2011-2012
INTERNATIONAL STUDENTS GUIDE
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.

www.sabanciuniv.edu
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SABANCI UNIVERSITY

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

Dear Students,

This booklet is designed to provide you important information either in your first weeks or your whole stay at Sabancı University. We hope it answers many of your questions.

We suggest that you read it before coming to Turkey and make the necessary arrangements. Please also make sure to bring it with you since you may need to refer to it periodically.

Living outside your country will be one of the most challenging experiences in your life. As Student Resources Unit, we will be glad to offer assistance to you in your new environment. Feel free to contact us at any time you need.

I wish you all a prosperous and successful academic year.

Rana Saka
Student Resources Director

Dear International Students,

We are absolutely happy to host you at Sabancı University. Your presence at Sabancı University does not only enrich our academic life but also is a great contribution to the development of a multi-cultural campus.

As the International Relations Office (IRO) we are here to help you in any matter that might arise during your stay. Thus, please do not hesitate to contact us when the need arises. Once again on behalf of the IRO staff I would like to welcome you to Sabancı University. Enjoy!

E. Burak Arıkan, PhD
Coordinator
International Relations Office
BEFORE COMING TO TURKEY
If you live out of Turkey, please read the information below carefully. The information consists of the list of what you should do before coming to Turkey.
You must have a **STUDENT VISA** to be registered as a student in Turkey. Only students who are legally dependent on a resident in Turkey possessing a diplomatic visa or a work visa are exempted from this rule. In order to apply for 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
- Students, who have been placed by OSYM-YOS and are already in Turkey, can apply directly to the local Directorate of Security in Istanbul for student visa.
- Students, who have obtained a Bachelor’s or Master’s degree in Turkey and admitted to Master’s or Doctorate program within one year after graduation, can also apply directly to the local Directorate of Security for student visa.

**Student Visa**
International students must obtain a Student Visa before their departure in order to be enrolled at Sabancı University. To apply you should contact the nearest Turkish consulate or the Turkish Embassy in your home country. Our Acceptance Letter must be presented together with the application. We advise you to apply at least two months before the semester begins. There is a visa fee that might vary from country to country. When you receive your visa, check to see that it is a “student visa”.
Please be aware that tourist visas are not accepted. The university will be requesting a valid student visa stamped on your passport to formalize your registration. Student visas can not be obtained within Turkey.
Once you arrive to Turkey, you have to apply for a residence permit within the first month. Some of the documents required for residence permit will be prepared by the Student Resources and you will be able to receive them after you complete your registration process. The visa remains valid as long as a student is enrolled at the University.

ARRIVAL TO CAMPUS
There are two international airports in Istanbul. The biggest and the most used one is called Ataturk International Airport and it is located at Yesilkoy district on the European side of Istanbul. The other airport, Sabiha Gokcen International Airport, is located on the Asian side of Istanbul. Sabiha Gokcen Airport is 20 minutes drive away from the Sabancı University Campus, and there are many charter flights from Europe arriving at Sabiha Gokcen.
You will find that going through passport and customs control is fairly easy as long as your passport and student visa are in order and you are not bringing in goods that are prohibited by Turkish law.
Do check with the Turkish Consulate before coming, particularly if you are planning to bring in
electronic equipment. If you do not have Turkish liras with you, you will need to exchange some foreign currency at the airport. There are money exchange windows conveniently located near the entrance doors.

**How to get to the campus:**

_I-From Atatürk Airport to Sabancı University Campus:_

Sabancı University is located on the Istanbul-Ankara highway, actually at the opposite direction of the Atatürk International Airport. All international students coming to Turkey through Atatürk International Airport are recommended to take Havas, the airport shuttle service to Taksim. The road takes approximately 40 minutes. The shuttle is in every half an hour between 04:00a.m. – 01:00 a.m. Taksim is the central area of the European side of the city. There are regular University shuttles departing from Taksim to Campus. The arrival/departure point is Hakiki Koc Bus Terminal, near Atatürk Kultur Merkezi, in front of Taksim Park, at Mete Caddesi, No: 18 address. A map and the latest shuttle schedule is available at:  
http://sabanciuniv.edu/eng/?kampus_hayati/hizmet_ve_olanaklar/servis/servis.php

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

**II- From Sabiha Gokcen Airport to Sabancı University Campus:**

All international students coming to Turkey through Sabiha Gokcen International Airport are recommended to take a taxi to Sabancı University campus. It may take 15-20 minutes.

**TRANSPORTATION TO/FROM CAMPUS TO CITY**

There is a regular shuttle bus going from Campus to the city. Please check the following link to see the schedule:  
http://sabanciuniv.edu/eng/?kampus_hayati/hizmet_ve_olanaklar/servis/servis.php

You can use your regular student card to pay the shuttle bus. This system is cheaper and much more convenient. You can put money in your card in the GÜRSEL stand next to the shuttle departure area.

Istanbul has a good public transportation system and you can get easily to most destinations using buses, metro, metrobuses or boats. You can find information about the public transportation via:  

There are also minibuses or ‘dolmuş’. When you take a dolmuş you will pay directly to the driver and the price will be different depending on where you want to go. There are not specific dolmuş stops. They pull over when they see customers and drop them wherever they want.
ORIENTATION
Upon arrival all new students are oriented to the University, to the campus, and to the city. The orientation covers presentation by different units at Sabancı University, seminars by the faculty and an old city tour. The orientation is a great chance to learn about practical information and to meet other international students.

*Orientation week for Fall Term: Sept.19-22, 2011*
*Orientation week for Spring Term: Feb. 06-09, 2012*

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATES FOR FALL SEMESTER</th>
<th>DATES FOR SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>The beginning of the courses of MBA Classes</td>
<td>SEP. 12, 2011</td>
<td>JAN. 23, 2012</td>
</tr>
<tr>
<td>Online Course Registration for Exchange Students</td>
<td>SEP. 14-15, 2011</td>
<td>will be announced later</td>
</tr>
<tr>
<td>The Earliest Day to check in the Dormitories</td>
<td>SEP. 17, 2011</td>
<td>FEB. 04, 2012</td>
</tr>
<tr>
<td>Orientation</td>
<td>SEP. 19-22, 2011</td>
<td>FEB. 06-09, 2012</td>
</tr>
<tr>
<td>Course Registrations for <em>Degree Students</em></td>
<td>SEP. *19-23, 2011</td>
<td>FEB. 06-10, 2012</td>
</tr>
<tr>
<td>First day of Classes</td>
<td>SEP. 26, 2011</td>
<td>FEB. 13, 2012</td>
</tr>
<tr>
<td>Add-Drop period for <em>Degree Students</em></td>
<td>OCT. 04–06, 2011</td>
<td>FEB. 21-23, 2012</td>
</tr>
<tr>
<td>Online Add-Drop period for Exchange Students</td>
<td>OCT. 11–13, 2011</td>
<td>will be announced later</td>
</tr>
<tr>
<td>Last day of Classes</td>
<td>JAN. 06, 2012</td>
<td>MAY. 25, 2012</td>
</tr>
<tr>
<td>The last day to check out the dormitories</td>
<td>JAN. 23, 2012</td>
<td>JUNE. 11, 2012</td>
</tr>
</tbody>
</table>

(*These dates can change according to the programs. Please check the current academic calendar for your program: [http://www.sabanciuniv.edu-eng-academic_calendar](http://www.sabanciuniv.edu-eng-academic_calendar)*

**MENTOR STUDENTS**
The International Relations Office in cooperation with Student Clubs organizes a mentor program to help all incoming students. Incoming students are matched with local students who can offer additional information about the Sabancı University community, academics and cultural information.
A Residence Permit is an official document stating registration with the Directorate of Security (Emniyet Müdürlüğü). All international students, regardless of status, are required to register within one month after entering Turkey and obtain this official document. Remember that you will not be able to travel abroad until you obtain a valid residence permit.

Recently the authorities have launched a new system to get an appointment online. All of you have to apply individually at this address: http://e-randevu.yabancilar.iem.gov.tr/

The address of the Directorate of Security for Istanbul is Vatan Caddesi İstanbul il Emniyet Müdürlüğü Yabancılar Şube Müdürlüğü A Blok Kat 1 Fatih/ İstanbul, in the neighbourhood of Fatih, on the European side of the city. Office hours are 8:30 to 12:00 and 13:00 to 17:30, Monday through Friday except holidays. The day of your appointment you will go to the police with all the necessary documents.

Required Documents:
- Student Certificate (will be prepared by Student Resources)
- Your PASSPORT containing a STUDENT VISA
- A copy of the following pages in your passport containing your photo, information concerning identification, duration of your passport, the last entry date to Turkey and Student visa.
- 6 passport size photos
- Fee for Residence Permit Booklet.

PLEASE NOTE: AFTER YOU RECEIVE YOUR RESIDENCE PERMIT, YOU MUST SUBMIT A PHOTOCOPY OF ITS FIRST SEVEN PAGES TO STUDENT RESOURCES UNIT. THIS IS VERY CRUCIAL FOR YOUR STUDENT RECORDS.

The Residence Permit of the students, who have not registered, graduated, dismissed, left by own will or have on leave status (freeze the semester), are cancelled. These students must leave Turkey within 15 days or apply to Directorate of Security Bureau for a new residence permit. Otherwise, they will be sentenced to fine.

Those who are in “on leave” status for one semester and leave Turkey, must have a tourist visa for re-entering Turkey and renewing their registration. However, those who have been “on leave” for one year or more must have a student visa for renewing their registration. (Since, the residence permit is cancelled, these students cannot enter Turkey without a visa.)

We would like to remind you that it is your responsibility to be aware of these rules and regulations. Moreover, please pay attention to these rules in order to avoid any serious legal and financial problems ahead.
FOREIGN IDENTITY NUMBER
As the requirement of a recent regulation, every foreign resident, like Turkish citizens should have an identity number given by the state of Turkish Republic. This number is used in Information System as well. This number is used when producing a student certificate, when graduating, etc. After you get your number, you are required to inform Student Resources Unit.

HOW WILL YOU FIND OUT YOUR FOREIGN IDENTITY NUMBER?
2. Make an inquiry on the left side by entering a) resim doğrulama (the number you see on the right side is to be entered on the blank) b) your BIRTH YEAR and c) RESIDENCE PERMIT NUMBER (which is a number on the first page of your Residence Permits, like 31-112233).
3. The inquiry results in an 11 digit number 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.

TAX NUMBER FOR PAYMENTS AND BANK ACCOUNT
In Turkey a tax number (vergi numarası) is required when you need to have a bank transaction done. You will need a tax number if you wish to open a bank account in Turkey or if you stay at the dormitories (even if you do not have a bank account here). In order to pay the dormitory fees, a tax number will be required.

Obtaining a tax number is not a complicated procedure. You have to go to a tax office with the photocopies of your passport. Check the following link for the tax offices in Istanbul:
http://www.ivdb.gov.tr/birimvergidairelist.htm

STUDENT ID CARD
After the enrollment you will receive a STUDENT ID CARD. This an official document certifying your student status and used for various campus facilities within a one week after the completion of enrollment. This document will be used not only for identification purposes but also to benefit from the Information Center services, also as a photocopy card and as a student shuttle bus card.

I. Student ID card for the shuttle.
GÜRSEL is the company offering transportation service to all the Sabancı University community. You can charge your card in the GÜRSEL located in campus. There are regular shuttles to the city centers. The shuttle Schedule can be found at http://www.sabanciuniv.edu ➔ Campus Life
II. Student ID card to use the photocopy and printer facilities
There are approximately 15 laser printers and photocopy machines that also function as laser printers. Students can independently copy or print documents using their cards. You can load your card from the Canon Office at the University Center. After each use, the photocopied and printed amount is debited from the student’s account.

III. Student ID card to pay at the cafeteria
You can use your card to pay a set menu rather than paying with cash. At least you must charge the card with 30 TL to use this service. You can obtain information about this service when you enter the cafeteria on your left. There is a staff member from Turkaş, our food provider company at campus, will be in charge of toping up your card for this service.

IV. Student ID card to check out books or multimedia materials at the information center
Your student ID card is also used to check out books or other materials at the information center. If a book is returned late you will have to pay a fee to AKBANK before you are able to use your card again to check out more materials. The Student ID Cards will be valid only for the term you are enrolled. If you lose your card, a 30 TL fee will be charged for issuing a new card.

ACCOMODATION DURING YOUR STAY
On the serene campus of Sabancı University, students find facilities to meet all of their daily needs. Sabancı is the university with the highest student-housing rate in Turkey.

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 to living in housing facilities are the various amenities and the reasonable prices. Foreign students have priority in housing allocation for their subsequent years.

- The rooms and the opportunities;
- There is a telephone and an internet line for each student in the rooms.
- There are wide studying tables, table lamps, reading lamps over the beds, wide drawers and wardrobes, a bath and a toilet with air condition system in each room.
- Although the rooms are for two and four students, the rooms are designed in a way in which students can study or sleep whenever they want without disturbing their roommates.
- There is a studying room in each flat; a TV room and a table-tennis room in each block. Students can get their hot-cold water anytime from the water-machines at the flats.
- Housekeeping members clean the rooms according to a schedule prepared by the University. They empty the dustbins every day. Students are to tidy their beds and do the other cleaning.
• The students are to provide their own cleaning supplies (shampoo, soap, towel, toilet paper, toothpaste, washing powder...)
• Students can use laundries in the blocks to wash, dry, and iron their clothes without any payment.
• Bed-sets (pillow, pillow case, protective case, and quilt) are provided by the university. Students can change their bed-sets with the new ones once a week.
• There are also special designed rooms for handicapped students.
• Single rooms are available to PhD students upon their request.
• Due to University regulations, female and male students can not stay in the same room.

**Application For Dormitories**

For exchange students; In the exchange application form, exchange students must indicate their accommodation preferences, especially if they want to stay on campus. Although the capacity is limited, the International Relations Office tries to arrange for the accommodation. Priority will be given to students who apply on time (before the application deadline).

For degree students; applications for dormitories will be done online. Please read the “Dormitory Application Guide” at the back page of this booklet carefully before you make application for the dormitories. The results of the dormitories applications will be announced on our web site.

**DORMITORY APPLICATIONS WILL START ON AUGUST 2ND, 2011 AT 10 A.M. AND WILL END ON SEPTEMBER, 6TH 2011 AT 4 P.M**

For Dormitory fees, please visit www.sabanciuniv.edu

**Information for Fees**

• You will pay the deposit together with the dormitory fee and get it back after the end of the semester. The dorm fee and deposit are paid upon arrival to Sabanci University. You are given one week after the beginning of the semester to pay this fee. The payment is done at the bank located on campus. A tax number is required for the payment transaction. (Please see: Obtaining a tax number).
• If the settlement is not done within a week after classes start, the student will lose the right to keep the room.
• If you lose your dormitory key a fee of around 100 TL will be applied.
• Students are allowed to check in the dormitories two days before the orientation for exchange students takes place. The check out should take place two days after the exam period is over the latest. Please remember to notify the dormitory (yurtlar@sabanciuniv.edu) about your check out date one week before your departure. Only by doing this properly you will be able to receive your deposit on time. Deposits are returned to students two days before they leave. To receive the money please visit the AKBANK on campus. The payment will be done in cash directly to the resident of the dormitory.
Repairs
If something small needs to be changed or repaired (like a light bulb) in your room you should reach the call center (extension 9988) during regular work hours (9:00 to 17:00). The call center counts with a bilingual member among their staff for your convenience. If what needs fixing or repair is something more serious then you will need to contact the related building responsible.

Dormitory officer’s list:

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Officer</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1-A2</td>
<td>Rezan Hasdemir</td>
<td>A1-G034</td>
<td>0216 4839926</td>
<td><a href="mailto:rezanh@sabanciuniv.edu">rezanh@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>A3-A4</td>
<td>Şennur Kargi</td>
<td>A3-G008</td>
<td>0216 4839934</td>
<td><a href="mailto:sennur@sabanciuniv.edu">sennur@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>A5-A6</td>
<td>Hakan Bilgin</td>
<td>A6-G034</td>
<td>0216 4839927</td>
<td><a href="mailto:hakanbilgin@sabanciuniv.edu">hakanbilgin@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B1-B2- B5</td>
<td>Pınar Kalaycı</td>
<td>B5-1034</td>
<td>0216 4839929</td>
<td><a href="mailto:pkalayci@sabanciuniv.edu">pkalayci@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B3-B4-D1A-D1B-F-G</td>
<td>Mehmet Deveci</td>
<td>B3-G042</td>
<td>0216 4839933</td>
<td><a href="mailto:mdeveci@sabanciuniv.edu">mdeveci@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B6-B7</td>
<td>Esra Baştuğ</td>
<td>B7-G042</td>
<td>0216 4839936</td>
<td><a href="mailto:esrab@sabanciuniv.edu">esrab@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B8-B9</td>
<td>Serdar Önce</td>
<td>B8-G042</td>
<td>0216 4839938</td>
<td><a href="mailto:serdaro@sabanciuniv.edu">serdaro@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B10-B11</td>
<td>Banu Öney</td>
<td>B10-G038</td>
<td>0216 4839955</td>
<td><a href="mailto:boney@sabanciuniv.edu">boney@sabanciuniv.edu</a></td>
</tr>
</tbody>
</table>
Accommodation outside the University Campus
If preferred, students may choose to live outside the university campus. In that case you have
the responsibility to find your own accommodation. Below you can find some websites where
temporary housing opportunities are advertised:

http://istanbul.craigslist.com.tr/apa/
www.turkishostel.com
http://www.sublet.com/area_rentals/turkey-marmara/istanbul_rentals.asp
http://www.sahibinden.com/ (Turkish)
http://www.studioflats.info/

INFORMATION SYSTEM FOR STUDENTS (IS)
During your academic life at Sabanci University, you’ll be using the Student Information System
(http://bannerweb.sabanciuniv.edu) for tracking your academic and personal records. You can
view your course schedules and course syllabi and other relevant information. In order to enter the
system, you have to login using your USER ID and PIN:
· USER ID: please put four zeros before your student number.
· PIN: your birth date in the form of dd/mm/yy.

At the first entry to the system, you will be asked to enter a security question and answer in case
you forget your pin. Once you enter the system, please enter the ‘Personal Information’ Menu and
click the necessary link to change your PIN.

UPDATING PERSONAL INFORMATION
Some personal information of students (mailing address, home address, telephone numbers,
emergency contact person, etc) is transferred in the system during the enrollment to the
University. Submitting any changes in the given information is of student’s responsibility.
In case there is any change in your personal information, please fill in the “Student Information
Update Form” via Student Information System. Your information will be updated at most in 3 days.
Exchange Students

REGISTRATION
All newly admitted exchange students should complete the required forms and documents, and submit them to Student Resources Unit during the orientation week.
Student Resources Unit is located on the first floor of the Administration Building Go63, is open 08:30 –12:00 and 13:00-17:30, Monday to Friday.
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
- A copy of the following pages in your passport containing your photo, information concerning identification, the last entry date to Turkey, and Student Visa
- 2 passport size photos (4.5 x 6 cm) photos (taken in the last 6 months, head and neck open, clearly identifying the person)
- Personal Information Form (should be filled without any missing information)
- Student ID Card Information Form (Don’t forget to stick your photo and don’t cut the edges of the form)

LAPTOP COMPUTER SERVICE PACKAGE
There are no university labs for personal usage at Sabancı University, so students either bring their own laptop or rent one from the university by paying a rent price. Filling the “Laptop” part on the online exchange form is enough to request renting a laptop. The Package includes the laptop, network connection and technical support service.

If you decide to rent a laptop, it will be given to you by the Information Technology unit after your enrollment. The rented laptop should be returned at the end of the study period at Sabancı University. An e-mail address will also be given together with the computer. If you have any questions on this subject please contact: laptop-info@sabanciuniv.edu

You can access facilities provided by Information Technology (IT) and up-to-date information about using them from http://mysu.sabanciuniv.edu/bt IT website pages.

PAYMENTS
During the orientation week, exchange students will do the following payments if they accommodate on campus or rent a laptop. It is only possible to pay by cash. Bank transfer or credit card payments are not accepted.

1. On-Campus Accommodation:
Please see web site for the fees. www.sabanciuniv.edu
Deposit (once, during first entrance) 750 TL
2. If you want to rent a Laptop you should also pay 130 TL per semester for rent. The rent fee cannot be changed according to students’ arrival or departure. Rent fee includes rent, network connection and technical support service. Most of the incoming students bring their own laptop so they do not pay rent fee for their own laptop.

ACADEMIC ADVISORS
Before arrival an academic advisor will be assigned to exchange students. Exchange students should contact their academic advisors upon their arrival to discuss their course selection. Academic advisors will be able to guide exchange students with all their academic related questions. Please consider your advisor’s suggestion before you make any changes during the course add/drop period.

COURSE REGISTRATIONS
Exchange students will make their course registration via online before arriving at Sabanci University. Course registrations will be done on September, 14-15 2011 (For Fall Semester). Please do not forget to check the courses from the Information System online. Also, be sure to understand the requirements of your own program and home university before the registration takes place. We advise you to read the Course Registrations for Incoming Exchange Students via http://bannerweb.sabanciuniv.edu carefully which we believe you will find all necessary information there.

Please note that you will use the Student ID number stated in the acceptance letter as your “USER ID” and your birthday as your “PIN”. For example if your student ID is 00018899 and birthday is 18th of May, 1985; then your user ID should be 00018899 and password should be 180585.

After the course registration period, you will be able to print your course schedule via the Student Information System.
COURSE ADD-DROPS
On the main page of 'Course Catalog' displays all the courses offered by the University and 'Course Program' displays only the courses offered that semester. You will make your course add-drops via online. After the online add-drop, you can make changes on your learning agreement. The academic advisor, assigned by the relative faculty, will help you with course add-drops, registration procedures and monitor your academic development. You can see your advisor’s name on Student Information System by clicking the following links respectively after you login: Student & Financial Aid / Student Records / Advisor Information Please be aware that, no add-drops will be done after the stated period.

TURKISH LANGUAGE COURSES
The language of instruction at Sabancı University is English (with only a few exceptions). Still learning some Turkish can be very useful and students can find some opportunities during their exchange semester 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. Please check: http://do.sabanciuniv.edu/eng/

LEARNING AGREEMENT
After the application is accepted by Sabancı University, the incoming exchange student may wish to prepare ECTS Learning Agreement (LA) in coordination with his/her home university. If the student is required to prepare a Learning Agreement she/he is advised to view the Course Catalog as soon as the catalog for the related semester is open. Exchange students should send their LA’s before the beginning of the semester with the signature of the related person and the stamp of their institution. Students may have to modify the agreed program of study upon arrival at Sabancı University for a variety of reasons: timetable clashes, unsuitability of chosen courses (in level or content), etc. Students can update their LA’s using its second page for add-drop.

ECTS TRANSCRIPT
ECTS Transcripts of records is produced by Student Resources (SR) only for exchange students at the end of their period. Every course taken by the student is recorded on the transcript of records with not only the ECTS credits but also with the grade awarded according to the local grading scale. The transcript is being prepared by SR at the end of the term and is being sent by International Relations Office (IRO) to home universities within 30 days after the end of the semester.
ENROLLMENT DATES AND PLACES

All newly admitted students should complete the required forms and documents, and submit them to Student Resources in person during the dates announced in the Academic Calendar. If, for any reason, you fail to complete the process within the required period, you may lose your right to study at Sabancı University.

Student Resources Unit is located on the first floor of the Administration Building and the working hours are between 09:00 –12:00 and 13:30-16:30, Monday to Friday.

For Degree students, we ask you to fill out the “Student Information Form” online by using the “Student Information Form Guide” at the back side of this booklet in order to complete all enrollment procedures.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DATE</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNDERGRADUATE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Students and Foreign Nationals</td>
<td>September 05-09, 2011</td>
<td></td>
</tr>
<tr>
<td><strong>GRADUATE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Graduate Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive MBA (EMBA)</td>
<td>July 21-22, 2011</td>
<td>Administration Building</td>
</tr>
<tr>
<td>Masters in Finance (MIF)</td>
<td>August 15-19, 2011</td>
<td></td>
</tr>
<tr>
<td>Information Technologies (BT)</td>
<td>September 13-14, 2011</td>
<td></td>
</tr>
<tr>
<td><strong>EXCHANGE STUDENTS</strong></td>
<td>September 19-23, 2011</td>
<td>UO- SR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DATE</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRADUATE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate School of Engineering and Natural Sciences</td>
<td>January 30-February 1, 2012</td>
<td>Administration Building</td>
</tr>
<tr>
<td><strong>EXCHANGE STUDENTS</strong></td>
<td>February 06-10, 2012</td>
<td>UO- SR</td>
</tr>
</tbody>
</table>
Degree Students

REQUIRED DOCUMENTS and FORMS
In order to enroll at Sabancı University, must submit the required documents. More information about these documents is provided below. It is recommended for you to keep a copy of the documents submitted during enrollment.

Undergraduate Programs
- Original Test Scores (YOS, SAT I, GCE, ACT, etc.)
- The original of high school diploma and its notarized Turkish translation
- High School Diploma Equivalency Certificate from the Turkish Ministry of Education (Talim Terbiye Kurulu Baskanligi)
- Original Transcript (if not submitted during the application)
- Original English proficiency exam result if available.
- Passport copy (photocopies of the pages that include identification information and “Student Visa” taken from the Turkish Consulate in home country)
- 8 passport size (4.5 x 6 cm) photos taken in the last 6 (Your face on the photo must be clearly visible and recognizable)
- A receipt of Tuition fee and new technology fee payment.
- Financial Commitment Statement
- If available, a copy of the first seven pages of the Residence Permit (taken from the Bureau of Foreign Residence)

Graduate Students
- 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 translation of the diploma is also required along with the notarized copy of the original.
• Original GRE and GMAT Certificate (if required by admitting program)
• Original English proficiency exam result (for students who have not taken the Sabancı University Language Assessment Exam)
• Original Transcript (if not submitted during the application)
• 8 passport size (4.5 × 6 cm) photos taken in the last 6 months. (Your face on the photo must be clearly visible and recognizable).
• Passport copy (photocopies of the pages that include identification information and “Student Visa” taken from the Turkish Consulate in home country)
• If available, a copy of the first seven pages of the Residence Permit (taken from the Bureau of Foreign Residence)

ENGLISH LANGUAGE ASSESSMENT EXAM (ELAE)
The medium of instruction at Sabancı University is English and a certain level of English proficiency is required to follow the courses. In this respect, the School of Languages administers the English Language Assessment Exam (ELAE) for newly admitted students at the beginning of each academic year in September. All new undergraduate, graduate and transfer students coming from universities where the medium of instruction is Turkish, can take the ELAE Exam. Exemption from the ELAE is possible only with certain levels/scores obtained from the international proficiency exams indicated below:

<table>
<thead>
<tr>
<th>International Exams</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS Academic Module</td>
<td>6.5</td>
</tr>
<tr>
<td>TOEFL PBT</td>
<td>550 + min 4 in writing</td>
</tr>
<tr>
<td>TOEFL IBT</td>
<td>80</td>
</tr>
<tr>
<td>CAE</td>
<td>C</td>
</tr>
<tr>
<td>CPE</td>
<td>C</td>
</tr>
<tr>
<td>FCE</td>
<td>B</td>
</tr>
</tbody>
</table>
Degree Students

ELAE is composed of two stages:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Place</th>
<th>Scope</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st STAGE</td>
<td>stated in the enrollment letter</td>
<td>New undergraduates, Students back from leave</td>
<td>Grammar and vocabulary test, a short composition on a given subject</td>
</tr>
<tr>
<td>2nd STAGE</td>
<td>The ELAE second stage Stage II classroom assignments for the students who have passed the first stage will be announced at on the main entrance doors of the School of Languages Building and on <a href="http://www.sabanciuniv.edu">www.sabanciuniv.edu</a>. For transfer and graduate students, the place of the exam is stated in their enrollment letter.</td>
<td>Students who pass the first stage</td>
<td>Writing, Listening, Reading skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transfer students coming from universities where the medium of instruction is Turkish</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate students assigned by the Faculties</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continuing FDY Students (Students who completed the Upper-intermediate (ENG 003) course in previous terms but failed the ELAE)</td>
<td></td>
</tr>
</tbody>
</table>

There is a symbolic welcome meeting where tea and biscuits cookies will be served, outside the School of Languages Building before the exam. After the meeting, students will go directly to their exam halls. Please be informed that for security reasons, people other than students and staff will not be accepted into the exam buildings. For additional information please visit the School of Languages web site from the link provided below: www.sabanciuniv.edu --- School of Languages

Practice Test:
The following web site provides a general idea on the structure of the exam as well as sample exams: [http://www.sabanciuniv.edu → School of Languages](http://www.sabanciuniv.edu → School of Languages)

Please Be Sure To arrive in the exam room HALF AN HOUR BEFORE the test exam begins, and bring a picture Identification Card with your current photograph, pencil, and eraser.
Elae Evaluation Results: ELAE Exam results are announced by the following grades:

<table>
<thead>
<tr>
<th>Stage I Results</th>
<th>SL: Satisfactory</th>
<th>UL: Unsatisfactory</th>
<th>NA: Not Attended/ Evaluated as a UL grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage II Results</td>
<td>Grading Scale:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-SL (90-100); B-SL (80-89); C-SL (70-79); D-UL (60-69); E-UL (50-59); F-UL (0-49).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SL (A-SL, B-SL, C-SL)</td>
<td>Satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IL (D-IL): received a score close to the min. required score in Stage II. The numeric grade accepted as D-IL is decided by the SL Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UL (D-UL, E-UL, F-UL)</td>
<td>Unsatisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA: Not Attended/ Evaluated as a UL grade</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please note that the Foundations Development Year (FDY) Basic English Level has some sub-levels and the students are placed in the appropriate sections according to their scores on ELAE Stage I. For this reason, even if a student assumes that his/her level is "Basic", it is important that he/she takes the ELAE Stage I.

***The program fee will be announced on the website. Those students requesting accommodation can stay in a dormitory during the duration of the program. For fee details and procedures, it is recommended to visit our web site.

Transfer and Graduate Students:

- ELAE Stage II
  - Starts his/her faculty
  - ELEA EXAM
    - UL/NA
      - loses his/her right to study at Sabanci University
  - Optimal Intensive English Language Program (***)
    - loses his/her right to study at Sabanci University
Degree Students

Announcement Of The ELAE Scores Results:
Graduate students learn their ELAE results from their faculties. In line with security and confidentiality principles, the results of the exam are announced by student ID only and the names are kept confidential. The results of the Stage I Exam will be announced on the same day of the exam at 21:00, and the Stage II results at the following places: Sabancı University External web site (www.sabanciuniv.edu) and the doors of the School of Languages Building. For security reasons and to prevent any misunderstandings, ELAE Exam results are not be announced or provided on the phone.

PREPARATORY COURSE FOR “SCIENCE OF NATURE”
The Preparatory Course for “Science of Nature I” is an optional course open to all students registered as freshman. The aim of the course is to equip the students with the fundamental concepts of mathematics and physics to facilitate the first year Science of Nature course (NS 101) and to provide equal opportunity to the students with different educational backgrounds to become successful as freshmen. The course covers the basis of an introductory physics course, namely mechanics and dynamics. In addition, its content includes differentiation, integration, trigonometric functions and algebra-analytic geometry. During the course, the students will have the opportunity to learn or recall and practice basic mathematical concepts while covering the subjects in physics such as velocity, acceleration, force, work, Newton’s Laws and conservation of energy as well as circular and projectile motion. The topics listed above are only given as a summary in the beginning of NS 101 course. Therefore, students who do not feel confident about their physics or mathematics backgrounds/knowledge are strongly recommended to register to Preparatory Course for “Science of Nature I”.

For more information please contact:
Akif Ulaş Bilgilic
Phone: 216 485 9496
E-mail: ubilgic@sabanciuniv.edu

Aytaç Göğüş
Phone: 216 483 9485
E-mail: agogus@sabanciuniv.edu
UNDERGRADUATE PROGRAMS

- Biological Sciences and Bioengineering
- Computer Science and Engineering
- Cultural Studies
- Economics
- Electronics Engineering
- International Studies
- Management
- Manufacturing Systems Engineering
- Materials Science and Engineering
- Mechatronics
- Social and Political Sciences
- Visual Arts and Visual Communications Design

Regular period of undergraduate education at Sabancı University is 4 academic years. Students that meet all the requirements of graduation can graduate in a shorter period. Maximum period of education allowed for the completion of undergraduate programs is 7 academic years (14 semesters excluding the summer term).

The interdisciplinary design of the academic programs offered by the Faculty of Engineering and Natural Sciences (FENS) and the Faculty of Arts and Social Sciences (FASS) prepares students for the diverse challenges of modernity and technology.

All students experience a two-tier common program that exposes them to a broad variety of disciplines and approaches.

- The University Courses in the first tier assist students in acquiring interdisciplinary thinking skills and a holistic knowledge base as well as discipline-specific content.
- Second tier Faculty Courses familiarize students with the undergraduate programs to assist them in their choice of field at the end of the second year.

Students declare majors in their field of interest and choice after the experience of a two-year-based curriculum. The students, placed into the Faculties according to their University Entrance Exam results, have the opportunity to formally declare their majors after the two-year common program. Delayed major declaration enables more informed and mature career decisions.

Prior to the core curriculum, students not yet at proficiency level enroll in the Foundations Development Year (FDY) since English is the medium of instruction at Sabancı University. FDY courses and exams are offered by the School of Languages (SL).
Semester Registrations
Students must renew their semester registrations at the beginning of each semester within the periods announced in the academic calendar following the payment of Instruction Letter for Undergraduate Programs tuition fee and other fees required to benefit from university’s utilities and taking opinion of their advisors. Students are required to make semester registrations in person.

Students who did not make their registrations during the regular Fall and Spring term registration period can carry out a make-up process for registration during the course adddrop period. No registration process can be carried out after the end of the course add-drop period. However, within a 2-week period after add-drop, students with accepted reasons can register upon the resolution of the Faculty/Institute Administrative Board and President’s approval. Students in this category should fulfill any additional Sabancı University requirements.

Any student who fails to register in one semester except the summer term and thus is not registered for at most one semester during his/her education period can renew his/her registration process in the following semester provided that his/her reason is accepted by the Faculty/Institute Administrative Board. Otherwise, such a student will completely lose all his/her student rights. The semester for which such a student is not registered is included in the calculation of maximum period of education.

Course Add-Drops
Students 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, students are required to make such modifications in person following the taking opinion of their advisors. Any add-drop processes after this period are subject to the approval of the Faculty/Institute Administrative Board provided that the reasons submitted by the student are acceptable. The add-drop process of the courses is subject to the principles set in Article 18 “Course Load.” In summer term add-drop process is not carried out. For more details; it is advised to read Undergraduate Instruction Letter.

Advisors
Following his/her University enrollment, every student is assigned a Tutor. The responsibility of the Tutor is to explore the student’s areas of interest and bring out his/her talents, provide guidance in selecting the major area for diploma and add-drop processes of the courses, registration issues and monitor his/her academic development. At the beginning of the third year, every student is assigned an Academic Advisor. The Academic Advisor, who takes over the academic support and other functions from the Tutor, provides guidance to the student until his/her graduation.
MINOR HONORS PROGRAMS

Minor Honors Programs are designed to provide knowledge and information in areas other than those of the student’s registered diploma program. Successful undergraduate students who satisfy the specific terms and conditions, are candidates for the minor honors programs in Physics, Mathematics, Chemistry and Art Theory & Criticism.

· Click for the purpose and the content of the courses in physics minor honor program: http://www.sabanciuniv.edu/eng/?ogrenim/yandal/yandal.html
· Click for the purpose and the content of the courses in mathematics minor honor program: http://www.sabanciuniv.edu/eng/?ogrenim/yandal/yandal.html
· Click for the purpose and the content of the courses in chemistry minor honor program: http://www.sabanciuniv.edu/eng/?ogrenim/yandal/yandal.html
· Click for the purpose and the content of the courses in Art Theory and Criticism minor honor program: http://www.sabanciuniv.edu/eng/?ogrenim/yandal/yandal.html

GRADUATE PROGRAMS

Graduate study at Sabancı University places major emphasis on the advancement of knowledge through research. Academic efforts based on this vision support the development of next generation of scholars and provide the ability to transform the results of scientific activity into public benefit.

Graduate School of Engineering and Natural Sciences
· Biological Sciences and Bioengineering
· Computer Science and Engineering
· Electronics Engineering
· Electronics Engineering and Computer Science (ö)
· Industrial Engineering
· Information Technology
· Leaders for Industry Program
· Materials Science and Engineering
· Mathematics
· Mechatronics
· Physics

Graduate School of Social Sciences
· Conflict Analysis and Resolution
· Cultural Studies
· Economics
· European Studies
Degree Students

- History
- Political Science
- Public Policy
- Turkish Studies
- Visual Arts and Visual Communications Design

Graduate School of Social Sciences - Management Graduate Programs
- Masters in Finance (MIF)
- Executive MBA
- MBA
- Management (Ph.D.)

Semester Registrations
Students must renew their semester registrations at the beginning of each semester within the period announced in the academic calendar following the payment of tuition fee and other fees required to benefit from university’s utilities and view of the courses they have selected by their academic advisors. Students are required to make semester registrations in person. Education in summer term is optional and only the students that will take courses should be registered.

Students who did not make their registrations during the regular registration period for fall, spring and compulsory summer terms 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. However, within a 2-week period after add-drop, students with accepted reasons can register upon the resolution of the Graduate School Administrative Board and President’s approval. Students in this category should fulfill any additional Sabancı University requirements.

Any student who fails to register for one semester and thus is not registered for at most one semester during his/her education period can renew his/her registration process in the following semester provided that his/her reason is accepted by the Graduate School Administrative Board. Otherwise, such a student will completely lose all his/her student rights. The semester for which such a student is not registered is included in the calculation of maximum period of education.

Course Add-Drops
Students can add/drop courses during the second week following the beginning of classes in fall, spring and compulsory summer terms. In this process, which is called the add-drop process for courses, students are required to make such modifications in person following the view of their academic advisors. Any add-drop processes after this period are subject to the approval of the Graduate School Administrative Board provided that the reasons submitted by the student are acceptable. Course add-drops are not allowed in optional summer terms.
Advisors
Following his/her university enrollment, every student is assigned an Academic Advisor. The responsibility of the Academic Advisor is to monitor the student’s personal and academic development and provide guidance in the registration, add-drop courses. Additionally, master’s and doctoral students are assigned thesis advisors by the Graduate School Director; until the beginning of the second semester for the former and third semester for the latter. The same person can undertake the responsibilities of both academic and thesis advising.

INSTRUCTIONS LETTERS
It is required to read the instruction letter for the level of the program you are admitted to. The instruction letters for the Foundations Development Program, Undergraduate and Graduate Education can be viewed online at our web site (www.sabanciuniv.edu) by clicking the ‘Instruction Letters’ icon.

PROGRAMS AND COURSES
All programs and degrees offered at Sabancı University can be displayed on our web site (www.sabanciuniv.edu) by clicking on the ‘Education’ link. If you click on the degree option of each program, you can find detailed information on that program’s description and degree requirements. To view all courses offered, please click the ‘Course Catalog’ link on the main page of the Student Information System (http://bannerweb.sabanciuniv.edu/). To view only the courses offered for the current semester, please click the ‘Course Schedule’ link on the same page.

LAPTOP COMPUTER SERVICE PACKAGE
Sabancı University has supplied a computer service package including laptops, softwares and their support service for students since 1999-2000 academic year. This application in line with similar applications of the abroad educational institutions, was implemented for the first time by the Sabancı University in Turkey. Because of the powerful infrastructure of Information Technology in Sabancı University, all the students can access all provided facilities and Internet using the University network from classrooms, Information Center, their homes and dormitory rooms. You can access facilities provided by Information Technology (IT) and up-to-date information about using them from http://mysu.sabanciuniv.edu/bt IT website pages.
THE TUITION AND NEW TECHNOLOGY FEE PAYMENT

Tuition and other fees at Sabancı University are determined each year by the Board of Trustees on an annual basis. Each year fee increase rate for current old undergraduate students; will not exceed the %5 of the tuition fees specified on the basis of US dollar according to the entrance years to the university and the increase rate for tuition fees specified on the basis of TL, can be parallel to the inflation rate of the year before.

The tuition and the new technology fee should be paid until the date specified on the Academic Calendar. For details; please visit our web site (www.sabanciuniv.edu)

HOW TO GET STUDENT CERTIFICATE

Student Certificate is an official document stating that you are a student of Sabancı University. You can ask for a student transcript in following ways:

- Come to Student Resources that is located on the entrance floor of President’s building, to submit your request.
- E-mail a request to sr@sabanciuniv.edu
- Fax a request to: (0216) 483 90 73

Your Student number is sufficient for preparation of the document. Student Certificate will be ready in one day after the request.

HOW TO GET TRANSCRIPT

To view your transcript from Information System:

- Login to the Student Information System using your student number (following four zero’s; ex: 0000xxxx) and pin.
- Choose ‘Student Records Information Menu’ from ‘Student & Financial Aid Menu’
- Click on the ‘Academic Transcript’ option to view your student transcript.

The transcript taken via the web is not counted official. To obtain an official transcript:

You have to apply to the Student Resources with the receipt showing that you have payed 10 TL to Akbank Central Branch (Branch number: 713) account no. 9999 (IBAN no: TR53 0004 6007 1388 8000 0099 99) (For international payment you have to use Swift Code: AKBKTRIS713) together with a “Official Transcript Request Form” by the following ways:

- Come to Student Resources that is located on the entrance floor of the President’s building, to submit your request.
- Fax a request to: (0216) 483 90 73.
- Your transcript will be prepared in 2 days. Transcripts reflecting grades for the current semester enrolment are available ten working days after finals week.
- All financial obligations to Sabancı University must be satisfied before a transcript is released.
STUDENT RESOURCES UNIT

Student Resources Unit is one of the major divisions of Sabancı University with oversight of all issues and resources related to student life. The primary role of the Student Resources Unit is to administer the University student appeals process and to provide academic and administrative information for all students. Our main mission is to challenge and support students in the cognitive, emotional, and social dimensions of student learning and development. We offer many support services for students. Some of our missions are to:

- **Guide** all students through their education
- **Collect** all applications of international students to undergraduate programs, transfer students to undergraduate and graduate programs by entering all information to the Student Information System in order to be evaluated by the Faculties.
- **Control** the term and cumulative point averages of the grades at the end of each semester and carry out the graduation process of the students who are eligible for graduation.
- **Provide** guidance services concerning prospective student admissions, scholarships, tuition, course and credit transfer, course enrollments, semester leave, academic measurement and evaluation, courses, grade changes, degree programs, discipline procedures, and rules and regulations.
- **Provide** for guidance for student clubs which are set up to cultivate extra-curricular student activities that aim to enrich the students’ cultural, artistic, academic and individual characteristics and develop students’ research skills and creativity.
- **Keep** individual and academic information of all students in our system and make current upkeep of the information in order to be safe and trustable.
- **Produce** student certificate and transcript upon request.
- **Encourage** and support students, academic and administrative staff in order them to benefit from all sports facilities.
- **Host** prospective university students upon their visit to campus, thus providing information about the university and campus.
- **Organize** the enrollment process and give orientation programs to our new students to ease their adaptation to the university life.

We are a group of professional staff committed to diversity, and always to excellence. We work diligently to ensure student success, especially in regard to retention and graduation. We are knowledgeable about the changing needs and backgrounds of the students of the future, and seek to use emerging technologies to serve you better. We encourage you to visit our web pages to learn more about who we are and what we do.

We have three major divisions under the umbrella of Student Resources Unit to support student extracurricular activities that enable the enhancement of their social, cultural, artistic and individual skills:
• Student Activities – Clubs (http://www.sabanciuniv.edu/ok/etkinlikler/tr/)
• Sports Activities (http://www.sabanciuniv.edu/ok/spor/eng/)
• Recruitment Activities (http://www.sabanciuniv.edu/ok/adaylar/eng/)

Web Page: http://www.sabanciuniv.edu/ok/eng/

Contact Info  
Academic and Administrative Operations sr@sabanciuniv.edu  
Student Activities clubs @sabanciuniv.edu  
Sport Activitie spor@sabanciuniv.edu  
Recruitment Activities studentinfo@sabanciuniv.edu  

INTERNATIONAL RELATIONS OFFICE
The office is overall responsible for the ongoing internationalization process at Sabancı University. The office works closely together with the faculties and other units to develop international contacts. Starting from October 2008, it has a new structure takes office under the authority of the President’s Office.

Our Mission
To foster, guide and support Sabancı University in its goal for becoming a competitive global University through participatory, transparent responsible and responsive leadership; and to promote intercultural development and tolerance by expanding the international experiences of Sabancı University community.

Our Responsibilities
• Became the center of all sorts of international activity
• Development and execution of Sabancı University’s internalisation strategy in line with the university’s mission and vision
• To expand the international experiences of Sabancı University students, faculty and staff
• Arranging programs and meetings to enhance International dimension of the university
• Support and organize the International recruitment
• Support the needs and requirements of incoming and outgoing students, international faculty and international staff

Web Page: http://myweb.sabanciuniv.edu/iro/  
Contact: international@sabanciuniv.edu  
suincoming@sabanciuniv.edu
The Center for Individual and Academic Development (CIAD)
The Center for Individual and Academic Development (CIAD) encourages Sabancı University community (students, faculty, and administrative staff) to strengthen their personal and academic skills.
CIAD is comprised of sub-units that aim to facilitate students’ adaptation to university life, thus providing a smooth transition from secondary to undergraduate education:

- Academic Support
- Disabled Student Support
- Individual Counseling
- Student Guidance System
- Writing Center

All CIAD sub-units assist Sabancı University students to adjust to the uniquely participatory and interdisciplinary nature of the university, at the same time encouraging them in their acquisition of national and global perspectives in preparation for their post-university life.

CIAD encourages activities to promote interaction and communication among administration, faculty, and all other units that lead to personal and/or academic efficiency and productivity on campus.

Disabled student support is also provided by CIAD in collaboration with administrative and academic resources of the university.

Contact: ciad@sabanciuniv.edu

CAREER DEVELOPMENT UNIT
Career Development Workshop
Sabancı University executes a program called the “Career Development Workshop” to help its students, especially the graduation candidates acquire various business and academic skills and information that would help them through the period they are preparing for life and in the future; familiarize them with the sectors and business opportunities in line with their graduate programs and extend their knowledge in the recruitment phase.

Career Development Workshop is a 3-tier workshop:

- Basic Information and Personal Development Seminars
- Company/Sector Presentations
- Practice Sessions

E-Mail: intern@sabanciuniv.edu
career@sabanciuniv.edu
Internship
Sabancı University has fundamental characteristics that make its internship policy stand out.

1. Project-Oriented and Class-Based Internship
In Sabancı University, internship is applied as a “project-oriented” class. The students participate in projects applied in companies and/or fulfil their internship by generating new projects to problems awaiting solutions in line with the requirements of the companies.

2. Internship Follow-up and Evaluation System
Internship program is followed up in a completely “electronic environment” through software that has been developed under the Sabancı University structure. With the help of this system, the definition of the project to be undertaken by the student during the internship, evaluation of the project by the academic consultant at the end of the internship and coordination of the internship office with the companies are followed up in a timely manner. The student determines the project on which he/she will work and begins his/her internship upon the approval of his/her academic consultant. At completion of the internship, the consultant of the student in the related company is sent an evaluation form by the internship office.

3. Poster Days
Sabancı University wants the student to complete this productive internship process by sharing information. Therefore, following completion of the internship, the students present their project posters and share their experiences with the members of the faculty and friends.

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

Alumni
For more info: http://career.sabanciuniv.edu/eng/mezunlar/index.html
INFORMATION CENTER

The Information Center aims to support Sabancı University’s education programs, meets the information needs of its academic and administrative staff and students, and cooperates with the other institutions at the national and international level.

Occupying a total space of 9,165 square meters, the Center has a shelving capacity of 300,000 volumes and seating capacity for 600 patrons. There are 480 internet access points within the Center, including 56 electronically equipped study carrels and 13 multifunctional rooms.

- Present your identification card to check out materials
- Observe the prohibitions against smoking, drinking and eating in the Center
- Avoid excessive noise
- Leave your bags and coats at the cloak-room. The Center is not responsible with any lost
- Turn off your cellular phones when you enter the building
- Use the information resources carefully and do not take them out of the Center without checking hem out. Remember there is an electronic book detection system at the Exit
- Materials used within the Center should be left on the tables and not reshelved by the users
- Obey the copyright regulations as an indication of respecting the work of others.

Web Site: http://www.sabanciuniv.edu/bm/eng/
UNIVERSITY OPERATIONS

COMMUNICATION CENTER
The Communication Center is located on the first floor of the D2 Building for the mailing of letters, cards or telegraphs.
Working Hours: 8:30-17:30, Monday to Friday; 08:00-13:00 on weekends.
If you are staying on campus, you will receive a mailbox and a mailbox key. The mailboxes are located on the first floor of the D2 Building.

Your address at Sabancı University will be as follows:
Name, Surname
Sabancı University Dormitories,
e.g. B3 303 (your dorm building and your room number)
Orta Mahalle - Tuzla
34956 Istanbul, Turkey

CALL CENTER
The Call Center responds to any and all problems related to working and living on the campus that can be encountered by students as well as administrative and academic staff. To provide the most efficient solutions to the various kinds of problems within the shortest period possible, Call Center operators and its master teams provide service.
You can reach the Call Center by dialing 99 88 on campus and 483 90 00 outside campus.
Hours: 08.30-17.30, Monday to Friday, 08.30-17.00 on Saturdays

FOOD AND BEVERAGE
The main dining hall in the University Center has a seating capacity of 900. Breakfast, lunch, and dinner are served in the main dining hall. Alternative menus are served besides table d’hote menu. Menu prices change depending on the menu chosen. The menus of the day and month are announced at the internal web site (mysu.sabanciuniv.edu).
Main dining hall at University Center Hours:
Daily breakfast - 07.30-10.00 lunch - 12.00-14.30, dinner - 18.00-20.30
HEALTH CENTER
The Health Center located in the housing section of the university is open to all students and employees 24 hours a day. A fully equipped ambulance with intensive care equipment and a CB, all meeting international standards, is also available 24 hours a day. The emergency team consists of a general practitioner, an anesthesia technician, and a driver. The Health Center provides emergency medical services, treatment, laboratory services, medication, and preventive medicine services.

The Health Center provides emergency medical services, treatment, laboratory services, medication, and preventive medicine services.

BANKING
The Campus branch of Akbank is located on the first floor of the University Center. ATMs are located on the first floor of University Center and D-2 Building.

Bank hours: 8:30-12:00 and 13:00-17:00 during the week from Monday till Friday.
To open a bank account, you will need a tax number from the related authorities.

BOOKSTORE
The bookstores located at the University Center sell newspapers, magazines, English and Turkish texts, course books, and stationary.

Hours: 08.30-17.30, Monday to Friday, 08:30-12:30 on weekends

USEFUL WEB SITES
Sabancı University Web Site: www.sabanciuniv.edu
Sabancı University Internal Web Site: http://mysu.sabanciuniv.edu/uPortal/
Student Resources Web Site: http://www.sabanciuniv.edu/ok/eng/
International Relations Office http://iro.sabanciuniv.edu/

The internal web site with information on the University’s announcements, activities, regulations, and so on, that is pertinent to Sabancı University students, staff, and administration. You can access this web site using your E-MAIL USER ID and PASSWORD, after your enrollment. Istanbul is a vibrant city. Please take this chance to explore the city during your free time.

Information About Istanbul: www.istanbulcityguide.com
www.istanbul.com
www.exploreistanbul.com
www.mymerhaba.com

Student shuttles leave regularly to two of the main city neighborhoods: Kadikoy and Taksim. For the student shuttle schedule please visit:
http://sabanciuniv.edu/eng/?kampus_hayati/hizmet_ve_olanaklar/servis/servis.php
TOURISM OFFICES IN ISTANBUL

<table>
<thead>
<tr>
<th>Place</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atatürk Havalimanı Tourism Information Office</td>
<td>Atatürk Hava Limanı ici-Yeşilköy</td>
<td>+90 (212) 573 41 36</td>
<td>+90 (212) 663 07 98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+90 (212) 663 07 98</td>
<td></td>
</tr>
<tr>
<td>Beyazit Tourism Information Office</td>
<td>Beyazit Meydanı</td>
<td>+90 (212) 522 49 02</td>
<td></td>
</tr>
<tr>
<td>Karaköy Tourism Information Office</td>
<td>Karaköy Limanı Yolcu Salonu Içi</td>
<td>+90 (212) 249 57 76</td>
<td></td>
</tr>
<tr>
<td>Sirkeci Tourism Information Office</td>
<td>Sirkeci Garı</td>
<td>+90 (212) 511 58 88</td>
<td></td>
</tr>
<tr>
<td>Sultanahmet Tourism Information Office</td>
<td>At Meydanı</td>
<td>+90 (212) 518 18 02</td>
<td>+90 (212) 518 87 54</td>
</tr>
<tr>
<td>Taksim-Hilton Tourism Information Office</td>
<td>Hilton Oteli Girişı Elmadağ</td>
<td>+90 (212) 233 05 92</td>
<td></td>
</tr>
<tr>
<td>Taksim Meydanı Tourism Information Office</td>
<td>Taksim</td>
<td>+90 (212) 245 68 76</td>
<td></td>
</tr>
</tbody>
</table>

RELIGIOUS SERVICES IN ISTANBUL
As Istanbul embraces lots of religions, there are several working churches and synagogues as well as countless mosques.

The Patriarchate of the Greek Orthodox Church
Address: Fener Rum Patrikhanesi, Fener 34220, Istanbul
Location: Between Sadrazam Ali Paşa Road and İncebel Street.
Phone: 0090 212 591 3670-6
Hours: open from 8:30-16.00 (sometimes 17.00pm).
St. Antoine and St. Esprit are the two main Roman Catholic churches.

St. Antoine Catholic Church
Address: İstiklal Cad. No: 325Beyoğlu Istanbul
Phone: 0 212 244 09 35
They have masses in English and other languages.
http://www.sentantuan.com/
The Anglican (Episcopal) Christ Church
(the Crimean Memorial Church)
Address: Serdar Ekrem Sokak 82, Karaköy Istanbul Turkey 34425
Telephone: 0 212 251 56 16

The Union Church of Istanbul
Address: Istiklal Cad.Postacilar Sok. 485 80050 Beyoğlu, Istanbul
Phone: +90 212 244 5212+90 212 244 5763
Holds non-denominational Protestant services in English.
http://www.unionchurchofistanbul.org/

Neve Shalom Synagogue
Address:Büyük Hendek Caddesi No. 67 Karaköy Istanbul
Telephone: 0-212-293 62 23 or 0-212-244 15 76
This is the most important Synagogue in Istanbul. It has links with all the other temples of the city.
http://www.nevesalom.org

CONTACTS AND TELEPHONE NUMBERS

International Relations Office

<table>
<thead>
<tr>
<th>Names</th>
<th>Extension</th>
<th>Fax</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evrim Gungor</td>
<td>9703</td>
<td>9715</td>
<td><a href="mailto:international@sabanciuniv.edu">international@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>Outgoing Students</td>
<td>9644</td>
<td>9715</td>
<td></td>
</tr>
<tr>
<td>Incoming Students</td>
<td>9397</td>
<td>9715</td>
<td></td>
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</table>

Student Resources Unit

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Fax</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gülin Karahüseyinoğlu</td>
<td>9064</td>
<td>9073</td>
<td><a href="mailto:gulink@sabanciuniv.edu">gulink@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>Sedef Erçetin</td>
<td>9092</td>
<td>9073</td>
<td><a href="mailto:sercetin@sabanciuniv.edu">sercetin@sabanciuniv.edu</a></td>
</tr>
</tbody>
</table>

For calls within campus, please dial the extension number.
For calls which will be made from outside the campus in Istanbul, please dial 483 (Asian Side) or 0212 483 (European Side) before the extension number.
For calls which will be made from abroad, please dial 0090 216 483 before the extension.
HOW TO MAKE CALLS WITHIN THE CAMPUS
For calls within campus, please dial the 4 digit extension number. You can find the numbers of all Sabancı University employees at the directory: http://mysu.sabanciuniv.edu/rehber/

HOW TO MAKE OUTSIDE CALLS
For calls outside the campus; please dial 0 (to get an outside line) and then the relevant area code.
Example: 0 (0 212) 557 68 49 (Number on the European side in Istanbul)
0 485 67 97 (Number on the Asian side in Istanbul)

HOW TO CALL THE CAMPUS FROM OUTSIDE
The central phone number of the campus is +90 216 483 90 00.
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)

IN CASES 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
CAMPUS MAP

1. Administration Building
2. Foundations Development Building
3. The Faculty of Management
4. University Center
5. Faculty of Eng. and Natural Sciences
6. Faculty of Arts and Social Sciences
7. Information Center
8. Dormitories
9. Sports Center
10. Performing Arts Center
11. Central Plant
12. Faculty Residences
13. Open Spots Areas
14. Lake
15. Closed Spots Area
Direction to Campus
Address: Orta Mahalle, Tuzla 34956 Istanbul
Phone: (216) 483 9000
Fax: (216) 483 9005
Basic words in Turkish

**Hello**
Merhaba

**Goodbye**
Güle Güle

**Good morning**
Günaydın

**Good evening**
İyi Akşamlar

**Good night**
İyi Geceler

**How are you?**
Nasilsınız?

**I am well**
İyiyim

**Yes**
Evet

**No**
Hayır

**Please**
Lütfen

**Thank You**
Teşekkür ederim

**There is**
Var

**There is not**
Yok

both expressions used to express availability or lack there of respectively

I want ...
(object) + istiyorum

Expressions of Time

**When?**
Ne zaman?

**Yesterday**
Dün

**Today**
Bugün

**Tomorrow**
Yarın

**Morning**
Sabah

**Afternoon**
Öğleden sonra

**Evening**
Aksam

**Night**
Gece

**One hour**
Bir saat

**What is the time?**
Saat kaç?

**At what time?**
Saat kaçta?

**Days of Week**

**Sunday**
Pazar

**Monday**
Pazartesi

**Tuesday**
Salı

**Wednesday**
Çarşamba

**Thursday**
Perşembe

**Friday**
Cuma

**Saturday:**
Cumartesi
Turkish Alphabet & Basic Turkish Vocabulary

Numbers

<table>
<thead>
<tr>
<th></th>
<th>Bir</th>
<th></th>
<th>Onir</th>
<th></th>
<th>Otuz</th>
<th></th>
<th>100,000</th>
<th></th>
<th>Yüzbin</th>
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</thead>
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<tr>
<td>1</td>
<td>İki</td>
<td>2</td>
<td>Oniki</td>
<td>3</td>
<td>Kırk</td>
<td>4</td>
<td>1 milyon</td>
<td>5</td>
<td>Bir milyar</td>
</tr>
<tr>
<td>2</td>
<td>Üç</td>
<td>3</td>
<td>Onuç</td>
<td>4</td>
<td>Elli</td>
<td>5</td>
<td>1 billion</td>
<td>6</td>
<td>Bir milyar</td>
</tr>
<tr>
<td>3</td>
<td>Dört</td>
<td>4</td>
<td>Ondört</td>
<td>5</td>
<td>Yetmiş</td>
<td>6</td>
<td>Sekzen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Beş</td>
<td>5</td>
<td>Ondņş</td>
<td>7</td>
<td>Doksan</td>
<td>7</td>
<td>Yüz</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>Altı</td>
<td>6</td>
<td>Onaltı</td>
<td>8</td>
<td>Ikiyüz</td>
<td>8</td>
<td>İkiyüz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Yedi</td>
<td>7</td>
<td>Onyedi</td>
<td>9</td>
<td>İkiyüz</td>
<td>9</td>
<td>İkiyüz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Sekiz</td>
<td>8</td>
<td>Onsekiz</td>
<td>10</td>
<td>Yirmi</td>
<td>10</td>
<td>Yirmi</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel Terms

<table>
<thead>
<tr>
<th>Airport</th>
<th>Havaalanı</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port</td>
<td>Liman</td>
</tr>
<tr>
<td>Town Center</td>
<td>Şehir merkezi</td>
</tr>
</tbody>
</table>

Where is it? | Nerede? |
Is it far? | Uzak mı? |
Be careful! | Dikkatli ol! |

Tourism Bureau | Turizm bürosu |
A good hotel | İyi bir otel |
A restaurant | Bir lokanta |
Hospital | Hastane |

Wine | Şarap |
Beer | Bira |
Ice | Buz |

Bread | Ekmek |
Rice | Pilav |
Chicken | Pilici/ Tavuk |
Fish | Balık |
Meat | Et |
Mutton | Kayun eti |
Lamb | Kuzu eti |
Beef | Siğir eti |
Veal | Dana eti |

Helpful Vocabulary

Hotel & Restaurant

A room | Bir oda |
A room with a view | Manzaralı bir oda |
Bed | Yatak |
Restroom | Banyo |
Two people | İki kişi |
The bill | İki kişi |
Water | Su |
Mineral Water | Maden suyu |
Milk | Süt |
Tea | Çay |
Coffee | Kahve |
Sugar | Şeker |
Breakfast | Kahvaltı |
Fruit juice | Meyva suyu |

Shopping

Shopping center | Çarşısı |
Grocery store | Süpermarket |
Pharmacy | Eczone |
How much is this? | Bu ne kadar? |
It is expensive | Bu pahali |
It is cheap | Bu ucuz |
I like it | Beğendim |
I don’t like it | Beğenmedim |
Bank | Banka |
Cash machine | Bankamatik |
In Student Information Form, there are 10 menus for Undergraduate, 6 menus for Graduate students and it is required to fill out all the form until the Add-Drop Period stated in Academic Calendar. (October, 4-6)

Please read the instructions below before completing the Student Information Form for the enrollment to the University.

To access the Student Information Form, enter the Student Information System by clicking http://www.sabanciuniv.edu/sis.

Enter your ID number. If this is the first time you access the site, enter your date of birth (dd/mm/yy). (For example, if your student ID is 00018888 and the birthday is 15/05/1982; your user ID should be 00018888 and the password 150582) If not, provide your current password and log on. Complete Student Information Form, accessed via Information System ➔ Student & Financial Aid ➔ Students Records ➔ Student Information Form.

You will see “✓” sign when you fill all the menus completely. You can click “Form’s View” after completing the form. If you want to change any information please send an e-mail to Student Resources Unit. (sr@sabanciuniv.edu)
PERSONAL INFORMATION

Article 1: If there is wrong information between the Articles 1-4, please inform Student Resources Unit.
Article 6: Enter your latest school name.
Article 8: Select your marital status.
Article 10: Please enter your latest education level.

MAJOR DECLARATION

This menu is only for undergraduate students.
CONTACT INFORMATION

Article 1: If your mailing address is different from the address given, please enter your address again.
Article 2: Please enter your residence address.
Article 3: Please enter your home telephone number.
Article 4: Enter your home mobile telephone number correctly.

FAMILY INFORMATION

Article 1: Please enter the information about your parents.
Article 2: Enter your mother and father’s education level.
Article 3: Enter your mother and father’s work occupation.
Article 4: Enter your mother and father’s mobile phone numbers.
Article 5: Please enter your mother or father’s e-mail address if they have.

PERSON TO BE CONTACT IN EMERGENCY

Article 1: Please enter the person to be contact in emergency and the relationship.
FINANCIAL INFORMATION
If you have a scholarship, please fill out this menu correctly.

<table>
<thead>
<tr>
<th>FINANCIAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>This field is required only for the students who have been awarded with a scholarship. The students are required to set up a deposit account in Akbank Branch.</td>
</tr>
<tr>
<td>1.Branch Code</td>
</tr>
<tr>
<td>2.Branch Name</td>
</tr>
<tr>
<td>3.Account Number</td>
</tr>
<tr>
<td>4.IBAN Number</td>
</tr>
</tbody>
</table>

E-MAIL ADDRESS REQUEST FORM
This form is only for undergraduate students. Please write the choices for the e-mail account in order to utilize the Sabancı University electronic communication environment.

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS REQUEST FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Note: An e-mail address will be given to you in order to utilize the Sabancı University electronic communication environment. To specify your e-mail address, please examine the example below and write your four choices in the &quot;Preferred e-mail addresses&quot; section, in order of your preference.</td>
</tr>
<tr>
<td>Things To Consider: * Your e-mail address should have the property of identifying you and should be made up of meaningful combinations of syllables or characters of your name and last name. * Must be 4 to 12 characters long. * Special Turkish characters (Ç, Ç, ş, ı) and capital letters should not be used. * Punctuation marks should not be used.</td>
</tr>
<tr>
<td>Example: E-mail address options for the user Alexander Laydin could be like below: <a href="mailto:alexander@su.sabanciuniv.edu">alexander@su.sabanciuniv.edu</a>, <a href="mailto:alexander@su.sabanciuniv.edu">alexander@su.sabanciuniv.edu</a>, <a href="mailto:aleydin@su.sabanciuniv.edu">aleydin@su.sabanciuniv.edu</a>, <a href="mailto:alaydin@su.sabanciuniv.edu">alaydin@su.sabanciuniv.edu</a></td>
</tr>
<tr>
<td>1.Preferred e-mail addresses: @su.sabanciuniv.edu</td>
</tr>
<tr>
<td>2.Preferred e-mail addresses: @su.sabanciuniv.edu</td>
</tr>
<tr>
<td>3.Preferred e-mail addresses: @su.sabanciuniv.edu</td>
</tr>
<tr>
<td>4.Preferred e-mail addresses: @su.sabanciuniv.edu</td>
</tr>
<tr>
<td>Your e-mail address and password will be given to you with your Notebook.</td>
</tr>
</tbody>
</table>
# PASSPORT and VISA INFORMATION

## VISA INFORMATION

<table>
<thead>
<tr>
<th>1. Visa Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Nation of Issue</td>
</tr>
<tr>
<td>3. Issuing Authority</td>
</tr>
<tr>
<td>4. Visa Start Date</td>
</tr>
<tr>
<td>5. Visa End Date</td>
</tr>
</tbody>
</table>

## PASSPORT INFORMATION

<table>
<thead>
<tr>
<th>1. Passport Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Nation of Issue</td>
</tr>
<tr>
<td>3. Expiration Date</td>
</tr>
</tbody>
</table>

## NATIONALITY INFORMATION

| 1. Nation of Birth      | Select |
|-------------------------|
| 2. Birth of City        |  
| 3. Nation of Citizen    | Select |
| 4. Mother Name          |  
| 5. Father Name          |  
| 6. Foreign National     |  
| Citizenship Number      |  
| 7. Turkish Tax Number   |  
| 8. Turkish Tax Office   |  

If you have also a Turkish nationality and a Turkish Identity number, please write down the number of the blue/pink card.

## Blue Card Number

<table>
<thead>
<tr>
<th>1. Blue Card Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Issue Date</td>
</tr>
<tr>
<td>3. Receipt Date</td>
</tr>
</tbody>
</table>

If you have a Residence Permit taken before, please write down the information:

<table>
<thead>
<tr>
<th>1. Res Permit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Issue Date</td>
</tr>
</tbody>
</table>
MEDICAL INFORMATION FORM

Article 1: Please enter the previous and current illnesses of your families.
Article 2: Enter your previous and current illnesses.
Article 4: If you had an operation, please enter the operation.
Article 5: Please state your student’s health insurance.
Article 7: Enter your blood test results.
Please read the instructions below before you start to fill “The Dormitory Application Form”.

**ACCESS**

The dormitory applications are done in the specified terms decided by the University. Check the application dates before you start to application process.

In order to access the form, firstly you have to enter Student Information system by clicking [http://www.sabanciuniv.edu/sis](http://www.sabanciuniv.edu/sis)

Please enter your ID number by adding four zeros at the beginning for your “User ID” and for the password if this is the first time you enter to the site enter your birthday in the form of (dmmmyy) ; if this is not the first time you enter to the site please enter the new password which you have changed before and LOGIN to the site.

Example: User ID: 00001234 , PIN: 210288

The form that you have to fill is named as “Housing” / “Dormitory Application Form” which is under “Student & Financial Aid” menu.

**FILLING IN ADDRESS, ROOM, AND PHYSICAL DISABILITIES**

Undergraduate Students will be able to request for double and 4 persons rooms while Graduate Students will be able to apply for single or double rooms.

- Click “Yes” if you have any physical disability.

**Caution:** You will be asked to confirm your residence information by documents. Giving wrong information will cause you to lose your right for dorm residence.

After filling all the information in the first part, click “Submit and Continue” button to continue with Filling Roommate Preferences.
MAKING ROOMMATE PREFERENCES

The second part of Dormitory Application Form is constructed to specify the roommate you want to stay with.

**Note:** This part is not an obligatory part to fill. If you won’t have any roommate preference, click “Submit and Continue” button leaving this part empty.

**Caution:** The students will be placed together if only they choose each other. Otherwise, the system will assign them to different rooms.

To add your friend in your list, firstly enter your friend’s ID number by adding four zeros at the beginning. Then, click “ADD” button. In the case of an invalid ID number, the system will warn you with a massage. If the number you add is a valid one, that person’s name will appear in “Roommate Information” part. If your friend has also added you to his / her list, then you will see “Yes” in “His or Her Confirm” part. To delete a person from the list, click “Delete” button.

The warning massages and their explanations which may be given by the system during Roommate Preferences process.

<table>
<thead>
<tr>
<th>Warning Massage</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no such a student</td>
<td>The ID number you enter is invalid. Check your friend’s number and try again. Example: 00001234</td>
</tr>
<tr>
<td>You must specify an ID number</td>
<td>Student Number (ID) part is not filled in. You are to write your friend’s school number adding four zeros at the beginning.</td>
</tr>
<tr>
<td>Already exist</td>
<td>It’s a massage you get when you attempt to add the same person for the second time. It’s enough to add someone to the list just once.</td>
</tr>
<tr>
<td>You cannot add yourself</td>
<td>You get this massage when you enter your own number in Roommate Preferences Part. You don’t need to add your own number to the list.</td>
</tr>
<tr>
<td>Your roommate’s gender must match with yours</td>
<td>The gender of the person you add is different from yours. You can add the students only in your gender.</td>
</tr>
</tbody>
</table>

*To confirm and / or continue with the other step, click “Submit and Continue” button.*
The information you have entered during the application process will be listed at the last step. If you haven’t prefered a roommate, “Roommate” part will be empty.

- If you have entered wrong information, correct it by clicking “Update Form”.

- If you want to cancel your application completely, click “Delete Form” button.

To return back to the ‘Information System’ menu, click “Main Menu” button.