EDIT, if you wish to edit your application before the deadline. Please note that you cannot make any changes after the application deadline.

If you want to change the order of your preferences, you can simply pull your preference and drag as you wish.

You can also add or remove your preferences or change the terms as well.

To remove your preference simply choose "NONE".

Click on "SUBMIT" after completing the changes on your application.

The screenshot shows the 'Sabancı University Exchange Programs' application interface. At the top, there are 'View' and 'Edit' buttons. The application status is 'In Progress'. Key statistics include a Global Exchange Point of 93.65, and course selections for ENG 101: A- and ENG 102: A. The CGPA is 3.62. There are fields for Emergency Contact Person and Emergency Contact Phone, both of which are redacted. Below these are checkboxes for 'Special Care Needs (Disability)', 'Veteran's Children', and 'Martyrs' Children'. An 'Annex 1 (Financial Commitment Certificate)' section shows a PDF file named 'CV.pdf' (256,77 KB) with a 'Remove' button. The 'Preferences' section is the main focus, containing a list of exchange programs. Each entry includes a plus sign icon for expansion, the program name, and a 'Term' dropdown menu. A blue box with an arrow points to the plus sign of the second preference, with the text 'you can drag your preference to change the order'. At the bottom left, a red box highlights the 'SUBMIT' button, and a blue box next to it contains the text 'do not forget to SUBMIT'.

Sabancı University Exchange Programs

View Edit

Application Status: In Progress

Global Exchange Point: 93.65

ENG 101: A-

ENG 102: A

CGPA: 3.62

Emergency Contact Person *

Emergency Contact Phone *

Special Care Needs (Disability)

Veteran's Children

Martyrs' Children

Annex 1 (Financial Commitment Certificate) *

CV.pdf 256,77 KB Remove

Preferences *

Show row weights

Agreement	Term *
Chile - University wide - Universidad del Desarrollo	Spring
Czech Republic - Social and Behavioural Sciences - University of Economics, Prague	Spring
Spain - History and archaeology (History of Art) - Universitat de Barcelona	Spring
- None -	- Select a value -
- None -	- Select a value -

do not forget to SUBMIT