SABANCI UNIVERSITY
INTERNATIONAL
STUDENTS GUIDE 2017-2018
FOR UNDERGRADUATE DEGREE STUDENTS
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
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 2017 – 2018 Academic year.

<table>
<thead>
<tr>
<th>FULL ANNUAL TUITION (2017-2018)</th>
<th>REMAINING TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Scholarship</td>
<td>75% Scholarship</td>
</tr>
<tr>
<td>18000 USD</td>
<td>0 USD</td>
</tr>
<tr>
<td>First Instalment* (Will be Announced)</td>
<td>0 USD</td>
</tr>
<tr>
<td>Second Instalment* (Will be Announced)</td>
<td>0 USD</td>
</tr>
</tbody>
</table>

*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 number 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

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

Please check the page of Turkish Foreign Ministry web page http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa

If you are already in Turkey, you can directly register to Sabancı University.

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 http://sabanciuniv.edu/en/undergraduate-admissions 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 irolegal@sabanciuniv.edu via e-mail.)

Residence Permit is an official document stating registration with the Provincial Migration Administration Management (İl Göç İdaresi). All international students, regardless of status, are required to apply for a residence permit as soon as they arrive in Turkey. Please check your visa requirements and duration of stay allowance in Turkey in the link.

(https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa)

Please note that you cannot leave Turkey without obtaining your residence permit card. If you do so, you will receive a penalty depending on your case. 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 8, 2017 for the new coming students. The students can not settle to their dorm room before this date.

You should apply for your dorm room between July 24 at 10:00 a.m. and August 20 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 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. Deposit (once, during first entrance) 1000 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

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 2017-2018 Academic Year, we will be welcoming students on 9 and 10th of September 2017 from Sabiha Gokcen Airport and Ataturk International Airport on scheduled times. We will organize an introduction day for parents and welcome them on scheduled times from Sabiha Gokcen Airport and Ataturk International Airport on the same dates as students.

Information about the exact arrival time should be sent to the International Relations Office (IRO). If the students and parents come earlier than September 9, 2017 and after September 10, 2017 they should arrange their own transportation.

For more information, please send an email to:
degree-incoming@sabanciuniv.edu
Mentors

CIAD (Center for Individual and Academic Development) assign a mentors to support you on your arrival. You are matched with local student as your mentor who can offer additional information about the Sabancı University community, academics and cultural information. CIAD will inform you about the contact information of your mentor, before your arrival. You can reach your advisors contact information through SU Banner page.

Our aim is to facilitate:

• Participation & Socialization
• Knowledge & Experience Sharing
• Communication & Teamwork
• Building of University Culture

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 iro.sabanciuniv.edu/en/suhisp-application-form.

For any questions you can contact us at: 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 12th-15th 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 13 and September 15. 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 high school diploma and its notarized Turkish or English translation if the original is in another language.
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. In the countries where there is an Education Attaché at the Consulate/Embassy of the Republic of Turkey, "High School Diploma Equivalency" can be obtained before arrival. It is highly recommended to get equivalency certificate before registrations since the process takes long.
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 level they will be placed in; unless they submit one of the accepted English Language Proficiency Test certificates (eg. TOEFL IBT, etc.) with a valid 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 need to successfully complete the appropriate level(s) of the English Preparatory Year at Sabancı University.

Students who submit a valid English Language Exemption Test certificate at the end of fall or spring semester within the dates announced by SU are exempt from the ELAE and can continue their undergraduate studies. Students who have passed ELAE I, have the right to take ELAE II. Students will be informed about the venue and time of the exam in the registration period. Even students who obtain exemption from the ELAE with a valid external exemption certificate score, still need to take the ELAE II to be exempt from ENG 101 course.

For more information you can contact us via degree-incoming@sabanciuniv.edu

Wireless Network Access

Sabancı University wireless network provides a secure network access in campus buildings. You can connect SABANCIUNIV wireless network with your SU-Net account and you can also prefer EDUROAM network 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; making tuition fee payment, 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

Sabancı 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). 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 24, 2017 AT 10.00 AM AND END ON AUGUST 20, 2017 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 20, 2017 on the student information system (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.

**Contact information:**

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

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 Extension**

**Undergraduate/ Freshman students**

You will obtain a residence permit for the whole period of your study. This means that you have to apply once for first application and need to extend it. We strongly advise you to check your residence permit document to make sure that the expiry date of your residence permit match up with your study period at Sabanci 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 extend 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 extension;

1. You should make your online residence permit extension 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 should send your documents to *Provincial Migration Administration by post within 5 working days for the residence permit extension. If the system give you an appointment date for residence permit extension, you should complete your all necessary documents until your appointment date and submit to Provincial Migration Administration by going.

Necessary documents for residence permit extension application;

- Residence Permit Application Form (Signed)
- Copy of passport (identity information and photo page, stamp page and visa page) If you have entered to Turket with e-visa, you have to submit copy of your e-visa.
- 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
- Proof of financial status document for those who have entry/exit penalty previously. (This is not required for students who do not have any penalty while entering and exiting Turkey)
- Student Certificate
- Valid Health Insurance (one of following health insurances is enough) (Degree Students can take their health insurance documents from International Relations Office)
  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
- The receipt of the extension fee. You should pay 63 TL which is the residence permit card fee and submit the payment receipt and keep the
receipt copy for yourself. You can pay it on online during your extension application (if you have any bank account in Turkey), at the bank with the payment code of 9207 (Ziraat Bank, Halk Bank, Vakıf Bank), at the tax office in Bostancı, or at the Immigration Service when you go in your appointment date (if the system give you an appointment date for your residence permit extension).

Bostancı tax office address; Oto Sanayi Sitesi E-5 Karayolu Değirmen Yolu Sok. Maliye Kompleksi D:18, Bostancı, Kadıköy, İstanbul

• Criminal report "sabika kaydı" (if required)  
You can get the criminal record from Anadolu Adalet Sarayı in Kartal. You should go to the office of criminal record with your residence permit and passport. It is in C Block, -2nd floor. You can see address below;  
Esentepe Mah. E-5 Yan yol Cad. No:39 Kartal / İstanbul  
OR  
You can also get the criminal record from İstanbul Adalet Sarayı, address below;  
Çağlayan Meydanı Şişli Merkez Mah. Abide-i Hüriyet Cad. No: 223 Şişli / İstanbul

• If there is not a distinction between your name and surname, your name and surname will be written adjacent on your residence permit card. If you want your name and surname to be written separately, then you should submit name equivalency certificate which should be taken from your Consulate in Turkey.

• If you are under 18 years old, you should submit a document (letter of parental consent) written by your parents allowing you to study and live in Turkey. It should have an Apostille and must be officially translated into Turkish. You should get a true copy of it by notary. If you come from a country that does not have an Apostille agreement, then you should also get the approval from the district governorship in Turkey after getting it translated and approved by notary.

• If you are under 18 years old, you should submit the proof of stay in Turkey (dorm document, rental agreement, etc.)

Note: You have to send your all necessary documents within 5 working days after you have made your online application. You should start to renew your residence permit before 2 months its expiry date. You should enter a valid phone number on your application form otherwise the immigration officers can not inform you for a missing document and cancel your extension application.

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 get your Tax Number (the page containing 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.
Necessary documents to get a tax number;
- Original passport and passport copy
- Application form (you will fill out this form at tax office) You can ask it from International Relations Office.

Tax offices;
Tuzla Tax Office; It is neariest to campus but you can use taxi.
Address is Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Cad. No:47/A-B Kartal/İSTANBUL

Bostancı Tax Office ; You can use the Kadıköy shuttle from campus to there.
Address is İçerenköy Mahallesi, Değirmenyolu Sk. Maliye Kompleksi No:18, 34752 İçerenköy/Ataşehir/Ataşehir/İstanbul

Cell Phone Registration

If you have brought your own cell phone to Turkey you must register it within 120 days (4 months) after your last entry date to Turkey. If not, your phone will be blocked by the end of 120 days.

Cell phone registration fee can be paid at the nearest Tax Office, which is Tuzla Tax Office (Address is Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Cad. No:47/A-B Kartal/İSTANBUL) for those living on campus; or Bostancı Tax Office ; You can use the Kadıköy shuttle from campus to there.Address is İçerenköy Mahallesi, Değirmenyolu Sk. Maliye Kompleksi No:18, 34752 İçerenköy/Ataşehir/Ataşehir/İstanbul

Please note that you need a Tax Number, before you can register your cell phone (When you go to get your tax number you can pay the phone registration fee and the same date you can make your phone registration at Turkcell* or Vodafone** which are the only operators for phone registration). After you have paid your cell phone registration fee in the Tax Office, you will get a receipt from them, which you have to submit to a Turkish Operator company branch mentioned above.

Step 1
You will pay cell phone registration fee (approximately 140 TL) at tax Office. The Tax Office requires:
- Your passport
- Tax Number
- IMEI number*** (you can find it by calling *#06# in your phone)
Step 2

You can make your phone registration at Turkcell* or Vodafone** which are the only operators for phone registration.

Operator requires:
• Original passport and its copy
• Residence Permit
• Receipt of cell phone registration fee
• Last entry stamp (it should be visible and readable. If it is not, you need to get an entry document from the airport or at the nearest police station.)
• You will pay the service fee approximately 50TL
• You should buy a Turkish cell phone number (Turkcell 70TL – Vodafone 110TL). Your cell phone will be registered on this phone number and you can use just this phone number with your current cell phone. (If you submit your residence permit card during the cell phone registration, your cell phone will be registered on your residence permit. Thus you can change your Turkish cell phone number whenever you need.)

* Turkcell operator is in Suadiye, the address is Bağdat Caddesi No:404 D:1, Kadıköy/İstanbul or at Akasya shopping mall.

** Vodafone is in Suadiye, Bağdat Caddesi No:395, 34740 Kadıköy/İstanbul or Sabiha Gökçen Airport (this branch complete the registration within 2 weeks)

*** (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.

Notes:
• Only one cell phone can be registered during 2 years.
• You must make your cell phone registration in person. If you buy a cell phone in Turkey, you do not have to make a cell phone registration.

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 irolegal@sabanciuniv.edu Otherwise you should go to any GSM operator Office (Turkcell, TurkTelekom or Vodafone) and complete your registration process with your necessary documents.

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. Once your card is ready, you will receive an e-mail to pick it up.
İstanbul 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, required documents and steps:

1. Passport
2. Passport copy
3. Fee (10 TL)
4. Student certificate (will be given in the orientation days)
5. YOK Number (will be e-mailed to you by Student Resources within the second week after registrations.)

Please hand these documents to İETT İşletmeleri Genel Müdürlüğü Elektronik kart Yönetimi Müdürlüğü (IETT General Management of Electronic Card) in Karaköy/İSTANBUL (Near Tünel). Your card will be prepared and given to you.

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 residence 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 YOK Number for necessary procedures.

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.
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)

Freshman University Courses

Registration to Freshman University Courses (ENG 101-102, HIST 191-192, MATH 101-102, NS 101-102, SPS 101-102, TLL 101-102, CIP 101, MJC 100 and PROJ 102) 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. You are automatically registered to university courses until you pass them; firstly to 101/191 level courses, and passing those, secondly to 102/192 level courses. All university courses are offered in each academic semester. You are not eligible to drop the freshman year university courses you are already enrolled in. You can only change the sessions of these courses during the add-drop period as specified in the academic calendar. Repeaters can change their sessions both during add-drop and during registration week. All students maintain the right to withdraw from these courses during the withdraw period as specified in the academic calendar. A student can withdraw two times in a single semester and a total of six times throughout her entire undergraduate education.

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 transcript (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 Informations System.
- Please note that, transcript without seal and signature by Student Resources Unit is not valid.

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.

Our aim is to facilitate:

- Participation & Socialization
- Knowledge & Experience Sharing
- Communication & Teamwork
- Building of University Culture

**FDP ADVISORS** FDP Advisors until major field selection

**MENTORSHIP PROGRAM** For all incoming SU students and dorm residents

**DIPLOMA AREA ADVISORS** For all questions regarding diploma areas

**ACADEMIC ADVISORS** For Juniors & Seniors (third & fourth year)

**Center for Individual and Academic Development (CIAD)**

University Center, First Floor  
Room: UC1039  
Phone: +90 216 483 9299  
Fax: +90 216 483 9480  
E-mail: bagem@sabanciuniv.edu  
Web: [http://ciad.sabanciuniv.edu/](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

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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

Health Services
The Health Center on the 2nd 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, 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) and 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

Student Activities (University Center 1098)
Student Clubs
Tel : +90 (0) 216 483 9457
E-mail : 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
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 troubleshooting 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, 1st floor)
Writing Support, Special Needed Student Support, CIAD Counselors and Psychotherapy.
Tel : +90 (0) 216 483 9299
E-mail : bagem@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
**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.

(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 / Şennur Erdoğan / Office : B8-G042
(0216 4839934)
Mail to: sennur@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 Sabanci 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:

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 – Beyoğlu District Istanbul
Hagia Triada Greek Orthodox Church, Taksim Square - Istanbul
Little Hagia Sophia – Kumkapi, 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!

**NuTeras Tepebasi Mesrutiyet Cd. Beyoglu:**

NuTeras 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 Asmalimescit 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.
**Topkapi Palace:**
Topkapi 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:**
Dolmabahce Palace was built in 1853 in the rapidly growing northern section of the city, at the Marmara outlet of the Bosphorus, to replace the Topkapi 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 Ataturk during his visits to Istanbul. Ataturk 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 Rumelihisari 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).

Misir 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 İstiklal Street window shopping, have some snacks in a café in Asmalımescit, 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 İKSİV Deniz 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. Asmalımescit in Taksim Beyoğlu is the right place to go if you want to try meyanes. Go to Balık Pazari (Fish Bazaar) in Beyoğlu. This is the place to find lots of seafood, antiques, handcrafts, and carpets. A must see. Go to Nevizade in Beyoğlu, an area full of casual bars with terraces and outdoor spaces. Drink cold beer and eat mussels and kokorec. Go to Cicek Pasaji in Beyoğlu. A nostalgic place full of meyanes. A must see. Robinson Crusoe is a great bookshop located in Beyoğlu 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