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 will be a participatory institution that is financially and administratively self-sufficient and sustainable. Sabanci 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. Sabanci University aspires to become an international reference point for innovation in education and research.

**Mission:**

“Creating and Developing Together”

Our mission is to develop internationally competent and confident individuals, enriched with the ability to reflect critically and independently, combined with a strong sense of social responsibility; and, to contribute to the development of science and technology on a global level, as well as disseminating the knowledge created to the benefit of the community.
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As the largest city in Turkey and 5\textsuperscript{th} 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”. İstanbul is a truly magnificent and the only city in the world that spans over two continents; Europe and Asia. You can explore the invaluable historical and cultural heritage this unique city offers within a secure, friendly, multi-ethnic and multicultural environment.
BEFORE ARRIVAL

Student Visa
STUDENT VISA may not be required to be registered as a student in Turkey due to the new regulation. Please confirm your visa need with the nearest Turkish consulate or check your visa requirements and duration of stay allowance in Turkey via https://www.evisa.gov.tr/en/
You must apply for a visa before coming to Turkey. 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

Residence Permit Application
Residence Permit is an official document stating registration with the Provincial Migration Administration Management (İl Göç İdaresi). All international students, regardless of status, are required to apply for a residence permit as soon as they arrive in Turkey. Please check your visa requirements and duration of stay allowance in Turkey via https://www.evisa.gov.tr/en/
Please note that you cannot leave Turkey without obtaining your residence permit card. If you do so, you will receive a penalty depending on your case. Turkish citizens/blue cardholders do not need to get a residence permit. Provincial Migration Administration Management is the authorized unit for the residence permit process and you can apply online for an appointment via https://e-ikamet.goc.gov.tr

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

*The address of Provincial Migration Administration Management is HIRKA-İ ŞERİF MAHALLESİ VATAN CADDESİ NO:64/ 34091 FATİH /
B- Necessary documents for residence permit first application

1. Residence Permit Application Form (Signed)
2. Copy of passport (identity information and photo page, stamp page and visa page) If you have entered Turkey with e-visa, you have to submit copy of your e-visa.
3. Old residence permit copy (if you have an old residence permit)
4. Four (4) photos
5. Proof of financial status document for those who have entry/exit penalty previously. (This is not required for students who do not have any penalty while entering and exiting Turkey)
6. If there is not a distinction between your name and surname, your name and surname will be written adjacent on your residence permit card. If you want your name and surname to be written separately, then you should submit name equivalency certificate which should be taken from your Consulate in Turkey.
7. If you are under 18 years old, you should submit a document (letter of parental consent) written by your parents allowing you to study and live in Turkey. It should have an Apostille and must be officially translated into Turkish. You should get a true copy of it by notary. If you come from a country that does not have an Apostille agreement, then you should also get the approval from the district governorship in Turkey after getting it translated and approved by notary.
8. If you are under 18 years old, you should submit your birth certificate. It should have an Apostille and must be officially translated into Turkish. You should get a true copy of it by notary. If you come from a country that does not have an Apostille agreement, then you should also get the approval from the district governorship in Turkey after getting it translated and approved by notary.
9. If you are under 18 years old, you should submit the proof of stay in Turkey (dorm document, rental agreement, etc.)
10. Student Certificate (to be obtained from the Student Resources)
11. Criminal report "sabıka kaydı" (if required) You can get the criminal record from Anadolu Adalet Sarayı in Kartal. You should go to the office of criminal record with your passport. It is in C Block, -2nd floor. You can see the address below;
Esentepe Mah. E-5 Yan yol Cad. No:39 Kartal / İstanbul OR
You can also get the criminal record from İstanbul Adalet Sarayı, you can see address below;
Çağlayan Meydanı Şişli Merkez Mah. Abide-i Hürriyet Cad. No: 223 Şişli / İstanbul
12. You should pay 72 TL, which is the residence permit card fee, submit the payment receipt, and keep the receipt copy for yourself. You can pay it on online during your application (if you have any bank account in Turkey), at the bank with the payment code of 9207 (Ziraat Bank, Halk Bank, Vakıf Bank), at the tax office in Bostancı, or at the Immigration Office when you go in your appointment date.
Bostancı tax office address: Oto Sanayi Sitesi E-5 Karayolu Değirmen Yolu Sok. Maliye Kompleksi D: 18, Bostancı, Kadıköy, İstanbul
13. Residence Permit Declaration Forms (there are two documents which you have to fill in and submit during your application to the Immigration Office Staff) You can request these documents from the International Relations Office.
Health Insurance

a. In order to get a residence permit, you need to have a Turkish health insurance. We will be helping you about the health insurance after you arrive, and please remember that, your current health insurance will not be accepted in Turkey residence permit applications. The health insurance costs around 550 TRL.

b. If you are citizen of the countries listed below with the insurance policy bearing the codes listed here then you can bring your insurance plan to Turkey and use it for medical cases. You will not need to have a private insurance. You may obtain the insurance plans from your social security offices.

<table>
<thead>
<tr>
<th>Country</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany</td>
<td>A/T 11, A/T 12, A/T 23</td>
</tr>
<tr>
<td>Austria</td>
<td>A/TR 3, A/TR3-A, TR/A6</td>
</tr>
<tr>
<td>The Netherlands</td>
<td>N/TUR 106, N/TUR 111, N/TUR 112</td>
</tr>
<tr>
<td>Belgium</td>
<td>BT.8, BT.10</td>
</tr>
<tr>
<td>France</td>
<td>SE 208-01; 02; 04; 17; 19; 28; 30 FT, SE 208-05; 18 TF, SE 208-06 AFT, SE 208-06 CFT T. R. N. C. K.K.T.C. / T.C. 3, K.K.T.C. / T.C. 5</td>
</tr>
<tr>
<td>Macedonia</td>
<td>MC/TR 4, TR/MC 10</td>
</tr>
<tr>
<td>Romania</td>
<td>R/TR 3</td>
</tr>
<tr>
<td>Albania</td>
<td>AL/TR 4, AL/TR 10</td>
</tr>
<tr>
<td>Bosnia</td>
<td>BH/TR4, BH/TR5</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>CZ/TR 111, CZ/TR 112</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>L/TR 3</td>
</tr>
</tbody>
</table>

c. If you are an Erasmus student, and if you want to use your own health insurance from your country, your insurance needs to match the minimum requirements (can be found here: [http://iro.sabanciuniv.edu/sites/iro.sabanciuniv.edu/files/sigorta%20minimum%20.png](http://iro.sabanciuniv.edu/sites/iro.sabanciuniv.edu/files/sigorta%20minimum%20.png)) Then, you need to get a Turkish translation of your document. Please bring your translated document to our office, we will approve it. After all, you can use the document in your RP application.

Dormitory Application

Fall semester:
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 double or quad rooms.
Spring Semester:
If you are coming in the spring semester and would like to stay on campus, you should indicate your request on the exchange application form. You can stay in double or quad rooms.

On-Campus Accommodation Fees:
www.sabanciuniv.edu  Deposit (once, during first entrance) 1500 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.

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

Other advantages of living in housing facilities are the various amenities and the reasonable prices. All dormitory rooms have showers and baths, wardrobes, and private telephones, as well as wired internet connections for all students. No curfews or "lights-out" policies are enforced.
You may study in private at your desk in your room, supplied with a wired internet connection, or take part in group-studying sessions at study halls located on each floor, where you also can access the internet. For a little fun and relaxation, common TV halls on all floors offer respite from studying.

Webpage: http://dorm.sabanciuniv.edu/Guide
Contact: yurtlar@sabanciuniv.edu

Course Registration
Course registrations will be made online by the students in person before arriving at Sabancı University. Dates for registration will be shared with you before course registration days. You will be informed about the detailed online course registration by e-mail 2 weeks before the course registration.

Learning Agreement
After the application is accepted by Sabancı University, you may wish to prepare ECTS Learning Agreement (LA) in coordination with your home university. If you are required to prepare a Learning Agreement, you are advised to view the Course Catalog as soon as the catalog for the related semester is open.

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. You should contact your academic advisor upon your arrival to discuss your course selection. Academic advisors will be able to guide you with all your academic related questions. Please consider your advisor's suggestion before you make any changes during the course add/drop period, which you can read about in ‘After Arrival’ part.
Buddy Students
International Relations Office organizes a buddy program to support you. You are going to be matched with local students who can offer additional information about the Sabancı University community, academics and cultural information. IRO will inform you about the contact information of your buddy, before your arrival.

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 should have a .SU-net username and password. **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:**
(You'll only be able to create your account after you receive an e mail from IRO about your student IDs).
http://newcomers.sabanciuniv.edu/en/welcome

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

How to get to campus?
Sabancı University has shuttle service which you can find details here (stations, working days/hours, etc.) You can benefit from shuttle services with fee. We highly recommend you to exchange your money while you are at the airport or beforehand and have Turkish Liras in cash since you will need it while using any kind of transportation services. International Relations Office is located in the Faculty of Management. Please make sure that you get off at the right stop - which is FMAN (Faculty of Management / YBF - Yönetim Bilimleri Fakültesi) parking lot (P12).
From Atatürk Airport to Campus

- Subway:
  First step: Take M1A Istanbul Metro from Atatürk Airport - get off at Yenikapı Metro Station
  Second step: Take M2 Istanbul Metro from Yenikapı - get off at 4. Levent Metro Station
  Third and last step: Take Sabancı University Shuttle from 4. Levent

- Public Bus Services:
  First step: Take YH-1 Bus from Atatürk Airport - get off at Yenikapı Station
  Second step: Take M2 Istanbul Metro from Yenikapı - get off at 4. Levent Metro Station
  Third and last step: Take Sabancı University Shuttle from 4. Levent

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

You can find details regarding Havabus here.

By Private Car / Taxi (It takes approx. 60 mins.)
From Sabiha Gökçen Airport
By public transportation
Because Sabancı University is very close to the airport and there is no direct or useful indirect public transportation, we kindly recommend you to take a taxi.

By Private Car / Taxi (It takes approx. 20 mins.)

Checklist

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Student Visa Application</th>
<th>Residence Permit Application</th>
<th>Online Dormitory Application</th>
<th>Course Registration</th>
<th>Submission of Learning Agreement</th>
<th>Wired MAC address registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Done</td>
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</tbody>
</table>
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. The days for orientation will be announced via the official website of Sabancı University and IRO website and also will be e-mailed to you. 
http://www.sabanciuniv.edu/en/academic-calendar
http://iro.sabanciuniv.edu

Registration at Sabancı University
In order to enroll at Sabancı University, you must submit the required documents to Student Resources Department within the stated dates in the Academic Calendar. To be able to complete your registration to SU, please visit SR desks in the auditorium exit to submit your required documents. You need to fill the required documents, attach two photos, and hand them to SR Desks in the orientation week. This is crucial to complete your registration, and to be able to get your student card. The details will be shared in the orientation program.

Forms and documents that will be asked in the first week:
1) 1 passport copy (Pages containing photo, identification, the last entry date to Turkey & Student Visa) for university registration at SU
2) Completed forms of Personal Information Form and Student ID Card Information Form (Attached) + 2 passport size photos (4.5 x 6 cm) 1 should be sticked on Student ID Card form.

Required documents and forms:
1) A copy of the following pages in your passport containing your photo, information concerning identification, Student Visa and the stamp in your passport showing your last entry date to Turkey. The last entry date is the date you arrive to Turkey for your exchange stay.
2) 2 passport size photos (4.5 x 6 cm) photos (taken in the last 6 months, head and neck open, clearly identifying the person)
3) Personal Information Form
4) Student ID Card Information Form
**Student ID card**

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

**How to get a student ID card?**
You must submit the Student ID Card Form along with a passport size photo to IRO desk in Orientation Days.

**Tax Number**

In Turkey you need to have a tax number in order to make any kind of payment. Tax number is also required if you wish to open a bank account or register your cell phones, which you have brought from your home country. To get your Tax Number, please follow the procedures listed in the previous section.

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

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

**Cell phone registration**

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

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

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

**Step 1**

You will pay cell phone registration fee (approximately 140 TL) at tax Office. The Tax Office requires:

- Your passport
- Tax Number
- IMEI number*** (you can find it by calling *#06# in your phone)
Step 2
You can make your phone registration at Turkcell* or Vodafone** which are the only operators for phone registration.

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

* Turkcell operator is in Suadiye, the address is Bağdat Caddeşi No:404 D:1, Kadıköy/İstanbul or at Akasya shopping mall.
** Vodafone is in Suadiye, Bağdat Caddeşi No:395, 34740 Kadıköy/İstanbul or Sabiha Gökçen Airport (this branch complete the registration within 2 weeks)
*** *(What is an IMEI number?) An IMEI number is a 15 or 17 digit unique number to identify mobile devices, as well as some other devices. It is usually found printed on the phones back under the battery. It can also be displayed on the phones screen by entering *#06# on the phones keypad.

Notes:
• If you make your cell phone registration without your residence permit card, you can use your cell phone just on one phone number which you buy during the registration.
• Only one cell phone can be registered during 2 years.
• You must make your cell phone registration in person. If you buy a cell phone in Turkey, you do not have to make a cell phone registration.
**Student IETT Card**

For low-cost public transportation in Turkey, you can apply for a Student Istanbul Card. In order to apply for this card you need have your YOK number, given by the Student Resources Office( you can get it also International Relations Office). Then you need to visit İETT İşletmeleri Genel Müdürlüğü Elektronikkart Yönetim Müdürlüğü Karaköy/İSTANBUL (Near Tünel).

**Necessary Documents**

1. YOK number
2. Student certificate
3. Passport and copy of passport
4. Fee of the card

**Student Certificate**

Student Certificate is an official document stating that you are a student of Sabancı University. You can ask for a student certificate 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.

**Course Add-drops**

You will make your course add-drop via online and International Relations Office will inform you about the add-drop date. After the online add-drop, you can make changes on your learning agreement. The changes should be written on the second page of the Learning Agreement. The academic advisor, assigned by the relative faculty, will help you with course add-drops, registration procedures and monitoring 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. For this reason, you should decide all the changes on your courses BEFORE the add drop period ends. Otherwise, you'll not have a chance to drop the courses you take, or add new courses.**

**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 during your exchange period to learn this language. Turkish Courses at Sabancı University is offered by School of Languages (SL) and the most popular Turkish Courses among exchange students are Turkish Basic I and Turkish Basic II. Both courses are offered by SL.

For more information about these courses please check the links below:
http://iro.sabanciuniv.edu/node/390
http://sl.sabanciuniv.edu/
Residence Permit Renewal

The Provincial Migration Administration Management (İl Göç İdaresi) is the authorized unit for the residence permit process and you can apply for an appointment via [https://e-ikamet.goc.gov.tr](https://e-ikamet.goc.gov.tr)

For extension you should fill an online appointment form in the link. Please choose 'application for extension' and fill the online application form. After completing the online application, the application document should be printed. You should complete all the necessary documents and send to Provincial Migration Administration Management within 5 working days, by post.

You can see the post address below:
HIRKA-İ ŞERİF MAHALLESİ VATAN CADDESİ NO: 64/ 34091 FATİH / İSTANBUL

A- The steps you should follow up for residence permit;

a. You should make your online residence permit extension application at this link: [https://e-ikamet.goc.gov.tr](https://e-ikamet.goc.gov.tr)
b. You should select "extension" button and fill in the form.
c. After filling the form, you need to get a print of application form and prepare necessary document list as below.
d. You should send your documents to Provincial Migration Administration by post within 5 working days for the residence permit extension. If the system give you an appointment date for residence permit extension, you should complete your all necessary documents until your appointment date and submit to Provincial Migration Administration by going.

B- Necessary documents for residence permit application;

1. Residence Permit Application Form (Signed)
2. Copy of passport (identity information and photo page, stamp page and visa page) If you have entered to Turkey with e-visa, you have to submit copy of your e-visa.
3. The visa for the purpose of stay taken from the foreign missions of the Republic of Turkey (only primary and secondary education)
4. Four (4) photos
5. Proof of financial status document for those who have entry/exit penalty previously. (This is not required for students who do not have any penalty while entering and exiting Turkey)
6. Student Certificate
7. Valid Health Insurance (one of following health insurances is enough) (Degree Students can take their health insurance documents from International Relations Office)
a. The document that enables benefit from the health services in Turkey within the scope of bilateral social security agreements
b. The certificate of authorization received from Social Security Institution
c. Proof of application made for general health insurance to Social Security Institution
d. Private Health Insurance

8. The copy of current residence permit
9. The receipt of the renewal fee. You should pay 72 TL which is the residence permit card fee and submit the payment receipt and keep the receipt copy for yourself. You can pay it online during your extension application (if you have any bank account in Turkey), at the bank with the payment code of 9207 (Ziraat Bank, Halk Bank, Vakıf Bank), at the tax office in Bostancı, or at the Immigration Service when you go in your appointment date (if the system give you an appointment date for your residence permit extension).

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

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

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

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

13. If you are under 18 years old, you should submit your birth certificate. It should have an Apostille and must be officially translated into Turkish. You should get a true copy of it by notary. If you come from a country that does not have an Apostille agreement, then you should also get the approval from the district governorship in Turkey after getting it translated and approved by notary.

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

Note: You have to send your all necessary documents within 5 working days after you have made your online application. You should start to renew your residence permit before 2 months its expiry date.

You should enter a valid phone number on your application form otherwise the immigration officers can not inform you for a missing document and cancel your extension application.

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### Checklist

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<th>Registration at Sabancı University</th>
<th>Submission of necessary documents for Tax Number</th>
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WHAT IS WHERE ON CAMPUS

Student Resources Unit (Administration Building)
Enrollment, course registration, correction of enrollment errors, student ID card, student certificate, name or address, transcripts, scholarship for current students, tuition fee payments.
Tel: +90 (0) 216 483 9058
E-mail: sr@sabanciuniv.edu

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

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

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

Student Activities (University Center 1098)
Student Clubs
Tel: +90 (0) 216 483 9457
E-mail: clubs@sabanciuniv.edu

Sport Activities (Sports Center)
Facilities, sports team, hall of fame, sports courses, tournaments and reservations.
Tel: +90 (0) 216 483 9064/47/44
E-mail: spor@sabanciuniv.edu
International Relations Office
Residence permit, tax number, cultural adjustment issues, visa issues, and trouble-shooting for other problems not handled elsewhere.
Tel: +90 (0) 216 483 9100 : +90 (0) 216 568 7053
E-mail: degree-incoming@sabanciuniv.edu

Center for Individual Academic Development (University Center, 1st floor)
Writing Support, Special Needed Student Support, CIAD Counselors and Psychotherapy.
Tel: +90 (0) 216 483 9299
E-mail: bagem@sabanciuniv.edu

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

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

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

Call Center
All problems related to living on the campus.
Tel (on campus): 9988
Tel (of campus): +90 (0) 216 483 9988
Dining Hall (University Center)
University Cafeteria (breakfast, lunch, and dinner are served. More than 30% discount for four plates of food by putting money into the Student ID Card).
E-mail: yemek@sabanciuniv.edu

Health Center (D2 Building, 1st floor)
Preventive medical services, medical treatments, immunizations, emergency services laboratory, supply of medicine, basic health care and health insurance information.
Tel (calling from campus): 6666
Tel: +90 (0) 216 483 99 23

Banking (University Center)
Payments, opening a bank account and ATM services.
Working hours:
Mon-Fri 8.30-17.00

Homer Bookstore (University Center)
Newspapers, magazines, English and Turkish texts, course books and stationary.
Working hours:
Mon-Fri 8.30-17.00

ŞOK Minimarket (University Center)
Greengrocer, fruiterer and food.
Working hours:
08.30 - 19.30 (Everyday)

Cemil Copy (University Center)
Photocopying service
Working hours:
Mon-Fri 08.30 - 17.00 Saturday: 09.00 - 16.30

Gürsel Shuttle Office (shuttle departure area on campus)
Putting money into the Student ID Card for transportation.
Office hours:
Mon-Thur 08.30-17:30 Fri 08.30-17.00
Weekend 08.30-17.00
**Dormitory (Dormitory Area)**

Room number, key, room changes, damages in the room and all other problems and questions concerning the dormitories. Please contact with your dormitory staff.

Mail to: rezanh@sabanciuniv.edu

A3-A4 Buildings / Serdar Önce / Office: A3-G008
(0216 4839938)
Mail to: serdar0@sabanciuniv.edu

A5-A6 Buildings: Gamze Türkmen Office:A6-G034
(0216 4839927)
Mail to: gamzet@sabanciuniv.edu

B8-B9 Buildings / Şennur Erdoğan / Office : B8-G042
(0216 4839934)
Mail to: sennur@sabanciuniv.edu

B2-B5-F-G Buildings /Mehmet Deveci / Office : B5-1034
(0216 4839933)
Mail to: mdeveci@sabanciuniv.edu

B1-B6-B7 Buildings / Hakan Bilgin / Office: B7-G042
(0216 4839936)
Mail to: hakanbilgin@sabanciuniv.edu

B10-B11-B3-D1A Buildings / Banu Öney / Office: B10-G038
(0216 4839955)
Mail to:boney@sabanciuniv.edu

Email: vurtlar@sabanciuniv.edu

**Dormitory Night Support**

Office : B1-G042
(0216 483 9932-9935-9945)
Email: vurtdestek@sabanciuniv.edu

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

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

Tel : +90 (0) 216 483 99 60 E-mail : lenovo@sabanciuniv.edu

laptop-info@sabanciuniv.edu
LIVING IN ISTANBUL

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

History of Istanbul & Religion
During its long history, as Constantinople or Istanbul, the city served as the capital of the East Roman, Byzantine, Latin, and Ottoman Empires. Muslims constitute the religious majority. At the same time, many minority religions, particularly Christianity and Judaism, are permanent and respected elements of Turkey's spiritual mosaic, observing their beliefs for over 900 years, with synagogues and churches in cities. 
Please note that we have masjid/ prayer room on campus in the second floor of university center.

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

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

The Hagia Sophia:
It was the great cathedral of Byzantium for over a thousand years and was the greatest mosque in the Ottoman Empire for five centuries. Now a museum, it is still one of the most fabulous buildings in the world. Keep an eye out for the shallow pits in the stone floor either side of the massive central doorway, created by the shuffling feet of the guards stationed there over the ages.
Church of St. Anthony of Padua, Istanbul - istiklal Avenue - Beyoğlu District Istanbul
Hagia Triada Greek Orthodox Church, Taksim Square - Istanbul
Little Hagia Sophia - Kumkapı, Fatih District Istanbul

Fun & Nightlife

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

**NuTeras Tepebasi Mesrutiyet Cd. Beyoglu:**
NuTeras hosts international DJs catering to those of you who enjoy 80s electro sounds, funky house and other music of the sort.

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

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

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

Things to See & to Do

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

**Yerebatan Sarnıcı (Basilica Cistern):**
Byzantine underground cistern, Yerebatan Sarayi is located near south-west of Hagia Sophia. Founded by Justinianus I, a Byzantine Empire (527-565), began to be called by the public “the Sinking Palace” - and not without a reason, seeing the great number of marble columns arising out of the water. Make sure you find the head of Medusa that forms the base of one of the columns. Open daily, 9am-5.30pm.
Topkapı Palace:
Topkapı was the first Ottoman palace to be built (1466-1478) in the newly conquered capital of the Empire. Located on the spot where the foundations of the city were first laid in ancient times by Megarian Chief Byzas in 7th century BC, the palace boasts one of the most beautiful views of Istanbul, incorporating the Bosphorus, the Golden Horn, the two shores and the sea of Marmara. Open daily except Monday between 9:30am-5:00pm.

Dolmabahçe Palace:
Dolmabahçe Palace was built in 1853 in the rapidly growing northern section of the city, at the Marmara outlet of the Bosphorus, to replace the 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.

Anadoluhisarı (Anatolian Fortress):
A 14th century relic of the Ottoman’s first attempt to conquer Istanbul, Anatolia Fortress is located on the Asian shore at the narrowest point of the Bosphorus. Sultan Yıldırım Bayezit built this fortress in 1393 on the ruins of a Byzantine temple dedicated to Zeus. It’s much smaller in size, when you compare with Rumelihisarı on the European side of Istanbul.
Rumelihisarı (Rumeli Fortress):
Sultan Mehmet the Conqueror built Rumeli Fortress in just four months directly to the opposite of the Anadoluhisari in 1452 in preparation for the final attack on Constantinople (Istanbul), which led to the downfall of the Byzantine Empire. Today, the fortress hosts many concerts and dramatic performances in its amphitheatre in summer. The fort is open to the public as a museum as well (except on Mondays).

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

The Hippest Neighborhoods
Beyoğlu-Cihangir-Galata:
This is like the heart of the city where everyone finds himself after work. You can walk down the İstiklal Street window shopping, have some snacks in a café in Asmalımescit, and walk down to Galata where you can find the hippest small design shops of young Turkish designers. If you lead to Sishane, you can find İKSV Deniz Palas and the Pera Museum. If you go back to Taksim Square and turn your way to Cihangir, the hometown of Turkish movie stars, directors, artists and writers. Walking through the narrow streets, you can see the old houses, witness the daily life of neighbors and visit the antique stores. The most traditional of Istanbul's eateries are the taverna-style meyhane where you can sample tapas-like meze. Asmalımescit in Taksim Beyoğlu is the right place to go if you want to try meyhanes.
Go to Balık Pazari (Fish Bazaar) in Beyoğlu. This is the place to find lots of seafood, antiques, handcrafts, and carpets. A must see.
Go to Nevizade in Beyoğlu, an area full of casual bars with terraces and outdoor spaces. Drink cold beer and eat mussels and kokorec.
Go to Çıçek Pasajı in Beyoğlu. A nostalgic place full of meyhanes. A must see.
Robinson Crusoe is a great bookshop located in Beyoğlu where you can find international books and magazines.

Akaretler-Nisantaşı:
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 cafe 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 cafes, Bagdat Street is the place where people go to if they are on the Anatolian side. You can make shopping, and then have a walk to the Caddebostan where you can have a walk through the seashore.

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

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

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

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

Istanbul is like a big stage where you can find many cultural events for all tastes. Some of the most important ones are the International Music Festival (June), International Jazz Festival (July), International Film Festival (April), Istanbul Biennale (September), Contemporary Istanbul Arts Festival (November).

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

**How To Call Campus From Outside**
The central phone number of the campus is +90 216 483 90 00 or 91 00 for International Office. After dialing this number, the 4 digit extension number can be dialed (which will be written on the phone in your dorm room, if you are staying on campus.)
How To Call a Taxi?
Şeker Taxi 0262 658 00 67
Tepeören Taxi 0216 304 24 20

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

In Case Of Emergency

Within Campus:
Health 6666
Security 5555
Call Center 9988

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