



**SABANCI UNIVERSITY**

**INTERNATIONAL**

**STUDENTS GUIDE** *2019-2020*



**FOR GRADUATE 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.  
[mysu.sabanciuniv.edu](http://mysu.sabanciuniv.edu)*

# SABANCI UNIVERSITY

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”. İstanbul is a truly magnificent and the only city in the world that spans over two continents; Europe and Asia. You can explore the invaluable historical and cultural heritage this unique city offers within a secure, friendly, multi-ethnic and multicultural environment.

## BEFORE ARRIVAL

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### 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 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 SU information system and thus complete course registration, access to your records, etc.

Please check new comers link in order to create your account:

<http://newcomers.sabanciuniv.edu/en/welcome> After you create your account, then fill out the required forms via 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 and requirement also applies to graduates of Sabancı University who are re-registering) Prior to completing the Health Information Form online, you must: 1- Have the following blood tests done: Hemogram (whole blood count), HBsAg, Anti-HBs, Anti-HBc IgG(or total), Anti-HAV IgG, Anti-Measles(Rubeola) IgG, Anti-Mumps IgG, Anti-Rubella IgG Public or private hospitals, clinics, family health centers and private laboratories will perform these tests. 2- Obtain a chest x-ray. Public or private hospitals, medical imaging centers and Tuberculosis Clinics have x-ray facilities. \* Test and x-ray results must not be dated later than one year. \* You must submit your chest x-ray and blood test results to the Health Desk of the university during registration. For more information and questions, please e-mail us at [healthcenter@sabanciuniv.edu](mailto: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.

### 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 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](mailto: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.
- 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 communication center (post office) once your post arrives, and can pick it up from the post office. In some cases, you might be also sent an 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.

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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 “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

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](mailto:irolegal@sabanciuniv.edu)

## Rooms and Amenities

- All rooms are equipped with personal internet connections, wi-fi 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.
- You may choose to stay in a one or two person(s) room. Rooms are designed to make all residents comfortable and have space 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:** [dorm.sabanciuniv.edu/Guide](https://dorm.sabanciuniv.edu/Guide)

**Contact:** [yurtlar@sabanciuniv.edu](mailto:yurtlar@sabanciuniv.edu)

### Tuition Fee Payment

If your scholarship in the acceptance letter does not cover your tuition fee payment, you are required to pay the fee between the dates stated in the academic calendar. <http://www.sabanciuniv.edu/en/academic-calendar>

### Course Registration

You should make your course registration via the Information System (IS), by using your SU-net username and SU-net password. The course registration date will be announced in the academic calendar and can also be found on the acceptance letter. More information about course registrations can be found from the following link <http://bannerweb.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 (~250-300 TL):

If you take a 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 300 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 the latest shuttle schedule from the web site before you depart from home.

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

### Checklist

Checklist	Student Visa Application (If required)	Online Dormitory Application	Tuition Fee Payment	Residence Permit Application	Course Registration
Done					



## 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 9<sup>th</sup>-13<sup>th</sup> 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.

Note: Each faculty might have additional orientation programs. You can contact your faculty for further information.

### Registration at Sabancı University

In order to enroll at Sabancı University, you should submit the required documents to the Student Resources Department within the stated dates in the Academic Calendar. You have to be present at the university on the registration day to be able to register. If you are unable to be here, then you need to give someone a notarized letter of attorney and that person should come to registration on your behalf with his/her ID/ Passport and the original letter of attorney.

#### Required Documents:

- 1) Original Bachelor's Diploma (for master's students); Master's or Bachelor's diploma (for doctoral students). If the original diploma is generated in a language other than Turkish or English, a notarized/ attested Turkish or English translation of the diploma (by the Consulate or Turkish Notary) is also required along with the notarized copy of the original.
- 2) Original GRE and GMAT Certificate (if required by the admitting program), GAT (Only for Pakistani students). GRE score should be sent directly to university by ETS. (Sabancı University institution code: 7100) GMAT score should be sent directly to university by GMAC.
- 3) Original English proficiency exam result (for Master's students who have not taken the Sabancı University Language Assessment Exam). TOEFL scores should be sent directly to university by ETS. (Sabancı University institution code: 7100)

**For Doctorate Students:** You will lose your enrollment rights if you don't submit a valid language proficiency result for registration. If your language proficiency exam is in English, you can submit the result with a valid score and date. Please check the application requirements: <https://www.sabanciuniv.edu/en/admission-to-graduate-programs>

- 4) Original Transcript (if not submitted during the application) If the original transcript is generated in a language other than Turkish or English, a notarized/ attested Turkish or English translation of the transcript (by the Consulate or Turkish Notary) is also required along with the notarized copy of the original.
- 5) Candidates applying for the PhD Programs with an MA degree must hold an “MA with Thesis” degree. Candidates whose diplomas or transcripts do not contain such information must provide an official letter of evidence from their institutions. Holders of “Non-thesis MA degree” may apply to PhD programs only upon submission of an official document from their institutions, certifying that they have already been enrolled to the “Non-thesis” program before February 6<sup>th</sup>, 2013.
- 6) Candidates applying for the PhD Programs with an undergraduate degree must hold a 3.00/4.00 GPA. The candidates graduated from institutions which apply a scale other than “X out of 4.00” system must provide a conversion table or an official letter of evidence from their institutions.
- 7) 8 passport size (4.5 x 6 cm) photos taken in the last 6 months.
- 8) 2 Passport copies (photocopies of the pages that include identification information and “Visa” taken from the Turkish Consulate in home country)
- 9) If available, both sided copy of the Residence Permit
- 10) Filled Medical Information Form, Chest x-ray results and Blood test results: The forms, the chest x-ray results and blood test results should be given to Health Center during the registration.

**SOME ADDITIONAL DOCUMENTS/FORMS MAY BE ASKED FROM THE UNIVERSITY DURING REGISTRATION.**

### Student ID card

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

### 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.

### 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.

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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](mailto: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 the 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 the 120 days.

In order to register your phone to the system, first you need to pay the mobile phone registration fee (currently 1.500 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 these digits: \*#06#

After you learn your IMEI number, please write it down. 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.



### Istanbul Card

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

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

- Passport
- Passport copy
- Fee (10 TL)
- Student certificate

You will be 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 resident permit you receive this number and you are required to inform the 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 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 financial.

### Course Add-drops

You can add-drop courses during the dates stated in the academic calendar, following the beginning of classes in the Fall and Spring semesters. 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 Graduate School Administrative Board provided that your request is reasonable. In the summer term, the add-drop process is not carried out.

### 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 and add-drop courses.

### Updating Personal Information

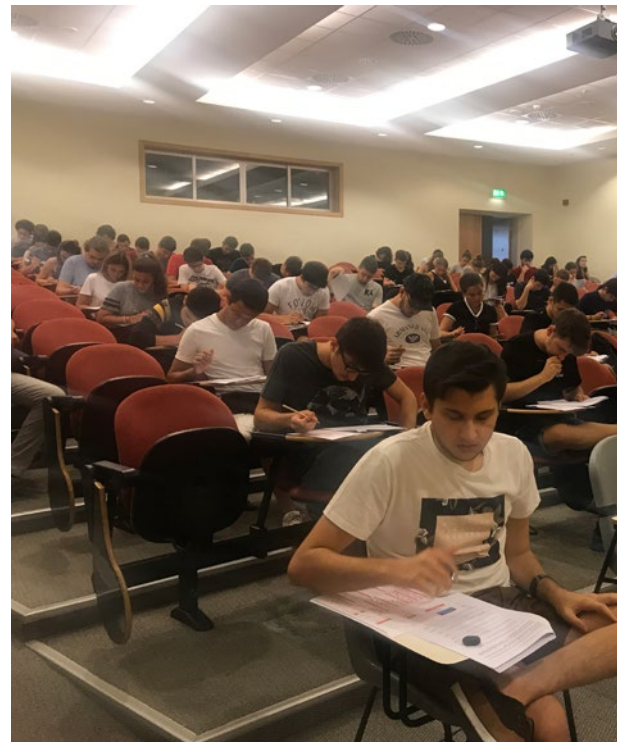
Some of your personal information (mailing address, home address, telephone numbers, emergency contact person, etc) are transferred in the system during the enrollment to the University. It is your responsibility to submit any changes in the given information. In case there are any changes in your personal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

### Sabancı University English Language Assessment Exam (Only For Master Students)

Applicants who do not submit a valid English Proficiency Exam score can only be admitted to the graduate studies on the condition that they score a satisfactory grade in the Sabancı University's own English Language Assessment Exam (ELAE). Those candidates who fail to attend or get a satisfactory score in the exam are placed at the appropriate level in the English Language Foundation Program. They are obliged to attend and successfully complete the levels following their starting level, including the exit level in order to continue with graduate courses. Failure to complete the Foundation English Language Program successfully will result in the termination of enrollment at Sabancı University.

Master's Students accepted by the Admission Jury into graduate programs who cannot submit a Language Exemption Certificate will be informed about the time and date they will be able to the English Language Assessment Examination during University enrollment.

For detailed information about the Sabancı University English Language Assessment Examination, please visit <http://sl.sabanciuniv.edu>



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## Turkish Language Courses

The language of instruction at Sabancı University is English with a few exceptions. Learning some Turkish could be very useful and the university offers opportunities to learn Turkish each semester: Basic Turkish I (TUR 511), Basic Turkish II (TUR 512), Pre-intermediate Turkish I (TUR 521), Advanced Readings in Turkish for Foreigners (TUR 403) are the Turkish courses which are offered at the university.

If you would like to take a Turkish Language Course, get in touch with your faculty for permission to register for these courses.

Please check the following link for further information:

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

## How to Get a Transcript

1. Students may request an official transcript signed and stamped by the university through the Document Request Form on the Student Resources web site.
2. 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 80000099 99)
3. 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.
4. After your online request, an official transcript is prepared in two working days. You can pick up your certificate in person by visiting Student Resources.
5. Besides, students may display unofficial transcripts online through Information System.
6. Please note that, transcript without seal and signature by Student Resources Unit is not valid.

## To obtain an official transcript:

You have to apply to the Student Resources with a receipt showing that you have paid the 10 TL. to Akbank Central Branch (Branch number: 713) account no. 9999 (IBAN no: TR53 0004 6007 13888000 0099 99) (For international payments you have to use the Swift Code:

AKBKTRIS713) together with an “Official Transcript Request Form” by using the following ways:

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

### 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 payment of the necessary fees required to benefit from the university's utilities and taking opinion of your advisors.

### 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 the necessary documents as listed below. The appointment date will be sent to your mobile phone via SMS.
4. You should submit your documents to the Provincial Immigration Administration by yourself. You should complete all the necessary documents before your appointment date and submit them to the Provincial Migration Administration in person.



### Necessary documents for the residence permit extension application;

- 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](mailto: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 tax offices before your appointment date.

### If you are under 18 years old and did not enter the country with a student visa:

- You have to submit a document (letter of parental or guardian consent) written by your parents allowing you to study at Sabanci 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.
- 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](mailto:irolegal@sabanciuniv.edu))

### Notes:

- You can stay in Turkey for ten days after you leave the university or freeze the term with your valid residence permit. If you will stay more than ten days after leaving the university or freezing the term, you have to pay a 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 a student residence permit within 90 days.

### Checklist

Checklist	Student ID Card	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	SU-Net Username and Password and Wired Mac Address Registration	Course Add-drops	English Language Assessment Exam
Done									





## 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.

Tel : +90 (0) 216 483 9058

E-mail : [sr@sabanciuniv.edu](mailto:sr@sabanciuniv.edu)

### Student Activities (University Center 1098)

Student Clubs

Tel : +90 (0) 216 483 9457

E-mail : [clubs@sabanciuniv.edu](mailto: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](mailto: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 : [degree-incoming@sabanciuniv.edu](mailto:degree-incoming@sabanciuniv.edu)

### Center for Individual Academic Development (Page 19) (University Center, 1<sup>st</sup> floor)

Writing Support, Special Need Student Support, CIAD Counselors and Psychotherapy.

Tel : +90 (0) 216 483 9299

E-mail : [bagem@sabanciuniv.edu](mailto: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 9227

E-mail : [bm@sabanciuniv.edu](mailto:bm@sabanciuniv.edu)



### **Career Development Unit (School of Management Go26-27)**

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](mailto:intern@sabanciuniv.edu) [career@sabanciuniv.edu](mailto:career@sabanciuniv.edu)

### **Communication Center**

Mailing of letters, cargos, cards or telegraphs.

Location: Ground floor of the D2 Building.

Tel : + 90 (0) 216 483 9915

E-mail : [tmpmbox02@sabanciuniv.edu](mailto:tmpmbox02@sabanciuniv.edu)

### **Call Center**

[callcenter.sabanciuniv.edu](http://callcenter.sabanciuniv.edu)

All problems related to living on the campus.

Tel (on campus): 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).

### **Health Center (D2 Building, 2<sup>nd</sup> floor)**

Medical examination, treatment, supply of medicine, laboratory, medical observation, small surgical intervention, emergency intervention, immunizations, basic health care and health insurance information.

Tel : +90 (0) 216 483 9925

Emergency tel: 6666 (from campus) and  
0216 568 76 66(from outside)

E-mail : [healthcenter@sabanciuniv.edu](mailto:healthcenter@sabanciuniv.edu)

### **Akbank (University Center)**

Payments, opening a bank account and ATM services.

Working hours:

Mon-Fri 8.30-12.00

### **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:

Mon - Sat 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: 8.30-23.00 (Everyday)

### **Dormitory (Dormitory Area)**

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

Please contact with your dormitory staff.

A1-A2-B4-D1B Buildings / Rezan Hasdemir

Office: A1-G034 (0216 4839926)

Mail to: [rezanh@sabanciuniv.edu](mailto:rezanh@sabanciuniv.edu)

A3-A4-A5-DIA Buildings / Serdar Önce

Office: A3-G008 (0216 4839938)

Mail to: [serdaro@sabanciuniv.edu](mailto:serdaro@sabanciuniv.edu)

B10-B11-B4 Buildings / Gamze Türkmen

Office: B10- G038 (0216 4839927)

Mail to: [gamzet@sabanciuniv.edu](mailto:gamzet@sabanciuniv.edu)

B8-B9-B12 Buildings / Şennur Erdoğan

Office : B8-G042 (0216 4839934)

Mail to: [sennur@sabanciuniv.edu](mailto:sennur@sabanciuniv.edu)

B2-B3-B5-F-G Buildings / Mehmet Deveci

Office : B5-1034 (0216 4839933)

Mail to: [mdeveci@sabanciuniv.edu](mailto:mdeveci@sabanciuniv.edu)

B1-B6-B7 Buildings / Bülent Aktas

Office: B7-G042 (0216 4839936)

Mail to: [aktas@sabanciuniv.edu](mailto:aktas@sabanciuniv.edu)

Email: [yurtlar@sabanciuniv.edu](mailto:yurtlar@sabanciuniv.edu)

### **Dormitory Night Support**

Office : B1-G042

(0216 483 9932-9935-9945)

Email: [yurtdestek@sabanciuniv.edu](mailto:yurtdestek@sabanciuniv.edu)

### **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

### **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](mailto:sgm@sabanciuniv.edu)

### **Hair Dresser (D2 Building, 1<sup>st</sup> 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. It hosts famous brands, restaurants, cafes, banks. You can go there by using the Sabancı University Shuttle Services. To see the shuttle hours, please use the following link:

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



## 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 16<sup>th</sup>-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 on 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



Hagia Sophia

## 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 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.

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## Symbols of the City

### Kız Kulesi (Leander's Tower - Maiden Tower):

A 12th century stone tower was 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.

### Anadoluhisarı (Anatolian Fortress):

A 14th century relic of the Ottoman's first attempt to conquer Istanbul, Anatolia Fortress is located on the Asian shore at the narrowest point of the Bosphorus. Sultan 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.

### Rumelihisarı (Rumeli Fortress):

Sultan Mehmet the Conqueror built Rumeli Fortress in just four, directly to the opposite of the Anadoluhisari in 1452 in preparation for the final attack on Constantinople (Istanbul), which led to the downfall of the Byzantine Empire. Today, the fortress hosts many concerts and dramatic performances in its amphitheatre in summer. The fort is open to the public as a museum as well (except on Mondays).

### Mısır Carşısı (The Egyptian Spice Bazaar):

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



Kız Kulesi

## 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 Asmalımescit, and walk down to Galata where you can find the hippest small design shops of young Turkish designers. If you lead to Sishane, you can find 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. **Asmalımescit** 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-Nisantası:

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.

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### 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**, **nargile** hookah, **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.



Anadolu Kavağı



### 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 Sabancı 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

Gendarmerie 156

Fire 110

# Sabancı Universitesi

**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](mailto:degree-incoming@sabanciuniv.edu)

**Web:** <https://www.sabanciuniv.edu/en/>

**Twitter:** suiro

**LinkedIn:** sabanciuniversityinternational

**Instagram:** sabanciuniversityinternational

**Facebook:** sabanciinternational