



**SABANCI UNIVERSITY**

**INTERNATIONAL**

**STUDENTS GUIDE** *2016-2017*



**FOR UNDERGRADUATE DEGREE STUDENTS**

# . Sabancı . Universitesi

*The information in this booklet is subject to the decisions of Executive Board of Sabancı University and the regulations approved YOK (Higher Education Council).*

*Throughout your studies at Sabancı University, it is required to follow-up all new and updated arrangements and regulations via our official web site and our intranet page.*

*[www.sabanciuniv.edu](http://www.sabanciuniv.edu)*

*[mysu.sabanciuniv.edu](http://mysu.sabanciuniv.edu)*

Sabancı University will be a participatory institution that is financially and administratively self sufficient and sustainable. Sabancı University will be sensitive to the needs of its students, their families, employees, administrators and the entire society.

We will strive to define and make visible all issues that concern us at large, and focus on applied techniques to meet the social and technological needs of the future. We will adopt an interdisciplinary approach of “learning to learn” to cultivate knowledge, support education and facilitate social advancement.

The University will cultivate its existing local and regional comparative advantages to generate, articulate, uncover and develop leading-edge knowledge in order to create competitive competencies within an international and global context. The University will take active initiative to form and to select international and global educational and research networks.

### **Keywords of our Philosophy**

- Student/Stakeholder Focused
- Participatory
- Socially Responsible
- Application-Oriented
- Developing and Disseminating Knowledge and Science
- Interdisciplinary
- Self-Sufficient
- Teamwork Oriented
- Local, Regional, Global
- Learning to Learn

### **Vision:**

We will be an innovative institution responsive to the needs of all our constituents through a participatory culture that embraces diversity and freedoms. We will have an interdisciplinary educational infrastructure that will create and disseminate knowledge. Sabancı University aspires to become an international reference point for innovation in education and research.

### **Mission:**

*“Creating and Developing Together”*

Our mission is to develop internationally competent and confident individuals, enriched with the ability to reflect critically and independently, combined with a strong sense of social responsibility; and, to contribute to the development of science and technology on a global level, as well as disseminating the knowledge created to the benefit of the community.

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# WELCOME TO Istanbul, Turkey

As the largest city in Turkey and 5th largest city in the world with a population of around 15 million, Istanbul is the largest metropolitan area in Europe. The French emperor Napoleon said: “If the world was a single state, Istanbul would be its capital”. İstanbul is a truly magnificent and the only city in the world that spans over two continents; Europe and Asia. You can explore the invaluable historical and cultural heritage this unique city offers within a secure, friendly, multi-ethnic and multicultural environment.

## BEFORE ARRIVAL

### Deposit Payment and Admission Reply Form

In order to reserve your quota, 1500 \$ fee is required for the deposit. During your deposit payment, do not forget to add the application number on the receipt. The amount will be deposited to Akbank in Sabancı University Branch (IBAN No: TR760004600713001000091929) The bank receipt should be submitted to Student Resources along with the “Admission Reply Form” and the explanation should be **STUDENT’S NAME AND SURNAME, APPLICATION FORM NUMBER\* IF YOU HAVE.** The fee is deducted from the tuition fee once you register to your semester courses; however, no refund is given in case you don't register to any courses.

\*Application Form Number can be displayed from the online system where application is made. 1500 USD deposit payment will be reduced from students' first installment of tuition fee payment.

### Tuition Fee Payment

In order to register at Sabancı University receipt of tuition fee payment is one of the required registration documents. The tuition fee should be paid between August 23 and August 29. Here below you can see tuition fee amounts with scholarship rates for 2016 – 2017 Academic year.

FULL ANNUAL TUITION (2016-2017)	100% Scholarship	75% Scholarship	50% Scholarship	25% Scholarship	Free Accommodation
	REMAINING TUITION				
17500 USD	0 USD	4375 USD	8750 USD	13125 USD	17500 USD
First Instalment* (Will be Announced)	0 USD	688 USD	2875 USD	5063 USD	7250 USD
Second Instalment* (Will be Announced)	0 USD	2188 USD	4375 USD	6563 USD	8750 USD

\*1500 USD deposit payment is reduced from student's first installments on tuition fee payment.

### Creating an Account for Sabancı University Access

You will receive an e-mail by Student Resources unit about admission information. In this mail you will get your Student ID and with this ID you can create your account which is the first thing you have to do.

With this account you will be able to have an access to SU information system and thus complete course registration, access to your records...etc.

Please check new comers link in order to create your account:

<http://newcomers.sabanciuniv.edu/en/welcome>

After you create your account, then fill out the required forms via Information System. - Student Information Form (mandatory for all students, and should be printed and submitted to Student Resources during university enrollment) - Health Form (mandatory for all students) Please complete your blood tests (<http://www.sabanciuniv.edu/en/medical-registration-procedures?undefined?undefined>) and have a chest x-ray taken in order to fill your Student Medical Information Sheets online. You will need to submit your chest x-ray and report as well as blood test results to the Health Center during registration. For questions, please e-mail us at [healthcenter@sabanciuniv.edu](mailto:healthcenter@sabanciuniv.edu)

## Visa

VISA might be required citizens of some countries. Only students who are legally dependent on a resident in Turkey possessing a diplomatic visa or a work visa are exempted from this rule. If you need a student visa, you will need to visit the nearest Turkish Consulate in your country with the following documents:

- The letter of Acceptance from Sabancı University
- A completed visa application form
- Visa fee

If you are already in Turkey, you can directly register to Sabancı University. Please check the page of Turkish Foreign Ministry web page <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

## Preparation of Registration Documents

Please be sure that you checked and prepared of all your necessary documents before arrival. You can find

required documents for registration at the web site and after arrival part of this guide.

## Residence Permit Application

*(For the first application we will help you. We will send a document to you and request you to fill and send it to us. You should send the document to [degree-incoming@sabanciuniv.edu](mailto:degree-incoming@sabanciuniv.edu) via e-mail.)*

A Residence Permit is an official document stating registration with Provincial Migration Administration Management (İl Göç İdaresi). All international students, regardless of status, are required to apply for a residence permit within 10 days as soon as they arrive in Turkey. You cannot go abroad before you obtain the residence permit document. If you do, you will be put in the block list by a stamp on your passport which causes 3-months-of block to your coming back to Turkey.

Additionally even, Turkish citizens/blue card holders do not need to get a residence permit however we recommend them to fill out the form properly.

## Online Dormitory Application

If students wish to stay on campus, then they are required to fill out the online Dormitory Application Form, on <http://dorm.sabanciuniv.edu/eng/> If the students do not apply online for dormitories, they cannot stay on campus even though the students are offered free accommodation scholarship. Undergraduate students can only stay in a 2 or 4 people room. Due to the capacity issue for 2 people room, university can provide 4 people room for you. Rooms will be available after September 17, 2016 for the new coming students. **The students can not settle to their dorm room before this date. University will be closed between September 11 and September 17 due to bairam holiday.**

You should apply for your dorm room between July 18 at 10:00 a.m. and August 21 at 22:00 p.m.

## On-Campus Accommodation

On the serene campus of Sabancı University, which is located far from the bustling city, you find facilities to

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meet all of your daily needs. Dormitories are designed for occupancy by two or four persons. Advantage of living on campus is the ability to attend group-study sessions and take part in club activities without spending a lot of time commuting.

Other advantages of living in housing facilities are the various amenities and the reasonable prices. All dormitory rooms have showers and baths, wardrobes, and private telephones, as well as wired internet connections for all students. No curfews or "lights-out" policies are enforced.

You may study in private at your desk in your room, supplied with a wired internet connection, or take part in group-studying sessions at study halls located on each floor, where you also can access the internet. For a little fun and relaxation, common TV halls on all floors offer respite from studying.

The fees can be displayed via [www.sabanciuniv.edu](http://www.sabanciuniv.edu) Deposit (once, during first entrance) 950 TL. Bank transfer or credit card payments are not accepted. Please note that you will need a Tax Number in order to make your dormitory payment. You can read more on Tax Number in this guide. IRO will assist you to get tax number right after your arrival.

**Webpage:** <http://dorm.sabanciuniv.edu/Guide>

**Contact:** [yurtlar@sabanciuniv.edu](mailto:yurtlar@sabanciuniv.edu)

### How to get to campus?

Sabancı University offers an airport pick-up service for students and their parents for the first arrival to Turkey on certain dates. For 2016-2017 Academic Year, we will be welcoming students on 17, 18 and 19<sup>th</sup> of September 2016 from Sabiha Gokcen Airport and Ataturk International Airport on scheduled times. We will organize an introduction day for parents and welcome them from Sabiha Gokcen Airport and Ataturk International Airport on September 19 on scheduled times.

Information about the exact arrival time should be sent to the International Relations Office (IRO). If the students come earlier than September 17, 2016 and after September 19, 2016 they should arrange their own transportation. For more information, please send an email to [degree-incoming@sabanciuniv.edu](mailto:degree-incoming@sabanciuniv.edu)

### Pre-NS Course Application and Registration

The students who do not feel confident about their basic science or mathematics backgrounds/ knowledge are strongly recommended to register to the Preparatory Course for Science of Nature. Please contact us for registration and for more information.



## Buddy Students

CIAD (Center for Individual and Academic Development ) will inform you organize a buddy program to support you. You are matched with local students who can offer additional information about the Sabancı University community, academics and cultural information. CIAD will inform you about the contact information of your buddy, before your arrival.

## SU Hosts to International Students Program (SUHISP)

SU's Hosts to International Students Program (SUHISP) matches incoming full-time international undergraduate students with SU family (faculty members, student's family, administration, alumni and SU Alumni Family Council)

The program helps students make the transition to SU and life in Turkey, gives hosts the opportunity to learn about other cultures and perspectives, and can serve as a springboard for friendships that often last beyond a student's stay at SU.

If you want to join SU's Hosts to International Students Program please fill in the form at <http://iro.sabanciuniv.edu/en/suhisp-application-form>

For any questions you can contact us at [degree-incoming@sabanciuniv.edu](mailto:degree-incoming@sabanciuniv.edu)





## AFTER ARRIVAL

### Orientation

Upon arrival you will be oriented to Sabancı University and to the city.

The orientation is a great chance to learn about practical information and to meet other exchange students.

Our Orientation days will be on 20<sup>th</sup>-23<sup>rd</sup> of September. The details of program will be sent by International Relations Office.

### Registration at Sabancı University

In order to enroll at Sabancı University, you must submit the required documents in person to Student Resources Department within the dates between September 20 and September 22. If, for any reason, you fail to complete the process within the required period, you may lose your enrollment right to Sabancı University.

#### Required documents and forms

1. Original Test Scores/Diplomas (SAT , GCE, ACT, etc.) High school diploma should be submitted together with Original Test Score.
2. The original of high school diploma and its notarized Turkish translation.
3. High School Diploma Equivalency Certificate from the Turkish Ministry of Education "Talim Terbiye Kurulu Başkanlığı" (High School Diploma should be submitted along with other registration documents during University Registration.)

\*It is also possible to obtain Equivalency Certificate from Turkish Consulate in certain countries.

4. Original Transcript
5. Photocopies of the applicant's passport with photograph affixed, identification information, and a copy of the page containing the visa. Visa is compulsory for all international students. It can be obtained from a Turkish Consulate in the applicant's home country by presenting the letter of acceptance.

*Note: One copy will be submitted for Health Services during University Enrollment.*

6. Both-sided copy of the Residence Permit, if taken before (obtained from Directorate General of Migration Management)
7. 8 passport size (4.5 x 6 cm) photos (taken in the last 6 months, clearly identifying the person)
8. Receipt of Tuition fee payment
9. Original score of language proficiency exam (if submitted during the application.)

10. Financial Commitment Statement to have education at Sabancı University.
11. Letter of attorney is required for the students under 18 years old (if they are unable to come together with their guardians/parents/legal representatives)
12. Student Information Form (online)
13. Information Form

*Note: Some additional documents may be requested by the University during registration.*

### Sabancı University English Language Assessment Exam

The medium of instruction at Sabancı University is English. All newly students are required to take a placement test, English Language Assessment Test (ELAE), at the beginning of academic year to determine which program/level students will follow in; **unless** they submit one of the accepted English Language Proficiency Test with required score. For accepted tests and minimum requirements, please see: <http://www.sabanciuniv.edu/en/exemption-exams>

Students, who would **not** meet required English proficiency level, will continue English Preparatory Year at Sabancı University.

Students, who submit Language Exemption Certificate at the end of fall and spring semester within the stated dates by SU, are exempted from the ELAE and can continue their bachelor degrees. Students who have passed ELAE I, have right to get ELAE II. Students will be informed about the details in the registration period. Even students who get exempted from ELAE exams with valid TOEFL score, it is still needed to take ELAE 2 exam to be exempted from ENG 101 course.

For more information you can contact us via [degree-incoming@sabanciuniv.edu](mailto:degree-incoming@sabanciuniv.edu)

### Wireless Network Access

Sabancı University wireless network provides a secure network access in campus buildings. It offers a secure access when you use SABANCIUNIV SU-Net account or you can also prefer EDUROAM networks with your own account.

### Create SU-Net Account

In order to connect the wireless network and e-mail account at Sabancı University, you need to create your account on <http://newcomers.sabanciuniv.edu/en>

### Course Registration

In Fall and Spring semesters, you are responsible to make your course registrations via web using **Information System (IS)** in person after fulfilling all the requirements of the University.

You should follow the steps below in course registrations:



Course registrations can be done via web using **IS** within the dates announced in the academic calendar (within the dates stated in the Course Registrations announcement) **Information System Course Registrations** can guide you during your course registrations.

For course registrations, you must fulfill all the requirements to the University. The requirements are; tuition, University Center depts etc.

The courses, those you will be registered, should be determined according to the program you wish to graduate and should be finalized by taking your academic advisor's view before registration.

Upon the completion of course registration, you have to make sure that you have registered all the courses you want and check your schedule for any error message.

### Course Add-drops

You can add-drop courses during the dates stated in the academic calendar. You can add/drop courses during the second week, following the beginning of classes in fall and spring terms. In this process, which is called the add-drop process for courses, you are required to make such modifications personally by getting the feedback of your advisor. Any add-drop processes after this period are subject to the approval of the Faculty Administrative Board provided that your request is reasonable. In summer term add-drop process is not carried out.

### Payments

Annual tuition fee and dormitory fee must be paid in two equal installments prior to registering for fall and spring semester.

<http://www.sabanciuniv.edu/en/fees>

### Health Insurance

Sabanci University provides private health insurance (Ak Sigorta) to all students within their studying period. You can use your health insurance in hospitals which has an agreement with Ak Sigorta. To use your health insurance first you should go to Health Center in campus. They will send you to the hospital. After that you can use your health insurance in the hospital that Health Center sends you.

## Housing

### Rooms and Amenities

- All rooms are equipped with personal internet connections, wifi and internal-only phone lines for each student. Other furnishings include large desks, desk lighting, reading lamps in bunk beds, large closets with drawers, and well-ventilated bathrooms and toilets.
- Rooms are designed to accommodate 2 or 4 occupants and allow all residents to study and rest at any time without disturbing each other, even if they are in the same room.
- There are study rooms available on all floors and a TV room in each hall. Water dispensers on all floors provide hot and cold water at all times.
- Cleaning personnel clean rooms and bathrooms on a schedule determined by the university, and collect trash on a daily basis. Students are responsible for making their beds and keeping their desks tidy.
- Students are required to bring all personal hygiene and care items (shampoo, soap, towels, toilet paper, toothpaste, detergents and others). Students can wash their personal items free of charge in the fully automated washing and drying machines located in the laundry rooms, and use the facilities provided for ironing.
- Bedding (pillows, comforters, sheets, mattress protectors) is provided by the university. Students may exchange used linens with clean ones once a week and at announced times.
- There are accessible rooms for students with disabilities.

### Housing Applications

Housing applications are made online. Students may check their room assignments made by Housing Services on the student information system ([bannerweb.sabanciuniv.edu](http://bannerweb.sabanciuniv.edu)). Move-in dates will be announced on our website after the registration period is complete.

Students with disabilities are assigned to accessible rooms. No priorities are considered among students with disabilities to the extent that there is adequate accessible room availability.

Housing facilities open two days before the beginning of classes every semester.

HOUSING APPLICATIONS WILL BEGIN ON JULY 18, 2016 AT 10.00 AM AND END ON AUGUST 21, 2016 AT 10.00 PM. ROOM ASSIGNMENTS ARE MADE AFTER THE APPLICATION PERIOD IS OVER.

#### **-Important**

New admissions must complete their housing applications by 10 pm on August 21, 2016 on the student information system ([bannerweb.sabanciuniv.edu](http://bannerweb.sabanciuniv.edu)) in order to be eligible for guaranteed housing in their first years.

#### **-Registration Procedures and Documents Required for Assigned Students**

- Deposit slip showing the payment of housing fee and deposit;
- Document on special medical conditions if requested by Housing Management.

Please check the document titled "Housing Fees" found in attachment to the registration booklet for current housing fees and payment conditions.

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### **-Contact information:**

Telephone: (0 216) 483 99 26/ 27/ 29/ 33/ 34/ 36/ 38/ 55

Fax: (0 216) 483 90 05

Email: yurtlar@sabanciuniv.edu

Further information on applications and registration is available on our website. Find out more at: <http://dorm.sabanciuniv.edu>

### **Residence Permit Renewal**

#### **Undergraduate/ Freshman students**

You will obtain a residence permit for the whole period of your study. This means that you have to apply only once and do not need to renew it. We strongly advise you to check your residence permit document to make sure that the expiration date of your residence permit match up with your study period at Sabancı University.

#### **Foundation Development Year Students (FDY)**

You will only obtain a residence permit for one year, as your study will end after one year. This means that you have to renew your residence permit. Please note that at Provincial Migration Administration Management you should submit your new Student Certificate for your undergraduate study period. You can get this certificate from Student Resources.

#### **The steps you should follow up for residence permit;**

1. You should make your online visa application at this link: <https://e-ikamet.goc.gov.tr>
2. You should select "extension" button and fill in the form.
3. After filling the form, you need to get a print of application form and prepare necessary document list as below.
4. You will send your documents to \*Provincial Migration Administration by post for the residence permit renewal.

#### **Necessary documents for residence permit application;**

- Residence Permit Application Form (Signed)
- Original copy and photocopy of passport or passport substitute (the pages which are processed with the pages over which there are identity information and photo)

- The visa for the purpose of stay taken from the foreign missions of the Republic of Turkey (only primary and secondary education)
- Four (4) photos
- Notification regarding sufficient and sustainable resources for the duration of their stay (Notified in the application form. Management may ask for supportive document.) ( The proof of financial status is not required if there is no penalty of entry to Turkey or while living in Turkey previously. If applicants already have a penalty due to the mentioned occasions, then they are required to prove their financial status)
- Student Certificate
- Valid Health Insurance (one of following health insurances is enough)
  - a-The document that enables benefit from the health services in Turkey within the scope of bilateral social security agreements
  - b-The certificate of authorization received from Social Security Institution
  - c-Proof of application made for general health insurance to Social Security Institution
  - d-Private Health Insurance
- The copy of current residence permit (It is requested just at renewal of residence permit)
- The receipt of the renewal fee.You can pay at the Bostancı Tax Office which address is Maliye Kompleksi Bostancı San.Sit. Değirmenyolu Sk. No.18 İçerenköy/ATAŞEHİR

## Tax Number

In Turkey you need to have a tax number in order to make any kind of payment. Tax number is also required if you wish to open a bank account or register your cell phones, which you have brought from your home country. During the orientation, you are required to submit a copy of your passport to our Tax Number Desk (the page containing your photo, information concerning identification and the stamp in your passport showing your last entry date to Turkey). Last entry date is the date you arrive to Turkey for your study at Sabancı University. International Relations Office will help you during the procedures. You are required to submit your Tax Number to the related area in Medical Information Form within 7 days after registrations, so that your bureaucratic processes will be carried faster and smoothless.

Please note that you do not have to open a bank account for making your dormitory or other SU payments. You should just bring your Tax Number and Student ID Card to Akbank, which is located on campus. With your Tax Number and Student ID Number, the bank assistant will be able to screen your due payment and its amount.

If you do not need to make any payments or register your own cell phone, you do not need a Tax Number.

## Cell Phone Registration

If you have brought your own cell phone to Turkey you must register it. Cell phone registration can be done at the nearest Tax Office, which is Tuzla Tax Office for those living on campus; or Kadıköy tax office which you can go with school's shuttle. Please check the addresses for the Tax Offices in the 'Tax Number' part above.

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Please note that you need a Tax Number, before you can register your cell phone. You will need your IMEI number and you can find it with calling \*#06# in your phone. In order to register your phone, You need to pay approximately 138,50 lira to tax Office and keep the receipt.

#### Required Documents:

1. Your passport,
2. Student Certificate
3. Payment Receipt
4. Tax Number,
5. IMEI number\*

*\*(What is an IMEI number?)*

*An IMEI number is a 15 or 17 digit unique number to identify mobile devices, as well as some other devices. It is usually found printed on the phones back under the battery. It can also be displayed on the phones screen by entering \*#06# on the phones keypad.*

You should register your cell phone within 4 months from your entrance date to Turkey. Your entrance date on your passport should be written clear. If it is not clear you should take a document from Fatih İl Emniyet Müdürlüğü.

GSM operator officers will come to university for registration so please check your mails from degree-incoming@sabanciuniv.edu. Otherwise you should go to any GSM operator Office (Turkcell, TurkTelekom or Vodafone) and complete your registration process with your necessary documents.

If you buy a cell phone in Turkey, you do not have to make a cell phone registration.

#### Student ID card

After the enrollment, you will receive a Student ID card. This document will be used not only for identification purposes, but also to benefit from campus facilities, such as Information Center services, transportation, cafeteria, sports center, photocopy and printer facilities etc. For further information please check the part "Campus Facilities".



### How To Get A Student ID Card?

You must submit the Student ID Card Form along with a passport size photo to our Student Resources Department During University Registration Days.

### Istanbul Card

You will need Istanbul Card for use subway, ferry, bus, metrobus and etc. For low-cost public transportation in İstanbul, you can apply for a Student Istanbul Card. To be able to apply for Istanbul Card, first, your temporary identity number, YÖK number, should be created by the University. This is the number that you will be using until your Foreign Identity Number is created (Please see bottom of the page for details). YÖK numbers will be ready within the second week after registrations.

### Apply personally!

In order to apply personally you need to make an online appointment with one of the IETT application centers from the following link: <http://skart.iETT.gov.tr/Eng/Online-Appointment.aspx>

Please make your appointment and submit the required documents to an IETT office. Your card will be ready within few minutes after you apply.

### Required documents:

1) Complete application form: [http://skart.iETT.gov.tr/Documents/skart\\_talep\\_formu.jpg](http://skart.iETT.gov.tr/Documents/skart_talep_formu.jpg)

Please ask for help from your buddy to fill out this form, as it is in Turkish. The form should be signed and stamped by Student Resources before you take it to the IETT Office.

2) Student Certificate (You can get it from Student Resources)

3) Original Passport

4) 2 passport size photos

5) 10 TL required fee

### Foreign Identity Number

As the requirement of a recent regulation, every foreign resident, like Turkish citizens should have an identity number given by the Turkish Republic. This number is used in Information System as well. This number is used while producing a student certificate, during the graduation, etc. After obtaining the resident permit you receive this number and you are required to inform Student Resources by submitting both sided copy of your residence permit. Your Foreign Identity Number will be 11 digit number starting with 99. Until you obtain this number you may use your YÖK Number for necessary procedures.

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## Student Certificate

- Student Certificate is an official document stating that you are currently registered student at Sabancı University.
- Students may request a certificate through the Document Request Form on Student Resources web site.
- Scholarship information can be added to certificate if requested by the student in the online request form.
- Student certificate will not be issued when unsatisfied financial obligations to the University exist. Please be sure that you have no obligations left to the university.
- After your online request, student certificate is prepared in two working days. You can pick up your certificate in person by visiting Student Resources.

## Laptop Computer Service Package

If you prefer, you can bring your own laptop. Starting from 2015-2016 academic year a laptop laboratory to be in service for all for all students on campus.

For any questions or queries related to IT services, you can contact [ithelpdesk@sabanciuniv.edu](mailto:ithelpdesk@sabanciuniv.edu). You can access facilities provided by Information Technology from <http://mysu.sabanciuniv.edu/it>

## Updating personal information

Some of your personal information (mailing address, home address, telephone numbers, emergency contact person, etc) are transferred in the system during the enrollment to the University. It is your responsibility to submit any changes in the given information. In case there is any change in your personal information, please fill out the "Student Information Update Form" via Student Information System. Your information will be updated within 3 days.

## Foundation Development Year Students (FDY)

Your course registrations are being done by Student Resources in accordance with School of Languages Directorate. You can display the registered courses via web using Information System, but you cannot make any changes in the registrations. Registration to Freshman University Courses, - (courses with subject codes ENG, HIST, MATH, NS, SPS, and

TLL) will be performed by Student Resources Unit (SR) for the students who have not taken these courses and for those who have to repeat them.

### Preparatory course for Science of Nature (PreNS)

The Preparatory Course for Science of Nature (PreNS) is an **optional program** that is offered in early September before semester starts and is open to **all freshmen students**. The attendees who participate in all lectures, recitations and related tests, and at least 70% of the Scientific and Cultural Workshops are awarded a program certificate upon their completion of the program.

The program constitutes of a Course and Scientific & Cultural Workshops, and it is structured to facilitate the freshmen's adaptation to the university life and to contribute to their academic success in University Courses and in particular in Science of Nature Courses.

The purpose of the Course is to prepare students with different educational backgrounds for the common curriculum of the freshman year. The course contributes to the comprehension of basic mathematical concepts and equips the students with basic tools that are necessary for the cognition of fundamental concepts in sciences. While the basic mathematical concepts, such as algebra, analytic geometry, differentiation, integration and trigonometric functions, remain at the core, the course content is designed to cover their applications such as vectors, velocity, acceleration, force, work and energy. The course is offered in an interactive environment and engages the participation of fellow students from Academic Support Program.

Scientific & Cultural Workshops are operated with the collaboration of faculty members, experts and the students working at Academic Support Program. The workshops consist of activities whereby the students are introduced to an enjoyable learning media, and get involved in lab-experiments, discussion sessions on the screened movies, space observation, cultural trips and more.

The program also introduces the students to the Academic Support Program, which is an integral part of Sabancı University's educational system.

### How to Get Transcript

- Students may request an official transcript signed and stamped by the university through the Document Request Form on Student Resources web site.
- You have to upload the receipt showing that you have paid total amount of transcripts (1 transcript is 10 TL) to Akbank Central Branch (Branch number: 713) account no 9999 (IBAN NO: TR53 0004 6007 1388 8000 0099 99)
- An official transcript will not be issued when unsatisfied financial obligations to the University exist. Please be sure that you have no obligations left to the university.
- After your online request, official transcript is prepared in two working days. You can pick up your certificate in person by visiting Student Resources.
- Besides, students may display unofficial transcripts online through Information System.
- Please note that, transcript without seal and signature by Student Resources Unit is not valid.

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## Turkish Language Courses

The language of instruction at Sabancı University is English (with only few exceptions). Still learning some Turkish can be very useful and you can find some opportunities to learn this language. Basic Turkish I (TUR 101), Basic Turkish II (TUR 102), Pre-intermediate Turkish I (TUR 201), Advanced Readings in Turkish for Foreigners (TUR 403) are offered Turkish courses.

Please check the following link for further information:

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

## Advisory System

The aim of the Advisory System is to help the students in getting used to social and academic life at SU, to assist students in major field and course selections, curricula and other academic matters and refer them to appropriate units and resources at the campus when necessary.

There are different types of advisors to assist our students with their alternating needs during their university life.

<p>Our aim is to facilitate:</p> <ul style="list-style-type: none"> <li>• Participation &amp; Socialization</li> <li>• Knowledge &amp; Experience Sharing</li> <li>• Communication &amp; Teamwork</li> <li>• Building of University Culture</li> </ul>	<p>FDP ADVISORS FDP Advisors until major field selection</p> <p>MENTORSHIP PROGRAM For all incoming SU students and dorm residents</p> <p>DIPLOMA AREA ADVISORS For all questions regarding diploma areas</p> <p>ACADEMIC ADVISORS For Juniors &amp; Seniors (third &amp; fourth year)</p>
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Center for Individual and Academic Development (CIAD)

University Center, First Floor

Room: UC1032

Phone : +90 216 483 299

Fax : +90 216 483 9480

E-mail : [ciad-admin@sabanciuniv.edu](mailto:ciad-admin@sabanciuniv.edu)

Web: <http://ciad.sabanciuniv.edu/>

## Semester Registrations

You must renew your semester registrations by making course registrations at the beginning of each semester within the periods announced in the academic calendar following the payment fees required to benefit from

## Checklist

Checklist	Registration at Sabancı University	Payment (Tuition Fee & Dormitory)	Submission of necessary documents for Tax Number during the Introduction Days	Cell Phone Registration (Optional)	Find your Foreign Identity Number & Inform Student Resources	Course Registration	Course Add-drops	English Language Assessment Exam	Residence Permit Renewal
Undergraduate									
FDY Students									





## WHAT IS WHERE ON CAMPUS

### Student Resources Unit (Administration Building)

Enrollment, course registration, correction of enrollment errors, student ID card, student certificate, name or address, transcripts, scholarship for current students, tuition fee payments.

E-mail : [sr@sabanciuniv.edu](mailto:sr@sabanciuniv.edu)

### Health Services

The Health Center on the 2<sup>nd</sup> floor of the Social Services Hall (D2) has a medical team on call 24/7, and has a full-equipped ambulance.

**IMPORTANT! Please complete your blood tests Tbc (Tuberculosis), Hepatitis A (Anti-HAV IgG), Hepatitis B (HBsAg, Anti-HBs, Anti-HBc IgG), Measles (Rubeola)(Anti Measles IgG), Rubella(Anti Rubella IgG), Mumps(Anti Mumps IgG), CBC ( Hemogram) Chest x-ray** in order to fill out your Student Medical Information Sheets online. (Refer to Completing Medical Records.) You will need to submit your chest x-ray and blood test results to the Health Desk during registration. (This requirement also applies to graduates of Sabancı University who are re-registering.)

### For details and questions about the Medical Information Sheets:

Health Center

Telephone : 0 216 48399 23/46/24

Email : [healthcenter@sabanciuniv.edu](mailto:healthcenter@sabanciuniv.edu)

### Student Activities (University Center 1098)

Student Clubs

Tel : +90 (0) 216 483 9457

E-mail : [clubs@sabanciuniv.edu](mailto:clubs@sabanciuniv.edu)

### Sport Activities (Sports Center)

Facilities, sports team, hall of fame, sports courses, tournaments and reservations.

Tel : +90 (0) 216 483 9046/47/44

E-mail : [spor@sabanciuniv.edu](mailto:spor@sabanciuniv.edu)

### International Relations Office

Residence permit, scholarships for prospective UNDERGRADUATE international students, tax number, cultural adjustment issues, visa issues, learning agreement, signatures on arrival-departure certificates and trouble-shooting for other problems not handled elsewhere.

Tel : +90 (0) 216 483 9100 / 568 7053

E-mail : degree-incoming@sabanciuniv.edu

### Center for Individual Academic Development (University Center, 1<sup>st</sup> floor)

Writing center, disability support services, individual counseling program and workshops.

Tel : +90 (0) 216 483 9469

E-mail : ciad@sabanciuniv.edu

### Information Center

Book collection, multimedia, reserve/e-reserve, digital collection such as e-books, SU e-literature and SU e-theses.

Tel : + 90 (0) 216 483 9214

E-mail : bm@sabanciuniv.edu

### Career Development Unit (Administration Building Room G030)

Career development workshops, company/sector presentations, internship opportunities, personal development seminars and practice sessions.

Tel : +90 (0) 216 483 9354

E-mail : intern@sabanciuniv.edu career@sabanciuniv.edu

### Communication Center

Mailing of letters, cargos, cards or telegraphs.

If you are staying on campus, you will receive a mailbox and a mailbox key. The mailboxes are located on your dorm building.

Location: Ground floor of the D2 Building.

Tel : + 90 (0) 216 483 9915

E-mail : tmpmbox02@sabanciuniv.edu

### Call Center

All problems related to living on the campus.

Tel (on campus): 9988

Tel (of campus) : + 90 (0) 216 483 9988

### Dining Hall (University Center)

University Cafeteria (breakfast, lunch, and dinner are served. More than 30% discount for four plates of food by putting money into the Student ID Card).

E-mail : yemek@sabanciuniv.edu

### Health Center (D2 Building, 1st floor)

Preventive medical services, medical treatments, immunizations, emergency services laboratory, supply of medicine, basic health care and health insurance information.

Tel (calling from campus): 6666

Tel : +90 (0) 216 483 99 23

### Banking(University Center)

Payments, opening a bank account and ATM services.

Working hours:

Mon-Fri 8.30-17.00

### Homer Bookstore (University Center)

Newspapers, magazines, English and Turkish texts, course books and stationary.

Working hours:

Mon-Fri 8.30-17.00

### Şok Minimarket (University Center)

Greengrocer, fruiterer and food.

Working hours:

08.30 – 19.30 (Everyday)

### Cemil Copy (University Center)

Photocopying service

Working hours:

Mon-Fri 08.30 – 17.00 Saturday: 09.00 – 16.30

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### **Gürsel Shuttle Office (shuttle departure area on campus)**

Putting money into the Student ID Card for transportation.

Office hours: 08:30-17:30 (Everyday)

### **Dormitory (Dormitory Area)**

Room number, key, room changes, damages in the room and all other problems and questions concerning the dormitories.

Please contact with your dormitory staff.

A1-A2-B4-D1B Buildings / Rezan Hasdemir / Office:  
A1-G034

(0216 4839926)

Mail to: rezanh@sabanciuniv.edu

A3-A4 Buildings / Serdar Önce / Office: A3-G008  
(0216 4839938)

Mail to: serdaro@sabanciuniv.edu

A5-A6 Buildings: Gamze Türkmen Office:A6-G034  
(0216 4839927)

Mail to: gamzet@sabanciuniv.edu

B8-B9 Buildings / Bülent Aktaş / Office : B8-G042  
(0216 4839934)

Mail to: aktas@sabanciuniv.edu

B2-B5-F-G Buildings /Mehmet Deveci / Office : B5-  
1034

(0216 4839933)

Mail to: mdeveci@sabanciuniv.edu

B1-B6-B7 Buildings / Hakan Bilgin / Office: B7-G042  
(0216 4839936)

Mail to: hakanbilgin@sabanciuniv.edu

B10-B11-B3-D1A Buildings / Banu Öney / Office:  
B10-G038

(0216 4839955)

Mail to:boney@sabanciuniv.edu

Email: yurtlar@sabanciuniv.edu



### **Dormitory Night Support**

Office : B1-G042

(0216 483 9932-9935-9945)

Email: yurtdestek@sabanciuniv.edu

### **Shopping Center**

Via Port is an open-air concept shopping mall and a living center near to Sabancı University. You can find there many shops of famous brands, restaurants, cafes, banks and whatever you need.

You can see the shuttle times on the link below:

<http://www.sabanciuniv.edu/en/transportation/shuttle-hours>.

### **Lenovo Office (Behind the Information Center)**

Laptop rent, problems with SU-name and SU-password, problems with accessing Internet, cable and help to MAC-address registration.

Tel : +90 (0) 216 483 99 60

E-mail : lenovo@sabanciuniv.edu

laptop-info@sabanciuniv.edu

### **Performing Arts Center (Near the lake)**

Art performances such as operas, theater plays and concerts enhancing the quality of life of the entire community.

E-mail : sgm@sabanciuniv.edu

### **Hair Dresser (D2 Building, 1st floor)**

Services for hair styling

Working hours:

Mon-Fri 08.30 – 19.30 Saturday: 09.30 – 17.00



## LIVING IN ISTANBUL

You can explore the invaluable historical and cultural heritage this unique city offers within a secure, friendly, multi-ethnic and multicultural environment. As the largest city in Turkey and 5th largest city in the world with a population of around 15 million, Istanbul, is the largest metropolitan area in Europe. Due to very intensive internal migration from other regions of the country, the city itself embraces almost all local characteristics of Turkey. You can check the website of <http://yabangee.com/> for more information about İstanbul, city life, what to do, culture etc.

### History of Istanbul & Religion

During its long history, as Constantinople or Istanbul, the city served as the capital of the East Roman, Byzantine, Latin, and Ottoman Empires. Muslims constitute the religious majority. At the same time, many minority religions, particularly Christianity and Judaism, are permanent and respected elements of Turkey's spiritual mosaic, observing their beliefs for over 900 years, with synagogues and churches in cities.

*Please note that we have masjid/ prayer room on campus in the second floor of university center.*

#### Suleymaniye Mosque:

Constructed by the great Ottoman architect Mimar Sinan, Suleymaniye Mosque is the second largest mosque in Istanbul. 16th-century masterpiece, Suleymaniye Mosque was built for Suleyman the Magnificent.

#### Sultanahmet:

Scene of chariot races and the center of Byzantine civic life. There are an Egyptian Obelisk, a stone obelisk and the Serpentine Column which were originally brought by the emperors and used for the decoration of the Hippodrome. Today it's a nice area for picnics and meetings.

#### The Hagia Sophia:

It was the great cathedral of Byzantium for over a thousand years and was the greatest mosque in the Ottoman Empire for five centuries. Now a museum, it is still one of the most fabulous buildings in the world. Keep an eye out for the shallow pits in the stone floor either side of the massive central doorway, created by the shuffling feet of the guards stationed there over the ages.

Church of St. Anthony of Padua, Istanbul – Istiklal Avenue – Beyoglu District Istanbul



Hagia Triada Greek Orthodox Church, Taksim Square - Istanbul  
Little Hagia Sophia – Kumkapı, Fatih District Istanbul

### **Fun & Nightlife**

You should not forget that Istanbul is a living city all day long; you can continue your fun at night. As you see, we cannot make a “to do” list for Istanbul, because nobody is able to have time to explore Istanbul in a few weeks. This enormous city is like an ocean to discover. And, this city is waiting for new guests!

#### **NuPera Tepebasi Mesrutiyet Cd. Beyoglu:**

NuPera hosts international DJs catering to those of you who enjoy 80s electro sounds, funky house and other music of the sort.

#### **Babylon:**

Şehbender Sk. No:3 Asmalımescit Taksim

A stylish multi-purpose performance center which leads the city’s cultural and social life for years. Babylon presents a monthly program featuring eclectic selections from jazz to reggae, world music to electronica, Latin to Turkish vibes as well as indie pop and rock acts.

#### **Istanbul Jazz Center:**

Radisson Blue Bosphorus Hotel, Ciragan Caddesi, No: 46 Ortakoy

One of the few jazz clubs in Istanbul, JC’s hosted world famous musicians including Stanley Clarke, Mike Stern Band, Spyro Gyra, Kenny Barron, Chiara Civello in its elegant atmosphere.

#### **Supperclub Istanbul:**

Muallim Naci Cad. No: 55 Ortakoy

You must be ready to experience the “unusual” and “unexpected” when you visit this place. World-famous nightclub Supperclub has a branch in Kurucesme, in the heart of Istanbul’s nightlife. You can listen to club music played by famous DJs, watch dancers and dance with them until the sunrise.

### **Things to See & to Do**

Istanbul is a city of joy especially at weekends. There are lots of opportunities in the city, let’s have a look at some of them; you can walk around Moda, Ortakoy or Taksim area to feel fresher in the morning, and delicious Turkish foods will always be with you.

#### **Yerebatan Sarnıcı (Basilica Cistern):**

Byzantine underground cistern, Yerebatan Sarayı is located near south-west of Hagia Sophia. Founded by Justinianus I, a Byzantine Empire (527-565), began to be called by the public “the Sinking Palace” – and not without a reason, seeing the great number of marble columns arising out of the water. Make sure you find the head of Medusa that forms the base of one of the columns. Open daily, 9am-5.30pm.

### Topkapı Palace:

Topkapı was the first Ottoman palace to be built (1466-1478) in the newly conquered capital of the Empire. Located on the spot where the foundations of the city were first laid in ancient times by Megarian Chief Byzas in 7th century BC, the palace boasts one of the most beautiful views of Istanbul, incorporating the Bosphorus, the Golden Horn, the two shores and the sea of Marmara. Open daily except Monday between 9:30am-5:00pm.

### Dolmabahçe Palace:

Dolmabahçe Palace was built in 1853 in the rapidly growing northern section of the city, at the Marmara outlet of the Bosphorus, to replace the Topkapı Palace which was pulled down for the purpose. It housed Sultans and their families before the Republic, and it was then used by Mustafa Kemal Atatürk during his visits to Istanbul. Atatürk died here on the 10th of November, 1938. The palace now serves as a museum and a guest-house used for receptions for foreign statesmen. Open daily except Mondays & Thursdays between 9.00am-4.00 pm.

### Symbols of the City

#### Kız Kulesi (Leander's Tower - Maiden Tower):

A 12th century stone tower erected on a rock at the entrance of the Bosphorus. This tower, which has served as a prison and a lighthouse, became the source of many legends in ancient days. It's now open to the public as a cafeteria and an elegant restaurant which hosts concerts and meetings as well. Transportation to the Tower is valid by private shuttle boats from both shores of the Bosphorus.

#### Galata Kulesi (Galata Tower):

A 55 meter tower providing a panoramic view of the old town, Galata Tower was built by the Genoese as part of the wall surrounding their district of Galata directly opposite Byzantium (Constantinopolis). The tower now houses a restaurant.

#### Anadoluhisari (Anatolian Fortress):

A 14th century relic of the Ottoman's first attempt to conquer Istanbul, Anatolia Fortress is located on the Asian shore at the narrowest point of the Bosphorus. Sultan Yildirim Bayezit built this fortress in 1393 on the ruins of a Byzantine temple dedicated to Zeus. It's much smaller in size, when you compare with Rumelihisarı on the European side of Istanbul.



### Rumelihisari (Rumeli Fortress):

Sultan Mehmet the Conqueror built Rumeli Fortress in just four months directly to the opposite of the Anadoluhisari in 1452 in preparation for the final attack on Constantinople (Istanbul), which led to the downfall of the Byzantine Empire. Today, the fortress hosts many concerts and dramatic performances in its amphitheatre in summer. The fort is open to the public as a museum as well (except on Mondays).

### Mısır Çarşısı (The Egyptian Spice Bazaar):

Built in the 17th century next to the Golden Horn, the Spice Bazaar is the second largest covered bazaar in Istanbul. Originally housing shops selling medicine and spices, the Spice Bazaar continues to fulfill its original function. This distinguished example of Ottoman architecture continues to sparkle with life even today. Open every day except Sundays and National Holidays.

### The Hippest Neighborhoods

#### Beyoğlu-Cihangir-Galata:

This is like the heart of the city where everyone finds himself after work. You can walk down the Istiklal Street window shopping, have some snacks in a café in Asmalimescit, and walk down to Galata where you can find the hippest small design shops of young Turkish designers. If you lead to Sishane, you can find IKSVDeniz Palas and the Pera Museum. If you go back to Taksim Square and turn your way to Cihangir, the hometown of Turkish movie stars, directors, artists and writers. Walking through the narrow streets, you can see the old houses, witness the daily life of neighbors and visit the antique stores. The most traditional of Istanbul's eateries are the taverna-style meyhane where you can sample tapas-like meze. **Asmalimescit** in Taksim Beyoglu is the right place to go if you want to try meyhanes.

Go to **Balık Pazarı (Fish Bazaar)** in Beyoglu. This is the place to find lots of seafood, antiques, handcrafts, and carpets. A must see.

Go to **Nevizade** in Beyoglu, an area full of casual bars with terraces and outdoor spaces. Drink cold beer and eat mussels and kokorec.

Go to **Cicek Pasaji** in Beyoglu. A nostalgic place full of meyhanes. A must see.

Robinson Crusoe is a great bookshop located in Beyoglu where you can find international books and magazines.

#### Akaretler-Nişantaşı:

This is the design district of Istanbul where you can find brands like Armani, Gucci, Prada, Yves Saint Laurent, Burberry and many others side by side. There are hip design cafes and chic restaurants as well as art galleries and cinemas. You must definitely go there, if you like fashion and luxury.

#### Ortaköy-Kuruçeşme-Bebek:

On the banks of Bosphorus, you may find many good restaurants and nightclubs which lead the city's nightlife. And on a Sunday morning, you can see the Turkish jet-set having their breakfast in a café in Bebek, jogging or swinging their kids in the playpen.

### Bağdat Caddesi:

This is like an open air shopping mall. A very long street full of fashion stores and cafés, Bagdat Street is the place where people go to if they are on the Anatolian side. You can make shopping, and then have a walk to the Caddebostan where you can have a walk through the seashore.

**Take a boat trip on the Bosphorus.** Ferries, private boats and water taxis on the Bosphorus are one of the most attractive ways to get around the city. Boats can transport you from Europe to Asia in a matter of minutes. You can also use the two bridges if you prefer to travel by car. Try **Turkish coffee**, **nargile** (hubbly-bubbly pipe), **baklava** (a Turkish pastry) and **Turkish delight**.

**Have a bath in Turkish hamams.** If you prefer a historical hammam, you may prefer **Cagaloglu Hammam** near the Grand Bazaar. Otherwise, **Caudalie Vinotherapy Spa** in Hotel Les Ottomans offers a luxurious, modern take on the Turkish bath using Caudalie products and has couples treatments.

Take a ferry up the Bosphorus to **Anadolu Kavağı**. The village is surrounded by wooded hills and there are great views from the Byzantine Yoros castle which once controlled the Black Sea approaches.

Go to peaceful **Princes' Islands** in the Sea of Marmara to the south of Istanbul. Four of the nine islands are easily accessible by ferry from Istanbul. Burgazada, with its horse-drawn carriages and its Greek Orthodox Church of St John the Baptist, is particularly charming. Istanbul is like a big stage where you can find many cultural events for all tastes. Some of the most important ones are the International Music Festival (June), International Jazz Festival (July), International Film Festival (April), Istanbul Biennale (September), Contemporary Istanbul Arts Festival (November).



### Local Time

In Istanbul the local time zone is GMT+2 and time is always used on 24 hours.

### How To Call Campus From Outside

The central phone number of the campus is +90 216 483 90 00 or 91 00 for International Office. After dialing this number, the 4 digit extension number can be dialed (which will be written on the phone in your dorm room, if you are staying on campus.

### How To Call a taxi?

If you need a taxi you can call it by yourself. Taxi stations and phone numbers;

Şeker Taxi 0262 658 00 67

Tepeören Taxi 0216 304 24 20

You can call and say;

-I am calling from Sabancı University (in Turkish - Sabancı Üniversitesi'nden arıyorum)

-I want a taxi to campus to ... building. (in Turkish - kampüse ... binasına bir taksi istiyorum )

If you need any help please contact us.

### In Case Of Emergency

Within Campus

Health 6666

Security 5555

Call Center 9988

### All Over Turkey:

(free of charge and no area code is needed)

Ambulance 112

Police 155

Gendarme 156

Fire 110

# . Sabancı . Universitesi

**Sabancı University  
International Relations Office**

Orta Mahalle, Üniversite Caddesi No: 27  
34956 Tuzla-Istanbul

**Phone:** (0216) 483 91 00 / 568 70 53

**E-mail:** [degree-incoming@sabanciuniv.edu](mailto:degree-incoming@sabanciuniv.edu)

**Web:** [iro.sabanciuniv.edu](http://iro.sabanciuniv.edu)

**facebook.com/sabanciinternational**

**twitter.com/suiro**