

You can follow the instructions below when filling out your Traineeship Application Form:

### **Personal Information Page**

Please upload your photo to this page.

If you tick the boxes asked on the page, you are expected to upload the relevant document to the section indicated on the page.

### **Education Information Page**

In the **term question section**, it is asked how many semesters you are in since you started your undergraduate / master / doctorate education, excluding the preparatory class. For example, if you are in the 2<sup>nd</sup> semester of the 3<sup>rd</sup> year of undergraduate education, you can enter your semester as “6”.

Entering your semester incorrectly will not cause a problem.

### **Preference Information Page**

Please tick **“I will declare a preference after the application”**. When you tick, the **“Preference List”** question will disappear.

Answering the question **“Have you previously benefited from Erasmus Exchange Programs?”** incorrectly will not cause any problems. Our office will check the past Erasmus status of our students. However, answering the question correctly will save time as it will eliminate the need for corrections.

You may leave the **“Term Preference”** question **blank**.

### **Foreign Language Information Page**

Please do not answer any questions on this page. Please press the **“NEXT”** button directly.

### **Contact Information Page**

Please fill in the mandatory fields on this page.

### **Document Upload Page**

If you have an acceptance letter, you are expected to upload your letter in the section indicated on the page. If you upload the letter of acceptance, **10 points** will added to your Success Score.

### **Confirmation Page**

*After reviewing your information on the page that opens, if you are certain, you must click the **COMPLETE APPLICATION** option. Otherwise, your application will be considered **INVALID**.*

*Before **clicking** on the **SUBMIT APPLICATION** option, you can correct any incorrect answers by returning to the relevant pages using the **BACK** button. Once you are sure that your Application Form is correct, you must click on the **SUBMIT APPLICATION** option before the application deadline.*

### **CANCELLATION OF THE APPLICATION**

Students applying to the Traineeship Mobility Program can cancel their applications by **DELETING** them from the system by the application deadline of **March, 11th, 2026, 11.30 O' CLOCK**.

After **March, 11th, 2026, 11.30 O' CLOCK, CANCELLATION IS NOT POSSIBLE** until the Final Traineeship and Study Mobility Success Score List is announced. After the lists are announced, students who wish to do so may cancel their internship applications.