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

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WELCOME TO

Istanbul, Turkey

As the largest city in Turkey and one of the largest city in the world with a population of 15.1 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

Visa

VISA might be required for citizens of some countries. However, getting a student visa is not compulsory for your registration. A student can come with any type of visa and register to the university. In case you need a visa to enter the country, you will need to visit the nearest Turkish Consulate in your country with your acceptance letter. Important: If your country has a visa exemption agreement with Turkey, you can directly come without a visa.

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

If you are already in Turkey, you can directly register to Sabancı University and apply for a student residence permit after registration. Please get in touch with IRO for residence permit application.

Residence Permit Application

Students enrolled in an academic program in Turkey for 3 months or longer are obliged to acquire a student residence permit as per the Law on Foreigners and International Protection. To do this, you need to make an online residence permit application and submit your files. However, do not worry; we will guide you through the process and submit your hard copy application file on your behalf to the Immigration Office all together. Please be aware that it is your responsibility to prepare all the documents and submit them to us on time! You must complete the documents during the orientation week so that we can submit your hard copy application file to the Immigration Office immediately. If you do not provide all the documents on time, then you will have to submit them to the Immigration Office yourself and your card will arrive late. The International Relations Office (IRO) will send you a Legal Process Guideline via e-mail (irolegal@sabanciuniv.edu) about the documents you need to prepare and the forms you need to fill out before the orientation week.
IMPORTANT NOTES

- Turkish citizens / blue cardholders do not need to get a residence permit.
- If you provide us all your required documents on time, we will submit your hard copy files to the Immigration Office after the orientation week.

Once the Immigration Office goes over your files and approves your application file, your residence permit card will be posted to Sabancı University’s Post Office under your name. Be aware that Migration Office might ask for some extra documents depending on your situation. You will be informed by the Communication Center (post office) once your post arrives, and can pick it up from the post office. (In some cases, you might also be sent a SMS by the Migration Office before the card is posted.)

Please be aware that tracking your residence permit card during the posting process is fully your responsibility. Please note that the packages need to be picked up from the Communication Center within two weeks.

ATTENTION: You cannot leave Turkey without obtaining your residence permit card. If you do so, you will receive a penalty depending on your case, might even face far more severe sanctions.

In case you need to leave Turkey before you receive the residence permit card (we do not suggest this except emergencies), please make sure you have an Approval Document (Müracaat Belgesi) and residence payment receipt with you at the airport that proves your application for residence permit. To take this document, you need to go with your departure ticket and passport to the Istanbul Department of Immigration (İstanbul İl Göç İdaresi) and submit it to the “Öğrenci Odası” (an office within the building) on the first floor and request the Approval document. Please make sure to get this document at least 5 days prior to leaving the country.
**Health Insurance**

a. In order to get a residence permit, you need to have a Turkish health insurance. We’ll 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 150 TL.

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’ll not need to have a private insurance. You may obtain the insurance plans from your social security office.

<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/TUR106, N/TUR111, N/TUR112</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; 18TF; 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/TR 4, BH/TR 5</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_1.png](http://iro.sabanciuniv.edu/sites/iro.sabanciuniv.edu/files/sigorta%20minimum_1.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**

**Fall semester:**

SU is unable to offer on-campus accommodation given the current level of uncertainty on all of its operations.
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.

We will share the updated price (one semester double room and deposit) once it is announced by dorm management.

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:
https://mysu.sabanciuniv.edu/it/en/connecting-wired-network
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 Sabancı Business School Building. Please make sure that you get off at the right stop – which is Sabancı Business School Building / YBF – Yönetim Bilimleri Fakültesi) parking lot (P12).

From Atatürk Airport to Campus
- **Havaist Shuttles::**
  To 4. Levent (~40 TL):
  - First step: Take the Havaist Shuttle from İstanbul Airport to 4. Levent.
  - Second Step: Take Sabancı University Shuttle from 4. Levent

  To Kadıköy (~50 TL):
  - First step: Take the Havaist Shuttle from İstanbul Airport to Kadıköy.
  - Second Step: Take Sabancı University Shuttle from Kadıköy.

  To Pendik Tavşantepe Metro (~50-130 TL):
  - First step: Take the Havaist Shuttle from İstanbul Airport to Pendik Tavşantepe Metro.
  - Second Step: Take Sabancı University Shuttle from Pendik Tavşantepe Metro.
  - Alternative Second Step: Take a taxi from Pendik Tavşantepe Metro to campus.

For **Havaist Shuttle Schedule** and ticket booking/buying please visit their website: [https://hava.ist/en](https://hava.ist/en)
For **Sabancı University Shuttle Schedule** and shuttle stops please visit: [https://www.sabanciuniv.edu/en/shuttle-hours](https://www.sabanciuniv.edu/en/shuttle-hours)
**Checklist Visa Application**

- Taxi (~250-350 TL):
  If you take the taxi to the campus, it should cost between 250-300 TL. Please note that prices for bridges and paid roads are not shown on taximeters. They are added to taximeter prices later on, when you are making the payment. However, the trip should not cost much more than 350 TL. There are also price tables inside the airport that offer a more standardized version of costs for taxis. For estimating taxi costs, you can use apps like iTaksi or BiTaksi.

- Option 2 (~25 TL):
  - First step: Take a taxi and go to Viaport Shopping Mall
  - Second step: Take Sabancı University Viaport Shuttle from Viaport Shopping Mall

  You should check latest shuttle schedule from the web site before you depart from home. [https://www.sabanciuniv.edu/en/shuttle-hours](https://www.sabanciuniv.edu/en/shuttle-hours)

**From Sabiha Gökçen Airport to Campus:**

- Option 1 (~45 TL):
  Because Sabancı University is very close to the airport and there is no direct or useful indirect public transportation, we kindly recommend you to take a taxi.

**Checklist**

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<thead>
<tr>
<th>Checklist</th>
<th>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>
<td></td>
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</tbody>
</table>


Orientation
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 check out your email box about the instructions that you need to follow. You need to fill the required documents, attach two photos, and submit them to SR 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.

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
5. Identification and Address Declaration 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
The tax number is necessary to make important payments, such as the residence permit fee, opening a bank account, or registering your mobile phone. Once you receive your residence permit card, you will have your foreign ID number. You can use your foreign ID number for all legal issues, however until you receive it, the tax number is the ID number you should be using for financial arrangements.

The International Relations Office (IRO) will apply on your behalf and submit your documents to the tax office to receive your tax numbers at once for all students. While each student can obtain it personally, since the process might be difficult and complicated for you, we will handle it on your behalf to make the process smoother.

In order to get your tax number earlier, The International Relations Office (IRO) will send you a Legal Process Guideline via e-mail about the documents you need to prepare and the tax number application form you need to fill out. Please send the following documents to irolegal@sabanciuniv.edu by the deadline that is determined by the International Relations Office. Otherwise, you should go to tax office with your passport and take a tax number.

Necessary documents:
1. Passport copy
2. Completed Tax number Application Form (will be sent by e-mail soon)

To avoid problems with your legal processes in Turkey, we strongly urge you to send the documents as soon as possible. If you do not, you will face trouble with your residence permit application.

Keep in mind that the International Relations office will help you with the residence permit application during the orientation week, thus, tax numbers have to be obtained before that. Without the tax number, we will not be able to help you. Everything starts with the Tax Number.

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 the campus. With your Tax Number and Student ID Number, the bank assistant will be able to screen your due payment and its amount. In case you need to go to the tax office on your own, the nearest tax offices’ addresses are given below:

- **Yakacık Tax Office**: Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Cad. No: 47/A-B Kartal/İstanbul.
- **Kadıköy Tax Office**: Address is Osmanağa, Halitağa Cd. No: 19, 34714 Kadıköy/İstanbul.

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

**Step 1**
You will pay cell phone registration fee (approximately 1500 TL) at tax Office. The Tax Office requires:
- Your passport
- Tax Number
- IMEI number*** (you can find it by calling *#06# in your phone)

**Step 2**
You can make your phone registration at Turkcell* or Vodafone** which are the only operators for phone registration.

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

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

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

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:
• Please request your student certificate through online platform (https://mysu.sabanciuniv.edu/sr/en/document-request-form) and it will be sent to your SU email account via email.
• 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

If your studies continue past the expiration date of your card, then you have to extend your residence permit. Please be aware that the extension application is fully your responsibility. You have to make yourself familiar with the extension process from the Immigration Office web page and apply for extension before your residence permit expires. If you do not do so, you will face penalties and even deportation. Therefore, we suggest that you add your expiration date to your personal calendar and make sure to set a reminder at least 2 months in advance. (You have to make your extension application before the expiration date. If you miss the date, then you can still apply within 10 days of expiration, which might bring penalty payments)

The steps you should follow for residence permit extension;

1. You should make your online residence permit extension application at this link: [https://e-ikamet.goc.gov.tr](https://e-ikamet.goc.gov.tr)
2. You should select the "extension" button and fill in the form.
3. After filling the form, you need to select an appointment place. After this step, you need to get a print of the application form and prepare necessary documents list as below. The appointment date will be sent to your mobile phone via SMS.
4. You should submit your documents to Provincial Immigration Administration by yourself. You should complete all the necessary documents before your appointment date and submit it to the Provincial Migration Administration in person.

Necessary documents for residence permit extension applications;

- Residence Permit Application Form (Signed)
- Copy of Passport (ID page, entry stamp page, and visa page): If you have entered Turkey with an e-visa, you have to submit the copy of your e-visa. Make sure your passport is valid for 6 months minimum
- Old residence permit card copy
- Four (4) biometric photos
- Student certificate (You can obtain this form from the
- Student Resources)
- Health insurance certificate copy (You can obtain this form from
the International Relations Office by e-mailing irolegal@sabanciuniv.edu

- The receipt of the residence permit card fee (currently 110 TL) Residence card payment can be made with debit card or credit cards using the online payment system without going to the bank or the tax office, or you can pay it at the tax offices before your appointment date.

- Address Declaration Form (You can get this form from the International Relations Office by e-mailing irolegal@sabanciuniv.edu) can not inform you for a missing document and cancel your extension application.

**Notes:**
You can stay in Turkey 10 days after you leave the university. If you will stay more than 10 days after leaving university, you have to pay penalty at the airport when you leave Turkey. You can apply for a short-term residence permit before your residence permit becomes invalid.

**Checklist**

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Registration at Sabanci University</th>
<th>Submission of necessary documents for Tax Number</th>
<th>Cell Phone Registration (Optional)</th>
<th>Dormitory Payment</th>
<th>Find your Foreign Identity Number &amp; Inform Student Resources</th>
<th>Learning Agreement submission after add-drop period (Only the second page with changes)</th>
<th>Residence Permit Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Done</td>
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</tbody>
</table>
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 on 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
E-mail: suincoming@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.
Email: yurtlar@sabanciuniv.edu

A1-A2-A6-D1B Buildings / Rezan Hasdemir
Office: A1-G034 (0216 4839926)
Mail to: rezan@sabanciuniv.edu

A3-A4-A5-D1A Buildings / Serdar Öncə
Office: A3-G008 (0216 4839938)
Mail to: serdaro@sabanciuniv.edu

B4-B10-B11 Buildings: Gamze Türkmen
Office:A6-G034 (0216 4839927)
Mail to: gamzet@sabanciuniv.edu

B8-B9-B12 Buildings / Şennur Erdoğan
Office: B8-G042 (0216 4839934)
Mail to: sennur@sabanciuniv.edu

B2-B3-B5-F-G Buildings / Mehmet Deveci
Office: B5-1034 (0216 4839933)
Mail to: mdeveci@sabanciuniv.edu

B1-B6-B7 Buildings / Bülent Aktaş
Office: B7-G042 (0216 4839936)
Mail to: bulent.aktas@sabanciuniv.edu
Dormitory Night Support
Office: B1-G042
(0216 483 9932-9935-9945)
Email: yurtdestek@sabanciuniv.edu

Performing Arts Center (Near the lake)
Art performances such as operas, theater plays and concerts enhancing the quality of life of the entire community.
E-mail: sgm@sabanciuniv.edu

Hair Dresser (D2 Building, 1st floor)
Services for hair styling
Working hours:
Mon-Fri 08.30 – 19.30 Saturday: 09.30 – 17.00

Nearby Shopping Center - Viaport
Viaport is an open-air concept shopping mall and a living center near to Sabancı University. You can find there shops of famous brands, restaurants, cafes, banks and whatever you need. You can go there by using Sabancı University Shuttle Services. To see the shuttle hours, please use the following link:
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 Istanbul, city life, what to do, cultere 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. 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 – Beyoglu District
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.

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

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

Yerebatan Sarnıcı (Basilica Cistern):
Byzantine underground cistern, Yerebatan Sarayı is located near south-west of Hagia Sophia. Founded by Justinianus I, a Byzantine Empire (527-565), began to be called by the public “the Sinking Palace” – and not without a reason, seeing the great number of marble columns arising out of the water. Make sure you find the head of Medusa that forms the base of one of the columns. Open daily, 9am-5.30pm.

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

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

Symbols of the City
Kiz 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 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 Rumeli Hisarı on the European side of Istanbul.

Rumeli Hisarı (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).

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 Asmalımeşçit, 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. Asmalımeşçit in Taksim Beyoğlu is the right place to go if you want to try meyhanes.

Go to Balık Pazari (Fish Bazaar) in Beyoğlu. This is the place to find lots of seafood, antiques, handcrafts, and carpets. A must see.
Go to Nevizade in Beyoğlu, an area full of casual bars with terraces and
outdoor spaces. Drink cold beer and eat mussels and kokorec. Go to Cicek Pasaji in Beyoglu. A nostalgic place full of meyhanes. A must see. Robinson Crusoe is a great bookshop located in Beyoglu where you can find international books and magazines.

**Akaretler-Nisantasi:**
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.

**Ortakoy-Kurucesme-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.

**Bagdat 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 Caddebozlan 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.

**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 Üniversitesi’nden arıyorum)
-I want a taxi to ... building (in Turkish - ...binaya bir taksi istiyorum)

In Case Of Emergency

Within Campus:
Health 6666
Security 5555
Call Center 9988

All Over Turkey:
(free of charge and no area code is needed)
Ambulance 112
Police 155
Gendarme 156
Fire 110
Sabancı University International Students Guide for Exchange Students

Dormitory Area Cafés