



SABANCI UNIVERSITY

INTERNATIONAL

STUDENTS GUIDE *2019-2020*



FOR UNDERGRADUATE DEGREE STUDENTS

Sabancı Universitesi

The information in this booklet is subject to the decisions of Executive Board of Sabancı University and the regulations approved YOK (Higher Education Council).

Throughout your studies at Sabancı University, it is required to follow-up all new and updated arrangements and regulations via our official web site and our intranet page.

www.sabanciuniv.edu

mysu.sabanciuniv.edu

Sabancı University is a participatory institution that is financially and administratively self sufficient and sustainable. Sabancı University is sensitive to the needs of its students, their families, employees, administrators and the entire society.

We 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 adopt an interdisciplinary approach of “learning to learn” to cultivate knowledge, support education and facilitate social advancement.

The University cultivates 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 takes 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.

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WELCOME TO Istanbul, Turkey

As the largest city in Turkey and 5th largest city in the world with a population of around 15 million, Istanbul is the largest metropolitan area in Europe. The French emperor Napoleon said: “If the world was a single state, Istanbul would be its capital”. Istanbul is a truly magnificent and the only city in the world that spans over two continents; Europe and Asia. You can explore the invaluable historical and cultural heritage this unique city offers within a secure, friendly, multi-ethnic and multicultural environment.

BEFORE ARRIVAL

Tuition Fee Payment

The tuition fee payment receipt is one of the required documents in order to register at Sabancı University. Please note that the tuition fee should be paid between August 27 and August 29. The following table displays fee amounts with scholarship rates for 2019-2020 Academic year.

FULL ANNUAL TUITION (2019-2020)	100% Scholarship	75% Scholarship	50% Scholarship	25% Scholarship	Free Accomodation
	REMAINING TUITION				
18.000 USD	0 USD	4.500 USD	9.000 USD	13.500 USD	18.000 USD
First Instalment*	0 USD	750 USD	3000 USD	5.250 USD	7.500 USD
Second Instalment*	0 USD	2.250 USD	4.500 USD	6.750 USD	9.000 USD

*1.500,00 USD pre-registration payment is reduced from the student first installments on tuition fee payment.

Creating an Account for Sabancı University Access

You will receive an e-mail from the Student Resources unit about admission information. In this e-mail you will get your Student ID number and with this ID you can create your account, which is the first thing you have to do. With this account you will be able to have access to the SU information system and thus complete your course registration, access to your records, etc.

If you need help, the following link contains useful information for the new comers to create their account: <http://newcomers.sabanciuniv.edu/en/welcome>

After you create your account, fill out the required forms via the Information System.

- Student Information Form (mandatory for all students, and should be printed and submitted to Student Resources during university enrollment)
- Health Information Form (mandatory for all students) Please complete your blood tests <https://www.sabanciuniv.edu/en/medical-registrationprocedures> and have a chest x-ray taken in order to fill your [Student Medical Information Sheets](#) online. You will need to submit your chest x-ray and report as well as blood test results to the Health Center during registration.

For questions, please e-mail us at healthcenter@sabanciuniv.edu

Visa

VISA might be required 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.

Preparation of Registration Documents

Please be sure that you checked the list and prepared all your necessary documents before arrival. You can find required documents for registration at the <https://www.sabanciuniv.edu/en/undergraduate-admissions-international-students> and also the Arrival Section of this guide.

Residence Permit First 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 already have a short-term residence permit you can make a “transfer application” for the student residence permit.
- If you are coming from another university in Turkey to Sabancı University, you have to apply for a residence permit within 10 days after you leave your university. Also, you need to get a document as a proof of leaving your university before you join Sabancı University.
- If you register for a PhD program after graduating from a master degree in Sabancı University, you have to apply for the student residence permit again.
- 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 Goç İdaresi) and submit it to the “Tebliğ 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.

Please be aware that, you are allowed to leave the country only for 15 days even with the Approval Document (Müracaat Belgesi)!

Housing Application

To be able to stay in the dormitories, you have to make an online dormitory application and provide all the necessary documents on time. **Please be aware that it is fully your responsibility to provide the required documents and complete the online application process to receive a dorm room.**

Online Dorm application timeline: You should submit your application between July 15 and September 06, 2019 by 11:59 pm.

Access to the systems: You may access the system with your Student ID number which will be sent to you via e-mail by Student Resources.

IMPORTANT: Your ID information will be sent to you towards the end of August. You will be able to make your application after you receive your ID information. Please make sure you apply before the deadline.

Application link: <http://bannerweb.sabanciuniv.edu>

- You must apply to the dormitory online in order to get a room.
- **If you do not complete your online application, you will not be provided a room, even if you have a dormitory scholarship.**
- Placements are finalized and announced after the online application system closes.
- Rooms will be available as of September 7, 2019 for the newcoming students. Moving into your room earlier than this date is not possible.
- Please check the calendar for orientation and registration dates and arrange your travel accordingly.

Once you are informed about your dorm placement result, you will have to access to the online system and upload documents listed below: (Make sure to bring all hardcopies of your documents with you.)

1. **Health report:** A medical report saying that there is no health problem that would prevent you from staying in a dormitory. You can get this report from your own country as long as it is in English. The report should

be officially signed and sealed by a doctor or a medical professional.

- 2. Blood Test and Chest X-ray:** In addition to the health report, do not forget to have a blood test done (Hemogram, HBsAg, Anti-HBs, Anti-HBc IgG, Anti-HAV IgG, Anti-Measles IgG, Anti-Mumps IgG, Anti-Rubella IgG) and get a chest x-ray before registration. You have to submit the chest x-ray results and blood test results to the University's Medical Department during the registration week.

(You might face some language barrier issues and a time schedule problem if you chose to obtain these tests from Turkey during the registration week. Thus, we strongly recommend that you obtain these reports from your home/host country in order to make your registration easier.)

- 3. Passport copy:** Identity information and photo page.
- 4. Biometric photo:** Full face, frontal view with a plain white background, taken within the last 6 months.
- 5. Student certificate:** Once you are registered, you can get it from the Student Resources.
- 6. Address declaration form from your own country:** A document approved by the competent authorities of your country, showing the address of your place of residence in your country.
- 7. Criminal report:** You will get this document in Turkey during the orientation week with the help of the International Relations Office.
- 8. Student residence permit card copy:** You will apply for the student residence permit card during orientation week. Until then, you can provide your application form as a proof.

IMPORTANT: Once you arrive, beside the documents listed above, you are supposed to provide a payment slip for the housing and deposit for the dorm.

For more information please visit: <https://dorm.sabanciuniv.edu>

For more questions, please do not hesitate to contact us: irolegal@sabanciuniv.edu

Rooms and Amenities

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

The fees can be displayed via <https://www.sabanciuniv.edu/en/tuition-fees-2018-2019> Deposit is (paid once, during first entrance) 1.800 TL. Bank transfer or credit card payments are not accepted. Please note that you will need a Tax Number in order to make your dormitory payment. You can read more on Tax Number in this guide. IRO will assist you to get a tax number right after your arrival.

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

Contact: yurtlar@sabanciuniv.edu



How to get to campus?

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

From Istanbul 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>

For **Sabancı University Shuttle Schedule** and shuttle stops please visit: <https://www.sabanciuniv.edu/en/shuttle-hours>

☉ 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.

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.

☉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>

Mentors

CIAD (Center for Individual and Academic Development) assigns a mentors to support you after your arrival. You are matched with a student as your mentor who can offer additional information about the Sabancı University community, academics, and cultural information. CIAD will inform you about the contact information of your mentor, before your arrival. You can reach your advisors contact information through the SU Bannerweb page.

Our aim is to facilitate:

- Participation & Socialization
- Knowledge & Experience Sharing
- Communication & Teamwork
- Building of University Culture

Students with Special Needs Support Unit

Students with Special Needs Support Unit aims to provide;

- Support to all Sabancı University students with a temporary or a permanent physical or psychological disability in their lives,
- Create a supportive environment for students' academic, social, and personal development,
- To raise awareness about disability for all the individuals and units under the roof of Sabancı University.
- Our unit bases all processes on the equality principle and targets an equal university education based on rights for special needs students. Adopting the equality principle, the unit provides the necessities for academic processes, supports housing needs, and grants access to university life.





AFTER ARRIVAL

Orientation

The orientation is a great chance to learn practical and legal information and to meet other students.

Our Orientation week will be on 9th-13th of September. The details of the program will be sent by the International Relations Office. Please make sure to attend all of the orientation program.

Registration at Sabancı University

In order to enroll at Sabancı University, you must submit the required documents in person to the Student Resources Department within the dates between September 10 and September 12. If, for any reason, you fail to complete the process within the required period, you may lose your enrollment right to Sabancı University.

Required documents and forms

1. Original Test Scores/Diplomas (SAT , GCE, ACT, etc.) High school diploma should be submitted together with the Original Test Score.
2. The original high school diploma and its notarized Turkish or English translation if the original is in another language.
3. High School Diploma Equivalency Certificate from the Turkish Ministry of Education "Talim Terbiye Kurulu Başkanlığı" (High School Diploma should be submitted along with other registration documents during the University Registration.)

** As part of the registration rules and regulations, all international undergraduate students are required to submit their High School Diploma Equivalency Certificate (Denklik Belgesi) together with the other registration documents. In countries where there is an Education Attaché at the Consulate/ Embassy of the Republic of Turkey, High School Diploma Equivalency can be obtained before arrival. Rules and regulations regarding the equivalency certificate are subject to change by the Turkish Ministry of Education. Please bear in mind that students whose equivalency certificate applications are rejected are not allowed to legally register to any university in Turkey. International Relations Office will provide you with a Equivalency Guide by e-mail, which will guide you with equivalency applications.*

4. Original Transcript and its notarized Turkish or English translation if the original is in another language.
5. Photocopies of the applicant's passport with a photograph affixed, identification information and a copy of the page containing the visa (the countries for which visa is compulsory or the entrance stamp (if you have visa exemption). If visa is compulsory, it can be obtained from a Turkish Consulate in the applicant's home country by presenting the letter of

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

6. Both-sided copy of the Residence Permit, if taken before (obtained from the Directorate General of Migration Management)
7. 8 passport size (4.5 x 6 cm) photos (taken in the last 6 months, clearly identifying the person)
8. Receipt of the Tuition fee payment
9. Original score of language proficiency exam (if submitted during the application.)(TOEFL IBT scores must be ordered from ETS with the code 7100 to be directly sent to Sabancı University.)
10. Letter of attorney is required for students under 18 years old (if they are unable to come together with their guardians/parents/legal representatives)
11. Student Information Form (online)

Note: Some additional documents may be requested by the University during registration.

Sabancı University English Language Assessment Exam

The medium of instruction at Sabancı University is English. All newly students are required to take a placement test, English Language Assessment Test (ELAE), at the beginning of academic year to determine which level they will be placed in; **unless** they submit one of the accepted English Language Proficiency Test certificates (eg. TOEFL IBT, etc.) with a valid score. For accepted tests and minimum requirements, please see: <http://www.sabanciuniv.edu/en/exemption-exams>

Students, who do **not** meet the required English proficiency level, will need to successfully complete the appropriate level(s) of the English Preparatory Year at Sabancı University.

Students who submit a valid English Language Exemption Test certificate at the end of fall or spring semester within the dates announced by SU are exempt from the ELAE and can continue their undergraduate studies. Students who have passed ELAE I have the right to take ELAE II. Students will be informed about the venue and time of the exam in the registration period. Even students who obtain exemption from the ELAE with a valid external exemption certificate

score still need to take the ELAE II to be exempt from the ENG 101 course.

For more information you can contact us via degree-incoming@sabanciuniv.edu

Wireless Network Access

Sabancı University wireless network provides a secure network access in campus buildings. You can connect to the SABANCIUNIV wireless network with your SU-Net account and you can also use the EDUROAM network with your own account.

Create SU-Net Account

In order to connect to the wireless network and e-mail account at Sabancı University, you need to create your account on <http://newcomers.sabanciuniv.edu/en>

Course Registration

In Fall and Spring semesters, you are responsible to make your course registrations via the web using the **Information System (IS)** in person after fulfilling all the requirements of the University.

You should follow the steps below in course registrations:

Course registrations can be done via the internet using the **IS** within the dates announced in the academic calendar (within the dates stated in the Course Registrations announcement) **Information System Course Registrations** can guide you during your course registrations.

For course registrations, you must fulfill all requirements to the University. The requirements are; making tuition fee payment, University Center debts etc.

The courses that you will be registered to should be determined according to the program you wish to graduate from and should be finalized by taking your academic advisor's opinion before registration.

Upon the completion of course registrations, you have to make sure that you have registered all the courses you want and check your schedule for any error messages.

Course Add-drops

You can add-drop courses during the dates stated in the academic calendar. You can add-drop courses during the second week, following the beginning of classes in fall and spring terms. In this process, which is called the add-drop process for courses, you are required to make such modifications personally by getting the feedback of your advisor. Any add-drop processes after this period are subject to the approval of the Faculty Administrative Board provided that your request is reasonable.

Payments

The annual tuition fee and dormitory fee must be paid in two separate, equal installments prior to registering for the fall and spring semester.

<http://www.sabanciuniv.edu/en/fees>

Health Insurance

Sabancı University provides private health insurance (Ak Sigorta) to all students within their studying period. You can use your health insurance in hospitals which have an agreement with Ak Sigorta. To use your health insurance first you should go to Health Center in campus. They will send you to the hospital. After that you can use your health insurance in the hospital that Health Center sends you.

Residence Permit Extension

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>
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 89 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.
- If you are under 18 years old and did not enter the country with a student visa:
 - o You have to submit a document (letter of parental or guardian consent) written by your parents allowing you to study at Sabancı University and live in Turkey. It should have an Apostille and must be officially translated into Turkish. You should get a certified 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 your consulate in İstanbul and the district governorship in Turkey after getting it translated and approved by notary.
 - o You have to submit your birth certificate. It should have an Apostille and must be officially translated into Turkish. You should get a certified 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.
- Address Declaration Form (You can get this form from the International Relations Office by e-mailing irolegal@sabanciuniv.edu)

Notes:

You can stay in Turkey 10 days after you leave the university or freeze the term with your valid residence permit. If you will stay more than 10 days after leaving university or freezing the term, 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.

If you graduate, your residence permit card is canceled as of your graduation date, even if the card's expiry date shows a later date. You can stay in Turkey 10 days after your graduation date. You can apply for a short term residence permit before your residence permit become invalid. If you will do further studies in Turkey, you can apply for student residence permit within 90 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
- **Bostancı Tax Office:** Address is İçerenköy Mahallesi, Değirmenyolu Sk. Maliye Kompleksi No:18, 34752 İçerenköy /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 to Mobile Devices Registration System within 120 days after your arrival date. If you don't do it, your phone will be blocked by the end of 120 days.

In order to register your phone to the system, first you need to pay the mobile phone registration fee (currently 618,65 Turkish Liras). You can pay your fee via online banking, by going to the nearest tax office or to any bank branch.

The nearest tax office to our campus is Yakacık Tax Office: Address: Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Cad. No: 47/A-B Kartal/İSTANBUL)

Whether you pay your fee online or in person, you will be asked to provide the IMEI number of your mobile phone. You can learn it by dialing this digits: *#06#

After you learn your IMEI number, please write it down to on a paper. Paying the registration fee does not mean registering the phone. Do not forget to login to the e-government portal (<http://www.turkiye.gov.tr>) and register your phone.

You can login to the e-government portal with your online banking account. If you are unable to reach your online banking account, you can go to any PTT office and get an e-government password with your residence permit card.

Alternatively, you can go to a Turkish mobile operator company store in order to register your phone.

Mobile companies may charge a service fee for the registration. Still, make sure that you have the registration receipt with the correct IMEI information.

Notes:

- Please note that you need a Tax Number or Foreign ID Number to be able to register your cell phone.
- The tax receipt must contain the IMEI number of the device to be registered and the passport holder's name and surname.
- If you make your cell phone registration without your residence permit card, you can use your cell phone just on one phone number that you buy during the registration.
- If you register without a residence permit, your phone will be blocked after 6 months.
- Only one cell phone can be registered during 2 years.
- If you buy a cell phone in Turkey, you do not have to make a cell phone registration. So, if you do not want to pay tax and registration fees you can buy a cheap phone from the stores in Turkey.

Student ID card

After the enrollment, you will receive a Student ID card. This card 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 'Campus Facilities' section.

How To Get A Student ID Card?

You must submit the Student ID Card Form along with a passport size photo to our Student Resources Department During University Registration Days. Once your card is ready, you will receive an e-mail to pick it up.



Istanbul Card

You will need an Istanbul Card for use the subway, ferry, bus, metrobus and etc. For low-cost public transportation in İstanbul, you can apply for a Student Istanbul Card.

To be able to apply for an Istanbul Card, required documents and steps:

1. Passport
2. Passport copy
3. Fee (10 TL)
4. Student certificate (will be given in the orientation days)
5. You will able to apply for an Istanbul Card after your YOK numbers are created. You will be notified by Student Resources via e-mail once YOK numbers are created.

Please hand these documents to İETT İşletmeleri Genel Müdürlüğü Elektronik Kart Yönetim Müdürlüğü (İETT General Management of Electronic Card) in Karaköy/İSTANBUL (Near Tünel). Your card will be prepared and given to you.

Foreign Identity Number

As per recent regulations, every foreign resident must have an identity number given by the Turkish republic, just like Turkish citizen. This number is used in the Information System as well. This number is used while producing a student certificate, during the graduation, etc. After obtaining the residence permit you receive this number and are required to inform Student Resources by submitting a both sided copy of your residence permit. Your Foreign Identity Number will be an 11 digit number starting with 99. Until you obtain this number you may use your YOK Number for necessary procedures.

Student Certificate

- Student Certificate is an official document stating that you are currently a registered student at Sabancı University.
- Students may request a certificate through the Document Request Form on the Student Resources web site.
- Scholarship information can be added to the certificate if requested by the student in the online request form.
- Student certificate will not be issued when unsatisfied financial obligations to the University exist. Please be sure that you have no obligations left to the university.
- After your online request, the student certificate is prepared in two working days. You can pick up your certificate in person by visiting the

Student Resources.

Updating personal information

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

Foundation Development Program (FDP)

Freshman University Courses

Registration to Freshman University Courses AL 102, IF 100, HIST 191-192, MATH 101-102, NS 101-102, SPS 101-102, TLL 101-102, CIP 101N will be performed by Student Resources Unit (SR) for the students who have not taken these courses and for those who have to repeat them. You are automatically registered to university courses until you pass them; firstly to 101/191 level courses, and after those, to 102/192 level courses. All university courses are offered in each academic semester. You are not eligible to drop the freshman year university courses you are already enrolled in. You can only change the sessions of these courses during the add-drop period as specified in the academic calendar. Repeaters can change their sessions both during add-drop and during registration week. All students maintain the right to withdraw from these courses during the withdraw period as specified in the academic calendar. A student can withdraw two times in a single semester and a total of six times throughout the entire undergraduate education.

Sophomore University Courses

(a) Major Works courses (HUM 2xx): FENS students must take one, FASS and FMAN students take two from the pool of these courses. Upon the completion of prerequisites, students can take these courses whenever they prefer.

(b) Project Courses (PROJ 201) : The students have to take this course on freshman or sophomore year. This course is

a prerequisite of the Summer Internship.

Junior University Courses

Law and Ethics course (SPS 303): All students must take this course. Upon the completion of prerequisites, students can take these courses whenever they prefer.

How to Get a Transcript

- Students may request an official transcript signed and stamped by the university through the Document Request Form on the Student Resources web site.
- You have to upload the receipt showing that you have paid the total amount for the number of transcripts you have requested (one transcript is 10 TL) to Akbank Central Branch (Branch number: 713) account no 9999 (IBAN NO: TR53 0004 6007 1388 8000 0099 99)
- An official transcript will not be issued when unsatisfied financial obligations to the University exist. Please be sure that you have no obligations left to the university.
- After your online request, an official transcript is prepared in two working days. You can pick up your certificate in person by visiting the Student Resources.
- Students may also access their unofficial transcripts online through Information System.
- Please note that, transcript without seal and signature by the Student Resources Unit is not valid.

Turkish Language Courses

The language of instruction at Sabancı University is English (with only few exceptions). Still, learning some Turkish can be very useful and you can find some opportunities to learn this language. Basic Turkish I (TUR 101), Basic Turkish II (TUR 102), Pre-intermediate Turkish I (TUR 201), Advanced Readings in Turkish for Foreigners (TUR 403) are Turkish courses which are offered at the university.

Please check the following link for further information:

<http://sl.sabanciuniv.edu/>

Advisory System

The aim of the Advisory System is to help the students in

getting used to social and academic life at SU, to assist students in major field and course selections, curricula and other academic matters and refer them to appropriate units and resources at the campus when necessary. There are different types of advisors to assist our students with their alternating needs during their university life.

Our aim is to facilitate:

- Participation & Socialization
- Knowledge & Experience Sharing
- Communication & Teamwork
- Building of University Culture

Until major field selection, CIAD Counselors (BADA's) aim to support all undergraduate students starting from their first year in terms of individual, academic and social development by enhancing their understanding of the university experience holistically. BADA's main aim is to raise awareness about students' own needs, guide them towards their goals, and broaden their perspective.

Mentorship Program for all incoming SU students and dorm residents,
Diploma Area Advisors for all questions regarding diploma areas,
Academic Advisors after major declaration.

Center for Individual and Academic Development (CIAD)

University Center, First Floor

Room : UC1039

Phone : +90 216 483 9299

Fax : +90 216 483 9480

E-mail : bagem@sabanciuniv.edu

Web: <http://ciad.sabanciuniv.edu/>

Semester Registrations

You must renew your semester registrations by making course registrations at the beginning of each semester, within the periods announced in the academic calendar following the payments of fees required to benefit from the university's utilities.

Checklist

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





WHAT IS WHERE ON CAMPUS

Student Resources Unit (Administration Building)

Enrollment, course registration, student ID card, student certificate, transcripts, scholarship for current students, tuition fee payments.

E-mail : sr@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 9046/47/44

E-mail : spor@sabanciuniv.edu

International Relations Office

Residence permit, scholarships for prospective UNDERGRADUATE international students, tax number, cultural adjustment issues, visa issues, learning agreement, signatures on arrival-departure certificates and troubleshooting for other problems not handled elsewhere.

Tel : +90 (0) 216 483 9100

E-mail : degree-incoming@sabanciuniv.edu

Center for Individual Academic Development (University Center, 1st floor)

Writing Support, Special Need 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, internship opportunities, personal development seminars and practice sessions.

Tel : +90 (0) 216 483 9354

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

Communication Center

Mailing of letters, cargos, cards or telegraphs.

If you are staying on campus, you will receive a mailbox and a mailbox key. The mailboxes are located on your dorm building.

Location: Ground floor of the D2 Building.

Tel : + 90 (0) 216 483 9915

E-mail : tmpmbox02@sabanciuniv.edu

Call Center

<http://callcenter.sabanciuniv.edu/>

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 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: 08:30-17:30 (Everyday)

Dormitory (Dormitory Area)

Room number, room changes, damages in the room and all other problems and questions concerning the dormitories.

Please contact with your dormitory staff.

A1-A2-A6-D1B Buildings / Rezan Hasdemir / Office: A1-G034

(0216 4839926)

Mail to: rezanh@sabanciuniv.edu

A3-A4-A5-D1A Buildings / Serdar Önce / Office: A3-G008
(0216 4839938)

Mail to: serdaro@sabanciuniv.edu

B4-B10-B11 Buildings: Gamze Türkmen Office:B10-G038
(0216 4839927)

Mail to: gamzet@sabanciuniv.edu

B8-B9-B12 Buildings / Şennur Kargı / Office : B8-G042
(0216 4839934)

Mail to: sennur@sabanciuniv.edu

B2-B3-B5-F-G Buildings / Mehmet Deveci / Office : B3-G042
(0216 4839933)

Mail to: mdeveci@sabanciuniv.edu

B1-B6-B7 Buildings / Bülent Aktaş / Office: B7-G042
(0216 4839936)

Mail to: aktas@sabanciuniv.edu

Email: yurtlar@sabanciuniv.edu

Dormitory Night Officer

Office : B1-G042

(0216 483 9932-9935-9945)

Email: yurtlargece@sabanciuniv.edu

Shopping Center

Via Port is an open-air concept shopping mall and a living center close to Sabancı University. You can find there famous brands, restaurants, cafes, banks and anything you may need.

You can see the shuttle schedules from the following link:

<http://www.sabanciuniv.edu/en/transportation/shuttle-hours>.

IT Support Center (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 88

<http://callcenter.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.

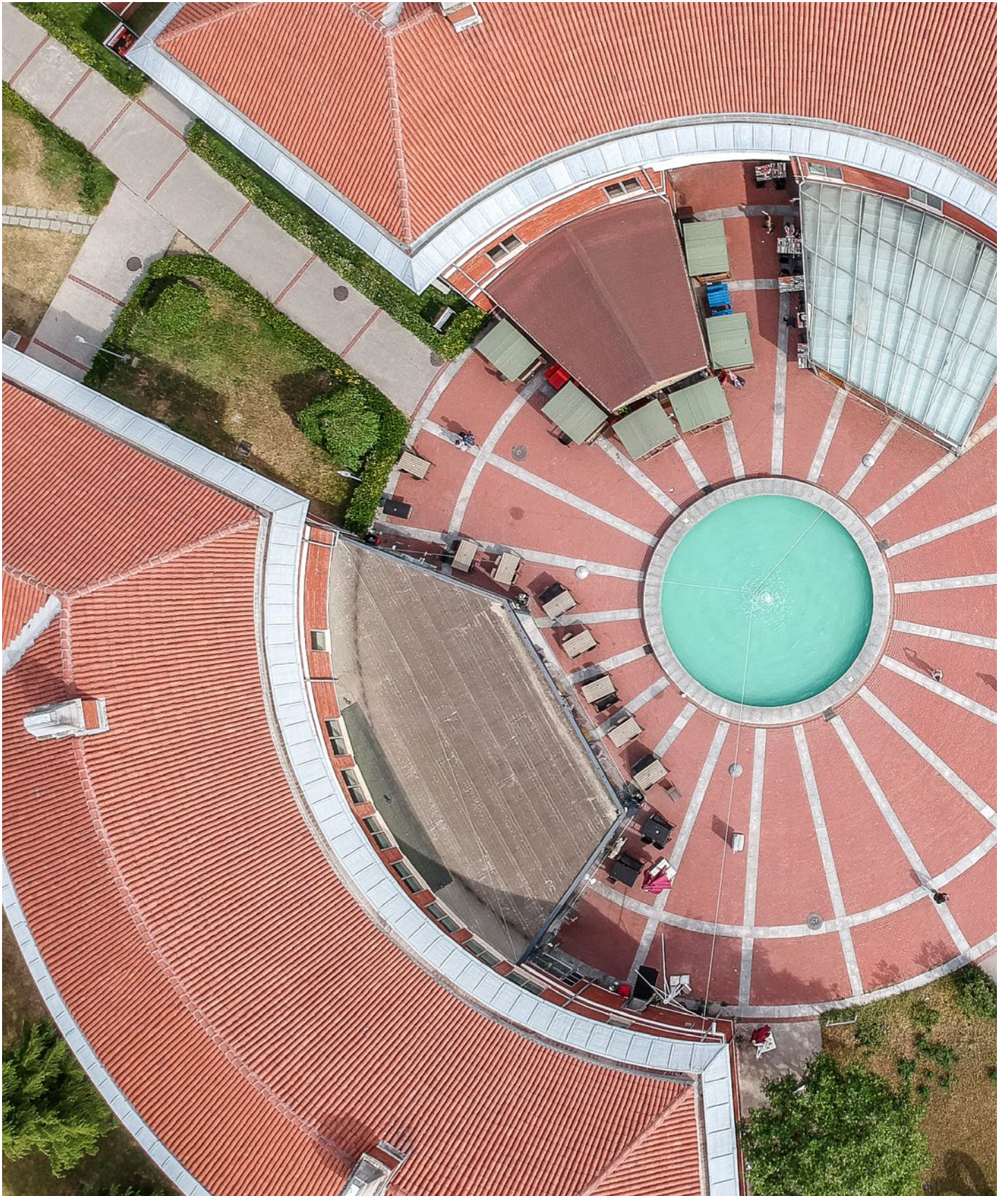
E-mail : sgm@sabanciuniv.edu

Hair Dresser (D2 Building, 1st floor)

Beauty Salon

Working hours:

Mon-Fri 08.30 – 19.30 Saturday: 09.30 – 17.00



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.

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 a 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. A 16th-century masterpiece, Suleymaniye Mosque was built for Suleyman the Magnificent.

Sultanahmet:

Scene of chariot races and the center of Byzantine civic life. There is 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 – Beyoglu 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!

Things to See & to Do

Istanbul is a city of joy especially at weekends. There are lots of opportunities in the city; 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 Emperor (527-565), it began to be called “the Sinking Palace” by the public – 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 the 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. Transportation to the Tower is 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.

Anadoluhisari (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 Yildirim 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.

Rumelihisari (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 Çarşısı (The Egyptian Spice Bazaar):

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

The Hippest Neighborhoods Beyoğlu-Cihangir-Galata:

This is like the heart of the city where everyone finds himself after work. You can walk down the Istiklal Street window shopping, have some snacks in a café in Asmalimescit, and walk down to Galata where you can find the hippest small design shops of young Turkish designers. If you lead to Sishane, you can find IKSVDeniz Palas and the Pera Museum. If you go back to Taksim Square and turn your way to Cihangir, the hometown of Turkish movie stars, directors, artists and writers. Walking through the narrow streets, you can see the old houses, witness the daily life of neighbors and visit the antique stores. The most traditional of Istanbul's eateries are the taverna-style meyhane where you can sample tapas-like meze. **Asmalimescit** in Taksim Beyoğlu is the right place to go if you want to try meyhanes.

Go to **Balık Pazarı (Fish Bazaar)** in Beyoğlu. This is the place to find lots of seafood, antiques, handcrafts, and carpets. A must see.

Go to **Nevizade** in Beyoğlu, an area full of casual bars with terraces and outdoor spaces. Drink cold beer and eat mussels and kokorec.

Go to **Cicek Pasaji** in Beyoğlu. A nostalgic place full of meyhanes. A must see. Robinson Crusoe is a great bookshop located in Beyoğlu where you can find international books and magazines.

Akaretler-Nişantaşı:

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

Ortaköy-Kuruçeşme-Bebek:

On the banks of Bosphorus, you may find many good restaurants and nightclubs which lead the city's nightlife. And on a Sunday morning, you can see the Turkish jet-set having their breakfast in a café in Bebek, jogging or swinging their kids in the playpen.



Bağdat Caddesi:

This is like an open air shopping mall. A very long street full of fashion stores and cafés, Bagdat Street is the place where people go to if they are on the Anatolian side. You can shop, and then have a walk to 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.

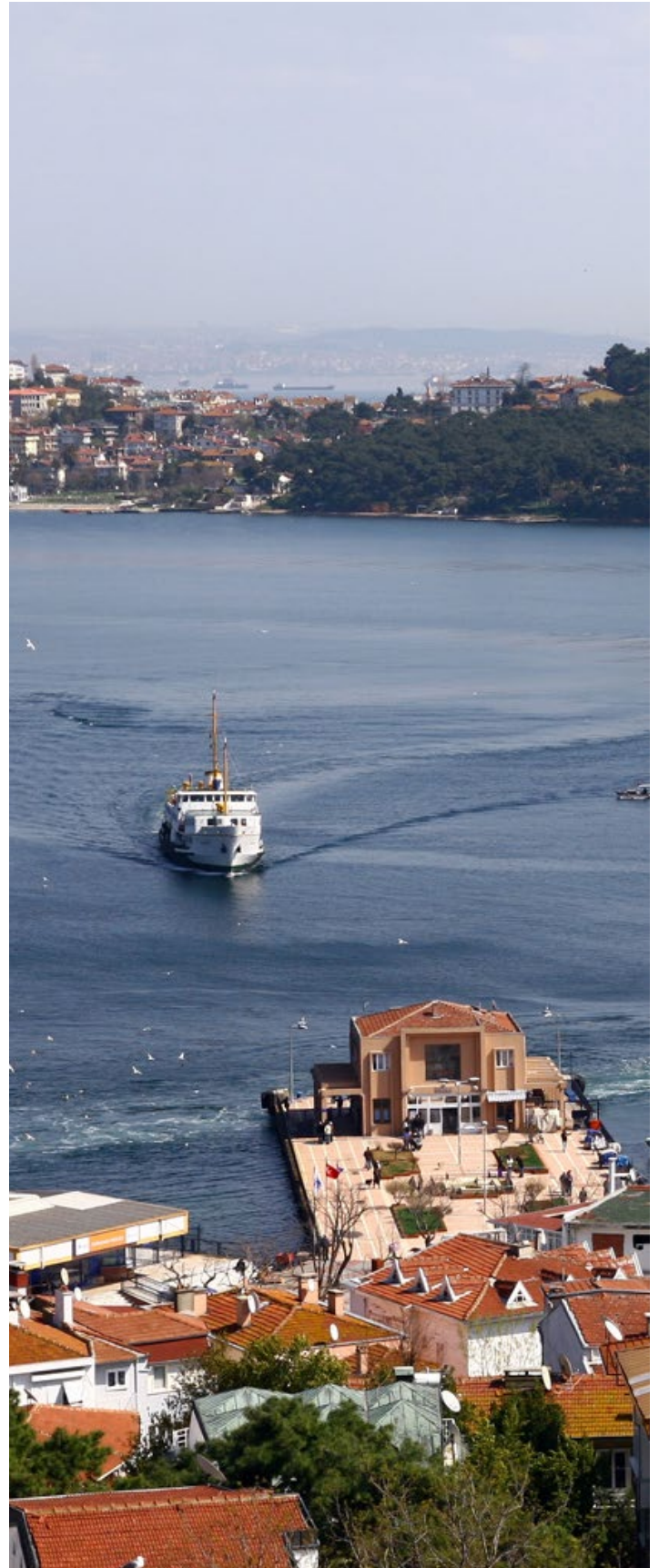
Try **Turkish coffee, baklava** (a Turkish pastry) and **Turkish delight**.

Have a bath in Turkish hamams. If you prefer a historical hammam, you may prefer **Cagaloglu Hammam** near the Grand Bazaar.

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

Go to peaceful **Princes' Islands** in the Sea of Marmara to the south of Istanbul. Four of the nine islands are easily accessible by ferry from İstanbul. 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+3 and time is always used on 24 hours.

How To Call Campus From Outside

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

How To Call a taxi?

If you need a taxi you can call it by yourself. Taxi stations and phone numbers;

Şeker Taxi 0262 658 00 67

Tepeören Taxi 0216 304 24 20

You can call and say;

-I am calling from Sabanci University (in Turkish - Sabancı Üniversitesi'nden arıyorum)

-I want a taxi to campus to ... building. (in Turkish - kampüse ... binasına bir taksi istiyorum)

If you need any help please contact us.

In Case Of Emergency

Within Campus

Health 6666

Security 5555

Call Center 9988

All Over Turkey:

(free of charge and no area code is needed)

Ambulance 112

Police 155

Gendarmerie 156

Fire 110

Sabancı Üniversitesi

**Sabancı University
International Relations Office**

Orta Mahalle, Üniversite Caddesi No: 27
34956 Tuzla-Istanbul

Phone: (0216) 483 91 00

E-mail: degree-incoming@sabanciuniv.edu

Web: sabanciuniv.edu/en

facebook.com/sabanciinternational

twitter.com/suiro

LinkedIn: [sabanciuniversityinternational](https://www.linkedin.com/company/sabancıuniversityinternational)

Instagram: [sabanciuniversityinternational](https://www.instagram.com/sabancıuniversityinternational)