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

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 TO ISTANBUL, TURKEY

BEFORE ARRIVAL
- Deposit Payment
- Creating an Account for Sabancı University Access
- Student Visa
- Residence Permit Application
- Online Dormitory Application
- On-Campus Accommodation
- How to Get to Campus
- Pre-NS Course Application and Registration
- Buddy Students
- SU Hosts to International Students Program (SUHISP)

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WHAT IS WHERE ON CAMPUS

LIVING IN ISTANBUL
- History of Istanbul & Religion
- Things To See & To Do
- Local Time
- How To Call Campus From Outside?
- How To Call A Taxi?
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Large 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.

As the largest city in Turkey and 5th largest city in the world with a population of 12.8 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.
BEFORE ARRIVAL

Deposit Payment
If you have received your acceptance letter and if you certainly have decided on registering Sabancı University, it is compulsory to make the deposit payment. Deposit is necessary to confirm your seat in total student quota of forthcoming academic year. For 2015-2016 academic year deposit amount is 1500 USD for full-time undergraduate and Foundation Development Year (FDY) applicants. The deposit amount will be reduced from your first year tuition fee installment.

During the deposit payment, you should not forget to add the application number, your name and surname on the explanation part of the bank receipt. The amount will be deposited to Akbank in Sabancı University Branch (IBAN No: TR760004600713001000091929) The bank receipt should be submitted to Student Resources along with the "Admission Reply Form". Finally please note that deposit is not refundable if you retract your admission.

Information about tuition fee payment and Tuition Fee Form will be sent along with the admission package in order to make the payments.

Creating an Account for Sabancı University Access
To create an account 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

Student Visa
STUDENT VISA might be required citizens of some countries. Only students who are legally dependent on a resident in Turkey possessing a diplomatic visa or a work visa are exempted from this rule. If you need a student visa, you will need to visit the nearest Turkish Consulate in your country with the following documents:
- The letter of Acceptance from Sabancı University
- A completed visa application form
- Visa fee

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

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

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

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

Online Dormitory Application
If you wish to stay on campus, you are required to fill out the online Dormitory Application Form, which you will be informed one month prior to start of the semester. If you do not apply online for dormitories, you cannot stay on campus. You can stay in a 2 or 4 people room.

On-Campus Accommodation
On the serene campus of Sabancı University, which is located far from the bustling city, you find facilities to meet all of your daily needs. Dormitories are designed for occupancy by two or four persons. Advantage of living on campus is the ability to attend group-study sessions and take part in club activities without spending a lot of time commuting.

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

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

The fees can be displayed via www.sabanciuniv.edu Deposit (once, during first entrance) 850 TL. Bank transfer or credit card payments are not accepted. Please note that you will need a Tax Number in order to make your dormitory payment. You can read more on Tax Number in this guide. IRO will assist you to get tax number right after your arrival.

Webpage: http://dorm.sabanciuniv.edu/Guide

Contact: yurtlar@sabanciuniv.edu

How to get to campus?
Sabancı University offers an airport pick-up service for you. You must inform the International Relations Office (IRO) about the exact arrival date and time at least 5 days prior to your arrival.

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

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

SU Hosts to International Students Program (SUHISP)
If you want to join SU’s Hosts to International Students Program (SUHISP) please contact us via degree-incoming@sabanciuniv.edu
AFTER ARRIVAL

Orientation
Upon arrival you will be oriented to Sabancı University and to the city. The orientation is a great chance to learn about practical information and to meet other exchange students. Our Orientation days will be on 8th-11th of September. The details of the program will be sent by International Relations Office.

Registration at Sabancı University
In order to enroll at Sabancı University, you must submit the required documents in person to Student Resources Department within the stated dates in the Academic Calendar. If, for any reason, you fail to complete the process within the required period, you may lose your enrollment right to Sabancı University.

Required documents and forms
1. Original Test Scores (SAT I, GCE, ACT, etc.)
2. The original of high school diploma and its notarised Turkish translation
3. High School Diploma Equivalency Certificate from the Turkish Ministry of Education “Talim Terbiye Kurulu Baskanligi” (High School Diploma Should Be Submitted Along With Other Registration Documents During University Registration)
4. 2 Photocopies of the applicant’s passport with photograph affixed, identification information, and a copy of the page containing the student visa. The Student Visa is compulsory for all international students. It can be obtained from a Turkish Consulate in the applicant’s home country by presenting the letter of acceptance. Note: One copy will be submitted for Health Services during University Enrollment
5. If taken before, a photocopy of the first seven pages of the Residence Permit (obtained from the Bureau of Foreign Residence)
6. 8 passport size (4.5 x 6 cm) photos (in the last 6 months, clearly identifying the person)
7. Original score of language proficiency exam (if you submitted the copy during the application.)
8. Financial Commitment Statement to have education at Sabancı University.
9. Student Information Form. (online)
10. Information Form
Some additional documents may be asked from the university during registration.

Sabancı University English Language Assessment Exam
The English Language Assessment Exam is different from international proficiency exams such as IELTS and TOEFL since it has been designed specifically for the context of academic study at Sabancı University. It was created on the basis of analysis of what students will need to do in their Freshman year at the university. The ELAE was designed in collaboration with international language testing experts and with input from instructors at the School of Languages. Because the ELAE is specifically produced for students, who will study Foundation Development Year (FDY) university courses at SU, it has several important advantages over other, more general tests. The exam materials are very similar to those that students will study in their Nature of Science (NS), Social and Political Sciences (SPS) and Mathematics courses in freshman. As a result, both students and teaching staff can be more confident that candidates who are successful in the ELAE will have a level of English which is suitable for coping with Freshman studies at Sabancı University.

ELAE exam is executed in two stages to better define English level of student. Certain dates can be found in Academic Calendar. Candidates, who successfully completed these two stages can move on their university courses. To learn more about ELAE please check following website http://sl.sabanciuniv.edu/students/elae or contact with School of Languages via sl@sabanciuniv.edu

All new students are required to take an assessment test at the beginning of the academic year to determine which program/level they will follow. If you submit your Language Exemption Certificate at the end of fall and spring semester within the stated dates by SU, you will be exempted from the ELAE. If you have passed ELAE I, you have right to get ELAE II. The details will be informed to students in the registration period Webpage: http://sl.sabanciuniv.edu/
If you have a TOEFL or IELTS exam results, we recommend you to enter ELAE I exam. If you have a TOEFL or IELTS exam results, we recommend you to enter ELAE II exam. For more information you can contact us via degree-incoming@sabanciuniv.edu

SU-net username and password and Wired MAC address registration
Sabancı University wireless is the University’s campus-wide wireless network permitting secure and convenient network access in campus buildings. It offers secure access and encrypting user data over the wireless airwaves. In order to connect to a wireless network at Sabancı University, you will receive an e-mail from the Information Technology (IT) unit with a SU-net username and password. You will receive your SU-net username and password after enrollment at Sabancı University.

Wired Network Connection
In order to connect to a wired network at Sabancı University you must do a MAC address registration. You also need to connect to a wired network in your dorm rooms. From the following link, you can find how to register your laptop to a wired network: http://mysu.sabanciuniv.edu/en/it/network/wired

Course Registration
In Fall and Spring semesters, you are responsible to make your course registrations via web using Information System (IS) in person after fulfilling all the requirements of the University (tuition and new technology usage fee, University Center depts, any damage to laptops).
You should follow the steps below in course registrations:
Course registrations can be done via web using IS within the dates announced in the academic calendar (within the dates stated in the Course Registrations announcement) Information System Course Registrations can guide you during your course registrations.
For course registrations, you must fulfill all the requirements to the University. The requirements are; tuition, University Center depts, any damage to laptops, etc.
The courses, those you will be registered, should be determined according to the program you wish to graduate and should be finalized by taking your academic advisor's view before registration.
Upon the completion of course registration, you have to make sure that you have registered all the courses you want and check your schedule for any error message.

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

**Payments**
Annual tuition fee and dormitory fee must be paid in two equal installments prior to registering for fall and spring semester.
http://www.sabanciuniv.edu/en/fees

**Housing**

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

**Housing Applications**
Housing applications are made online. Students may check their room assignments made by Housing Services on the student information system (bannerweb.sabanciuniv.edu). Move-in dates will be announced on our website after the registration period is complete.
Students with disabilities are assigned to accessible rooms. No priorities are considered among students with disabilities to the extent that there is adequate accessible room availability.
Housing facilities open two days before the beginning of classes every semester.

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

**Important**
New admissions must complete their housing applications by 10 pm on August 24, 2015 on the student information system (bannerweb.sabanciuniv.edu) in order to be eligible for guaranteed housing in their first years.

**Registration Procedures and Documents Required for Assigned Students**
- Deposit slip showing the payment of housing fee and deposit;
- Document on special medical conditions if requested by Housing Management.
Please check the document titled "Housing Fees" found in attachment to the registration booklet for current housing fees and payment conditions.

**Contact information:**
Telephone: (0 216) 483 99 26/ 27/ 29/ 33/ 34/ 36/ 38/ 55 Fax: (0 216) 483 90 05
Email: yurtlar@sabanciuniv.edu
Further information on applications and registration is available on our website. Find out more at: http://dorm.sabanciuniv.edu

Residence Permit Renewal

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

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

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

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

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

Tax Number
In Turkey you need to have a tax number in order to make any kind of payment. Tax number is also required if you wish to open a bank account or register your cell phones, which you have brought from your home country. During the orientation, you are required to submit a copy of your passport to our Tax Number Desk (the page containing your photo, information concerning identification and the stamp in your passport showing your last entry date to Turkey). Last entry date is the date you arrive to Turkey for your study at Sabancı University. International Relations Office will help you during the procedures.

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

İstanbul Card

For low-cost public transportation in Turkey, you can apply for a Student İstanbul Card.

Apply personally!

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

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

Required documents:

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

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

3) Original Passport

4) 2 passport size photos

5) 10 TL required fee

Foreign Identity Number

As the requirement of a recent regulation, every foreign resident, like Turkish citizens should have an identity number given by the Turkish Republic. This number is used in Information System as well. This number is used while producing a student certificate, during the graduation, etc. After obtaining the resident permit you receive this number and you are required to inform Student Resources.

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’.

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".

Cell Phone Registration

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

Please note that you need a Tax Number, before you can register your cell phone. You will need your IMEI number and you can find it with calling *#06# in your phone. In order to register your phone, You need to pay approximately 135 lira to tax Office and keep the receipt.

The Tax Office requires:

1. Your passport,
2. Tax Number
3. IMEI number *
4. Go to any GSM operator Office (turkcell, avea or vodafone) and complete the registration process.

*(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.

After you have registered your cell phone in the Tax Office, you will get a receipt from them, which you have to submit to a Turkish Operator company branch. They will then unlock your sim card. Only one cell phone can be registered during 2 years. Registration fee is 115 TL. You must make your cell phone registration personally.

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

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

Required documents:

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

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

3) Original Passport

4) 2 passport size photos

5) 10 TL required fee

Foreign Identity Number

As the requirement of a recent regulation, every foreign resident, like Turkish citizens should have an identity number given by the Turkish Republic. This number is used in Information System as well. This number is used while producing a student certificate, during the graduation, etc. After obtaining the resident permit you receive this number and you are required to inform Student Resources.

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If you buy a cell phone in Turkey, you do not have to make a cell phone registration.
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 financial obligations to the University exist. Please be sure that you have no obligations left to the university.
- After your online request, student certificate is prepared in one working day. You can pick up your certificate in person by visiting Student Resources.

Laptop Computer Service Package

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

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

Updating personal information

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

Foundation Development Year Students (FDY)

Your course registrations are being done by Student Resources in accordance with School of Languages Directorate. You can display the registered courses via web using Information System, but you cannot make any changes in the registrations. Registration to Freshman University Courses.-- (courses with subject codes ENG, HIST, MATH, NS, SPS, and TLL) will be performed by Student Resources Unit (SR) for the students who have not taken these courses and for those who have to repeat them.

Preparatory course for Science of Nature (PreNS)

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

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

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

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

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

How to Get Transcript

- Students may request an official transcript signed and stamped by the university through the Document Request Form on Student Resources web site.
- You have to upload the receipt showing that you have paid total amount of transcripts (1 transcript is 10 TL) to Akbank Central Branch (Branch number: 713) account no 9999 (IBAN NO: TR53 0004 6007 1388 8000 0099 99)
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 the 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.

Checklist

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

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/

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.

Akif Ulaş Bilgiç
CIAD (Center for Individual and Academic Development)
University Center, First Floor, UC–1004
Academic Support Program
Phone : 216 483 9496
Fax : 216 483 9480
E-mail : ubilgic@sabanciuniv.edu

Emel Bostan
CIAD (Center for Individual and Academic Development)
University Center, First Floor, UC–1003-B
Academic Support Program
Phone : 216 483 9456
Fax : 216 483 9480
E-mail : emel@sabanciuniv.edu
WHAT IS WHERE ON CAMPUS

Student Resources Unit (Administration Building)
Enrollment, course registration, correction of enrollment errors, student ID card, student certificate, name or address, transcripts, scholarship for current students, tuition fee payments.
E-mail : sr@sabanciuniv.edu

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

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

For details and questions about the Medical Information Sheets:
Health Center
Telephone : 0 216 48399 23/46/24
Email : healthcenter@sabanciuniv.edu

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 xx
E-mail : spor@sabanciuniv.edu

International Relations Office
Residence permit, scholarships for prospective UNDERGRADUATE international students, tax number, cultural adjustment issues, visa issues, learning agreement, signatures on arrival-departure certificates and trouble-shooting for other problems not handled elsewhere.
Tel : +90 (0) 216 483 9100 / 568 7053
E-mail : degree-incoming@sabanciuniv.edu

Center for Individual Academic Development
(University Center, 1st floor)
Writing center, disability support services, individual counseling program and workshops.
Tel : +90 (0) 216 483 9469
E-mail : cias@sabanciuniv.edu

Information Center
Book collection, multimedia, reserve/e-reserve, digital collection such as e-books, SU e-literature and SU e-theses.
Tel : +90 (0) 216 483 9214
E-mail : bm@sabanciuniv.edu

Career Development Unit (Administration Building Room G030)
Career development workshops, company/sector presentations, internship opportunities, personal development seminars and practice sessions.
Tel : +90 (0) 216 483 9354
E-mail : intern@sabanciuniv.edu career@sabanciuniv.edu

Communication Center
Mailing of letters, cargos, cards or telegraphs.
If you are staying on campus, you will receive a mailbox and a mailbox key. The mailboxes are located on your dorm building.
Location: Ground floor of the D2 Building.
Tel : +90 (0) 216 483 9915
E-mail : tmpmbox02@sabanciuniv.edu

Call Center
All problems related to living on the campus.
Tel (on campus): 9988
Tel (of campus) : + 90 (0) 216 483 99 23

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

Sok 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
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

Erasmus Student Network (ESN)
Questions/problems about/with the buddies and/or mentors, questions/problems about/with daily life in Turkey, helps with residence permit application process and social and practical integration.
E-mail : esnsabanci@esnturkey.org

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

Gürsel Shuttle Office (shuttle departure area on campus)
Putting money into the Student ID Card for transportation.
Office hours: 08:30-17:30 (Everyday)

Dormitory (Dormitory Area)
Room number, key, room changes, damages in the room and all other problems and questions concerning the dormitories.
Please contact with your dormitory staff.
(0216 4839926)
Mail to: rezan@sabanciuniv.edu
A3-A4 Buildings / Şennur Kargi / Office : A3-G008
(0216 4839934)
Mail to: sennur@sabanciuniv.edu
A5-A6 Buildings / Hakan Bilgin / Office : A6-G034
(0216 4839927)
Mail to: hakanbilgin@sabanciuniv.edu
B1-B2- B5 Buildings / Pınar Kalaycı / Office : B5-1034
(0216 4839929)
Mail to: pkalayci@sabanciuniv.edu
B3-B4-D1A-B Buildings /Mehmet Deveci / Office : B3-G042
(0216 4839933)
Mail to: mdeveci@sabanciuniv.edu
B6-B7 Buildings / Esra Baştug / Office : B7-G042
(0216 4839936)
Mail to: esrab@sabanciuniv.edu
B8-B9 Buildings / Serdar Once / Office : B8-G042
(0216 4839938)
Mail to: serdaro@sabanciuniv.edu
B10-B11 Buildings / Banu Öney / Office : B10-G038
(0216 4839955)
Mail to: boney@sabanciuniv.edu
E-mail: yurtlar@sabanciuniv.edu

Shopping Center
Via Port is an open-air concept shopping mall and a living center near to Sabancı University. You can find there many shops of famous brands, restaurants, cafes, banks and whatever you need.
You can see the shuttle times on the link below:
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 12.8 million, Istanbul (European Capital of Culture, 2010), 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.

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

Fun & Nightlife

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

NuPerA Tepebasi Mesrutiyet Cd. Beyoglu:

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

Babylon:

Şehbender Sk. No:3 Asmalimescit Taksim
A stylish multi-purpose performance center which leads the city’s cultural and social life for years. Babylon presents a monthly program featuring eclectic selections from jazz to reggae, world music to electronica, Latin to Turkish vibes as well as indie pop and rock acts.

Istanbul Jazz Center:

Radisson Blue Bosphorus Hotel, Ciragan Caddesi, No: 46 Ortakoy
One of the few jazz clubs in Istanbul, JC’s hosted world famous musicians including Stanley Clarke, Mike Stern Band, Spyro Gyra, Kenny Barron, Chiara Civello in its elegant atmosphere.

Supperclub Istanbul:

Muallim Naci Cad. No: 55 Ortakoy
You must be ready to experience the “unusual” and “unexpected” when you visit this place. World-famous nightclub Supperclub has a branch in Kurucesme, in the heart of Istanbul's nightlife. You can listen to club music played by famous DJs, watch dancers and dance with them until the sunrise.

Things to See & to Do

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

Yerebatan Sarnıcı (Basilica Cistern):

Byzantine underground cistern, Yerebatan 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.

Hagia Sophia

Hagia Sophia

Sabancı University International Students Guide for Undergraduate Degree Students

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

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

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

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

Anadolu Hisarı (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 Bayezıt 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 Rumelihisar 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 Anadolu Hisarı in 1452 in preparation for the final attack on Constantinople (Istanbul), which led to the downfall of the Byzantine Empire. Today, the fortress hosts many concerts and dramatic performances in its amphitheatre in summer. The fort is open to the public as a museum as well (except on Mondays).

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

The Hippest Neighborhoods
Beyoğlu-Cihangir-Galata:
This is like the heart of the city where everyone finds himself after work. You can walk down the Istiklal Street window shopping, have some snacks in a café in Asmalı, 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. Asmalı is in Taksim Beyoğlu is the right place to go if you want to try meyhane.

Go to Balık Pazarı (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 meyhane. A must see.

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

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

Ortaköy-Kuruçeşme-Bebek:
On the banks of Bosphorus, you may find many good restaurants and nightclubs which lead the city’s nightlife. And on a Sunday morning, you can see the Turkish jet-set having their breakfast in a café in Bebek, jogging or swinging their kids in the playpen.
Bağdat Caddesi:
This is like an open air shopping mall. A very long street full of fashion stores and cafés, Bagdat Street is the place where people go to if they are on the Anatolian side. You can make shopping, and then have a walk to the Caddebostan where you can have a walk through the seashore. **Take a boat trip on the Bosphorus.** Ferries, private boats and water taxis on the Bosphorus are one of the most attractive ways to get around the city. Boats can transport you from Europe to Asia in a matter of minutes. You can also use the two bridges if you prefer to travel by car. 

Try **Turkish coffee, nargile** (hubbly-bubbly pipe), **baklava** (a Turkish pastry) and **Turkish delight.**

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

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

Go to peaceful **Princes’ Islands** in the Sea of Marmara to the south of Istanbul. Four of the nine islands are easily accessible by ferry from Istanbul. Burgazada, with its horse-drawn carriages and its Greek Orthodox Church of St John the Baptist, is particularly charming.

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

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

**How To Call a taxi?**
If you need a taxi you can call it by yourself. Taxi stations and phone numbers; Şeker Taxi 0262 658 00 67 
Tepeören Taxi 0216 304 24 20 
You can call and say; 
-I am calling from Sabanci University (in Turkish - Sabancı Üniversitesi’nden arıyorum) 
-I want a taxi to campus to ... building. (in Turkish - kampüse ... binasına bir taksi istiyorum )
If you need any help please contact us.

**In Case Of Emergency**
**Within Campus** 
Health 6666 
Security 5555 
Call Center 9988 

**All Over Turkey:**
(free of charge and no area code is needed) 
Ambulance 112 
Police 155 
Gendarme 156 
Fire 110