

# GUIDE FOR ONLINE APPLICATION

## 1- Register through [exchange.sabanciuniv.edu](http://exchange.sabanciuniv.edu).

You may check your language scores, personal information and other program information from this menu.

The screenshot shows the 'SU Exchange Programs' dashboard. At the top, there are navigation tabs: 'SU Exchange Programs', 'Agreements', 'My Profile', 'New Application', and 'Results'. A green notification bar at the top left states 'Your information have been updated'. Below it, an orange bar says 'You can't edit your application after deadline.' The main content area is divided into three sections: 'Personal Information', 'Student Information', and 'Your Applications'. The 'Personal Information' section includes fields for Username, Identification Number, System ID, Birthdate, Birthplace, Other E-mail, Phone (home), Gender (Female), and Nationality (Turkey). The 'Student Information' section shows 'Current Score' with a note: 'SCORES (Please check if the information below is correct. Special condition scores will be updated by IRO after the application deadline)'. It lists scores for Erasmus Point (99), Erasmus Negative Point (0), Erasmus Positive Point (0), Global Exchange Point (99), Global Exchange Positive Point (0), and Global Exchange Negative Point (0). The 'Your Applications' section shows details for a specific application, including Post date (01.03.2019 01:59), Erasmus Point (100.0000), Global Exchange Point (100.0000), Academic Year (2019-2020), Call Period (Erasmus+ Main Call), Status (Active (Asil)), Placed (Host) University (Computer Science, Psychology), Country (Netherlands), University/Institution (Vrije Universiteit Amsterdam), and Confirmation (YES). A green 'Application Detail' button is visible at the bottom of this section.

## 2- Check free slots (faculty priority, eligibility, partner's requirements, etc) under agreements tab.

The screenshot shows the 'SU Exchange Programs' dashboard with the 'Agreements' tab selected. The table below lists available programs with various columns. Annotations with arrows point to specific columns:

- Partner Min GPA Requirement:** A red circle highlights the 'Partner Min GPA Requirement' column. A red arrow points to it with the text: 'Partner may request min.GPA. You should meet this requirement.'
- Program Eligibility:** A blue circle highlights the 'Program Eligibility' column. A blue arrow points to it with the text: 'Check this column for the program eligibility. For example, if it is written ECON, MAN; then it means that only students registered to these programs are accepted.'
- Total Remaining:** A red circle highlights the 'Total Remaining' column. A red arrow points to it with the text: 'You may check the quotas from the column.'
- Important Note for Students:** A green circle highlights the 'Important Note for Students' column. A green arrow points to it.

Faculty Priority	Partner Min GPA Requirement	Program Eligibility	UG	PG (Master)	D (Doctorate)	TOTAL	UG Remaining Quota	MA Remaining Quota	DR Remaining Quota	Total Remaining	Important Note for Students (Yes/No)	Important Note for Students
FASS, SOM		NO Eligibility	4	0	0	4	4	0	0	4		

## Before you make your selection;

- ✓ Information here and on the website of partners might change. Please check back for updates and further information on partner's own websites.
  - ✓ This list is updated regularly. Therefore, we advise you to check it frequently.
  - ✓ Some partners have specific quotas for spring or fall semester. Please make your preferences accordingly.
  - ✓ It is the student's responsibility to make sure they satisfy/will satisfy all the criteria listed, and the partner university may request written proof, and/or may require extra conditions.
3. **Prepare your application with maximum 5 preferences and make your application form “[New Application](#)” tab.**
  4. **Save/Submit your application and make sure you uploaded your Transcript and the Financial Commitment Form (This document must be signed by you and your guardian) You may upload your transcript via Bannerweb and should be in pdf. Format)**
  5. **You can edit and submit your application as much as you like until the deadline.**

## GENERAL MENUS

- 1- **View:** You can display your personal details.
- 2- **Application Status:** You can display your application details and status.
- 3- **Documents to Upload:** This section is for the required documents before and after mobility.

The screenshot displays the application portal interface. At the top, there are three navigation tabs: 'View' (circled in red and labeled '1'), 'Application Status' (circled in blue and labeled '2'), and 'Documents to Upload' (circled in green and labeled '3'). Below the tabs, the page is divided into two main sections: 'BEFORE MOBILITY' and 'AFTER MOBILITY'. Under 'BEFORE MOBILITY', there are three document upload sections: 'Acceptance Letter', 'Insurance Document (for Erasmus only)', and 'Erasmus Agreement (This document is prepared by IRO and you will be e-mailed to sign this document)'. Each section has a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. There are also 'More information' links for each section. Under 'AFTER MOBILITY', there is one document upload section: 'Confirmation of Participation', which also has a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button, along with a 'More information' link.

## RESULTS

Results will be announced via online. Please check your placement via “[Results](#)” tab.

