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. 
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.
WELCOME TO ISTANBUL, TURKEY

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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”. Istanbul 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.
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-registrationprocedures?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
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/visainformation-for-foreigners.en.mfa

Residence Permit First Application

How to Apply
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. (http://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.

The steps you should follow up for the first application:

- You should make your online residence permit application in this link: https://e-ikamet.goc.gov.tr
- You should select "first application" button and fill in the form.
- After you complete the form, you will select a new appointment date for your residence permit application.
- After filling the form and selecting the appointment date, you need to get a print of your application form and prepare necessary documents listed as below. Then you should go to Provincial Migration Administration* and submit your all documents there.

*The address of Provincial Migration Administration Management is HIRKA-İ ŞERİF MAHALLESİ VATAN CADDESİ NO:64/ 34091 FATİH / İSTANBUL (It is next to Vatan Police Station)

Necessary documents for residence permit application:

1. Residence Permit Application Form (Signed)
2. Copy of passport (identity information and photo page, stamp page and visa page) If you have entered Turkey with e-visa, you have to submit copy of your e-visa.
3. Old residence permit copy (if you have an old residence permit)
4. Four (4) photos
5. 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)
6. 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.
7. 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.
8. If you are under 18 years old, you should submit your birth certificate. 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.
9. If you are under 18 years old, you should submit the proof of stay in Turkey (dorm document, rental agreement, etc.)
10. Student Certificate (to be obtained from the Student Resources)

11. Criminal report "sabıka 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 passport. It is in C Block, -2nd floor. You can see the 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, you can see address below;

Çağlayan Meydani Şişli Merkez Mah. Abide-i Hürriyet Cad. No: 223 Şişli / İstanbul

12. 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 online during your 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 Office when you go in your appointment date.

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

13. Residence Permit Declaration Forms (there are two documents which you have to fill in and submit during your application to the Immigration Office Staff) You can request these documents from the International Relations Office.

Important Notes

- All international students, regardless of status, have 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 here in the link. If not, you have to make a new entry to Turkey and then apply again for the residence permit.

- 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 first application.

- While filling the residence permit online application form, you can request the residence permit period up to maximum 2 months before your passport expiry date.
• You don't have to submit your health insurance certificate on your first residence permit application. You should just select "SSI General Health Insurance" in the online application form.

For any questions please e-mail to irolegal@sabanciuniv.edu

Dormitory Application

Starting in the Fall Semester:
If you wish to stay on campus, then you are required to fill out the online Dormitory Application Form, on http://dorm.sabanciuniv.edu/eng/ If you do not apply online for dormitories, you cannot stay on campus even though you are offered free accommodation scholarship. You can stay in 1 or 2 people room.

You should apply for your dorm room between July 24 at 10:00 a.m. and August 20 at 22:00 p.m.

Starting in the Spring Semester:
If you are starting at Sabancı University in the spring semester and would like to stay on campus, you should send an e-mail to: yurtlar@sabanciuniv.edu before you arrive and as soon as you are accepted to study at Sabancı University.
You can stay in 1 or 2 people room.

On-Campus Accommodation Fees:
The fees can be displayed via www.sabanciuniv.edu. Deposit is (once, during first entrance) 1000 TL. You should pay your dorm deposit even though you have a scholarship.

Accommodation Facilities
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.

Webpage: dorm.sabanciuniv.edu/Guide
Contact: yurtlar@sabanciuniv.edu
Tuition Fee Payment
If your scholarship in the acceptance letter does not cover your tuition fee payment, you are required to pay the fee between the dates stated in the academic calendar. http://www.sabanciuniv.edu/en/academic-calendar

Course Registration
You should make your course registration via Information System (IS), by using your SU-net username and SU-net password. The course registration date will be announced in the academic calendar and can also be found on the acceptance letter. More information about course registrations can be found from the following link http://bannerweb.sabanciuniv.edu/

How to get to campus?
We highly recommend you to exchange your money while you are at the airport or beforehand and have Turkish Liras in cash since you will need it while using any kind of transportation services.

From Atatürk Airport to Campus:
- Subway (~20 TL):
  First step: Take M1A Istanbul Metro from Atatürk Airport – get off at Yenikapı Metro Station
  Second step: Take M2 Istanbul Metro from Yenikapı – get off at 4. Levent Metro Station
  Third and last step: Take Sabancı University Shuttle from 4. Levent

- Private Bus Services – Havabus (~30 TL):
  First step: Take Havabus from Atatürk Airport – get off at Taksim
  Second step: Take M2 Metro from Taksim – get off at 4. Levent Metro Station
  Third and last step: Take Sabancı University Shuttle from 4. Levent

- Taxi
  If you take a taxi, it will cost around 150-200 TL.
From Sabiha Gökçen Airport to Campus:

**Option 1 (~30 TL):**
Because Sabancı University is very close to the airport and there is no direct or useful indirect public transportation, we kindly recommend you to take a taxi.

**Option 2 (~15 TL):**
First step: Take a taxi and go to Viaport Shopping Mall
Second step: Take Sabancı University Viaport Shuttle from Viaport Shopping Mall

**Havabus Shuttle Hours:** [http://www.havabus.com/](http://www.havabus.com/)

You should check latest shuttle schedule from the web site before you depart from home.

**Checklist**

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<th>Student Visa Application (If required)</th>
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<th>Online Dormitory Application (only fall semester)</th>
<th>Online Dormitory Application (only spring semester) by sending an e-mail to <a href="mailto:yurtlar@sabanciuniv.edu">yurtlar@sabanciuniv.edu</a></th>
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AFTER ARRIVAL

Orientation (For Fall Term Only)
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 international students. Our Orientation days will be on 12th-15th of September. The details of program will be sent by International Relations Office. Your attendance to the orientation is mandatory.

Note: Each faculty might have additional orientation programs. You can contact your faculty for further information.
*The students who will start in studying in Spring, they will attend orientation with exchange students.

Registration at Sabancı University
In order to enroll at Sabancı University, you should submit the required documents to Student Resources Department within the stated dates in the Academic Calendar. You need to be present at the university for university registration by yourself. If you are unable to be here, then you need to give someone a notarized letter of attorney and that person should come to registration on behalf of you with his/her ID/Passport and the original letter of attorney.

Required Documents:
1) Original Bachelor’s Diploma (for master’s students); Master’s or Bachelor’s diploma (for doctoral students). If the original diploma is generated in a language other than Turkish or English, a notarized/attested Turkish or English translation of the diploma (by the Consulate or Turkish Notary) is also required along with the notarized copy of the original.
2) Original GRE and GMAT Certificate (if required by admitting program), GAT (Only for Pakistani students). GRE score should be sent directly to university by ETS. (Sabancı University institution code: 7100) GMAT score should be sent directly to university by GMAC.
3) Original English proficiency exam result (for Master’s students who have not taken the Sabancı University Language Assessment Exam). TOEFL scores should be sent directly to university by ETS. (Sabancı University institution code: 7100)

FOR DOCTORATE STUDENTS: YOU WILL LOSE YOUR ENROLLMENT RIGHT IF YOU DON’T SUBMIT A VALID LANGUAGE PROFICIENCY RESULT FOR REGISTRATION. IF YOUR LANGUAGE PROFICIENCY EXAM IS IN ENGLISH, YOU CAN SUBMIT THE RESULT WITH A VALID SCORE AND DATE. PLEASE CHECK APPLICATION REQUIREMENTS.
4) Original Transcript (if not submitted during the application)

5) Candidates applying for the PhD Programs with an MA degree must hold an “MA with Thesis” degree. Candidates whose diplomas or transcripts do not contain such information must provide an official letter of evidence from their institutions. Holders of “Non-thesis MA degree” may apply to PhD programs only upon submission of an official document from their institutions, certifying that they have already been enrolled to the “Non-thesis” program before February 6th, 2013.

6) Candidates applying for the PhD Programs with undergraduate degree must hold a 3.00/4.00 GPA. The candidates graduated from institutions which apply a scale other than “X out of 4.00” system must provide a conversion table or an official letter of evidence from their institutions.

7) 8 passport size (4.5 x 6 cm) photos taken in the last 6 months.

8) 2 Passport copies (photocopies of the pages that include identification information and “Visa” taken from the Turkish Consulate in home country)

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

9) If available, both sided copy of the Residence Permit (taken from the Bureau of Foreign Residence)

10) Filled Medical Information Form, Chest x-ray results and Blood test results: The forms, the chest x-ray results and blood test results should be given to Health Center during the registration. map.sabanciuniv.edu

11) University recognition certificate taken from YOK (Turkish Higher Education Council).

SOME ADDITIONAL DOCUMENTS/FORMS MAY BE ASKED FROM THE UNIVERSITY DURING REGISTRATION.

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

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.
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 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. You should go to Tax Office with your passport and take a tax number. Please check the whole information at there to prevent mistakes. 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 nearest to campus but you can use taxi. Address is Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyakol 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/Istanbul

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 Yanyakol 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/Istanbul
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:**
- If you make your cell phone registration without your residence permit card, you can use your cell phone just on one phone number which you buy during the registration.
- 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.
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:

- Passport
- Passport copy
- Fee (10 TL)
- Student certificate
- YOK Number (will be given by Student Resources and you will be notified by email. Please contact baharturkon@sabanciuniv.edu)

Please hand this documents to İETT İşletmeleri Genel Müdürlüğü Elektronikkart Yönetim Müdürlüğü (İETT 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 resident permit you receive this number and you are required to inform Student Resources by submiting 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.

How to find out the Foreign Identity Number?

2. Click on ‘Doğum Yılı ve İkamet Tezkere No ile Yabancı Kimlik No Sorgulama’ and then make an inquiry by entering a) ‘Doğum Yılı’ (Birth Year), b) İkamet Tezkere No (Residence Permit Number - which is a number on the first page of your Residence Permits, like 31/112233) c) Resim doğrulama (the number you see on the bottom is to be entered on the blank). Finally, click on ‘Sorgula’.
3. The inquiry results in an 11 digit number (Yabancı Kimlik No) generally starting with 99. Record this number and submit it to Student Resources Unit.
4. There is another possibility that the inquiry may not give you a number. In this case you need to go to Security Office/Emniyet Genel Müdürlüğü and learn your foreign identity number and submit it.

5. WARNING: This process should be done at once.

**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 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 financial.

**Course Add-drops**
You can add/drop courses during the dates stated in the academic calendar, 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 Graduate School Administrative Board provided that your request is reasonable. In summer term add-drop process is not carried out.

**Academic Advisor**
Each student registered at Sabancı University is assigned an Academic Advisor. The responsibility of the Academic Advisor is to monitor your personal and academic development and provide guidance in the registration, add-drop courses.

**Buddy**
IRO (International Relations Office) assign a buddy to support you on your arrival. You are matched with a senior student as your buddy who can offer additional information about the Sabancı University community, academics, cultural and social life. IRO will inform you about the contact information of your buddy, before your arrival.

**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.
Sabancı University English Language Assessment Exam (Only For Master Students)

Applicants who do not submit a valid English Proficiency Exam score can only be admitted to graduate study on the condition of obtaining a satisfactory grade in Sabancı University’s own English Language Assessment Exam (ELAE). Those candidates who fail to attend or get a satisfactory score in the exam are obliged to attend and successfully complete a full course of English Language Preparation in order to continue with graduate courses. Failure to complete this course successfully will result in termination of enrollment at Sabancı University.

Master’s Students accepted by the Admission Jury onto graduate programs who cannot submit a Language Exemption Certificate take English Language Assessment Exam (Stage II) and they will be informed about the exam during University enrollment. Sabancı University English Language Assessment Examination (For detailed information, please visit [http://sl.sabanciuniv.edu](http://sl.sabanciuniv.edu))

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 during each semester.

If you would like to take a Turkish Language Course, you will have to get in touch with your faculty to get permission for registration for these courses.

Please check the following link for further information: [http://sl.sabanciuniv.edu/](http://sl.sabanciuniv.edu/)
How to Get Transcript

1. Students may request an official transcript signed and stamped by the university through the Document Request Form on Student Resources web site.
2. 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 8000099 99)
3. 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.
4. After your online request, official transcript is prepared in two working days. You can pick up your certificate in person by visiting Student Resources.
5. Besides, students may display unofficial transcripts online through Information System.
6. Please note that, transcript without seal and signature by Student Resources Unit is not valid.

To obtain an official transcript:

You have to apply to the Student Resources with the receipt showing that you have paid 10 TL. to Akbank Central Branch (Branch number: 713) account no. 9999 (IBAN no: TR53 0004 6007 13888000 0999 99) (For international payment you have to use Swift Code: AKBKTRIS713) together with an “Official Transcript Request Form” by using the following ways:

1. Come to Student Resources that is located on the entrance floor of the President’s building, to submit your request.
2. Fax a request to: (0216) 483 90 73.
3. Your transcript will be prepared within 2 days. Transcripts reflecting grades for the current semester enrolment are available ten working days after final exams week.
4. All financial obligations to Sabancı University must be satisfied before a transcript is released.
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 university’s utilities and taking opinion of their advisors.

If you do not make your course registrations during the regular Fall and Spring term registration period, you can carry out a make-up process for registration during the course add-drop period. No registration process can be carried out after the end of the course add-drop period.

Residence Permit Extension

The steps you should follow up for residence permit:
1. You should make your online residence permit extension application at this link: [https://e-ikamet.goc.gov.tr](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.

Required Documents
1. Residence Permit Application Form (Signed)
2. Copy of passport (identity information and photo page, stamp page and visa page) If you have entered to Turkey with e-visa, you have to submit copy of your e-visa.
3. The visa for the purpose of stay taken from the foreign missions of the Republic of Turkey (only primary and secondary education)
4. Four (4) photos
5. 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)
6. Student Certificate
7. Valid Health Insurance (one of the 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
8. The copy of current residence permit
9. 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 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 gives you an appointment date for your residence permit extension).
10. Bostancı tax office address; Oto Sanayi Sitesi E-5 Karayolu Değirmen Yolu Sok. Maliye Kompleksi D:18, Bostancı, Kadıköy, İstanbul
11. Criminal report "sabıka 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 Meydani Şişli Merkez Mah. Abide-i Hürriyet Cad. No: 223 Şişli / İstanbul
11. 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.
12. 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.
13. If you are under 18 years old, you should submit your birth certificate. 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.
14. 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.

Residence Permit For Family
If your family (wife, husband, children, etc.) would like to live in Turkey with you, they can apply for Short Term Residence Permit. After you complete 1 year in Turkey they can transfer their residence permit from short term to family type.
You can see the details and required documents from the web site https://e-ikamet.goc.gov.tr
For more information you can e-mail to irolegal@sabanciuniv.edu

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.
Tel   : +90 (0) 216 483 9058
E-mail : sr@sabanciuniv.edu

Health Center
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), Rubella and Mumps, CBC (Hemogram) and have a chest x-ray taken 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 report as well as blood test results to the Health Desk during registration. (This requirement also applies to graduates of Sabancı University who are re-registering.) Please fill out the SU Medical Form and hand in to the Health Center.

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 9064/47/44
E-mail : spor@sabanciuniv.edu
International Relations Office
Residence permit, tax number, cultural adjustment issues, visa issues, and trouble-shooting for other problems not handled elsewhere.
Tel : +90 (0) 216 483 9100
      : +90 (0) 216 568 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, basic information and 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:
Mon-Thur 08.30-17:30 Fri 08.30-17.00
Weekend 08.30-17.00

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.
Mail to: rezanh@sabanciuniv.edu
A3-A4 Buildings / Serdar Öncel / 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
A8-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

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

Nearby Shopping Center - Viaport
Viaport is an open-air concept shopping mall and a living center near to Sabancı University. You can find there shops of famous brands, restaurants, cafes, banks and whatever you need. You can go there by using Sabancı University Shuttle Services. To see the shuttle hours, please use the following link:
Sabancı University International Students Guide for Graduate Degree Students
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 – 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!

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 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 Sarayi 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 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. 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.

Anadoluhisarı (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 Yıldırım 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.
Rumelihisarı (Rumeli Fortress):
Sultan Mehmet the Conqueror built Rumeli Fortress in just four months directly to the opposite of the Anadoluhisarı 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 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. Asmalimescit in Taksim Beyoğlu is the right place to go if you want to try meyhanes.

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 meyhanes. A must see.
Robinson Crusoe is a great bookshop located in Beyoğlu where you can find international books and magazines.

Akaretler-Nisantaş:
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 Vinotheraphy 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?
Şeker Taxi  0262 658 00 67
Tepeören Taxi 0216 304 24 20

You can call and say;
-I am calling from Sabanci University ( in Turkish - Sabancı Üniversitesi’nden arıyorum)
-I want a taxi to ... building ( in Turkish - ...binaya bir taksi istiyorum )

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