



**SABANCI UNIVERSITY**

**INTERNATIONAL**

**STUDENTS GUIDE *2021-2022***



**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)*

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

## Creating an Account for Sabanci 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: <https://www.sabanciuniv.edu/suaccountform>. 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)  
IMPORTANT! To be able to fill Medical Information Form, you are required complete below processes:
  - Firstly, you need to have below stated blood tests from any private or public health institution: Hemogram, HbsAg, Anti-Hbs, Anti-Hbc IgG, AntiHAV IgG, Anti-Measles IgG, Anti-Mumps IgG, Anti-Rubella IgG.
  - You need to have a chest x-ray.
  - You are required to send the chest x-ray report and the blood test results to "sbf@sabanciuniv.edu" and "healthcenter@sabanciuniv.edu" via email.
  - For your questions: Health Center phone numbers: 0216 483 99 37/25/46/23
  - E-mail: 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.
- Students, who will be abroad during their education period, are not required to apply for 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, the confirmation SMS / email for your application approval will be sent to you. After receiving the message, your card will be printed and posted by the Immigration Office. Your card is delivered to your contact address by the official carrier, PTT. You must be ready at the address you provided in the application form to receive the card. The postman will not hand over the residence card to anyone other than you. If the postman cannot find you at your address, the PTT will return your card to the Immigration Directorate.

**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 unless it is an emergency), please make sure you have an Approval Document (Müracaat Belgesi) and residence card payment receipt with you at the airport that proves your application for residence permit

To take this documents, you need to go with your passport to the Istanbul Department of Immigration (İstanbul İl Göç İdaresi) and submit it to the Room 106 (Student Application 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 county only for 15 days even with the Approval Document!

### 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.

**Fall semester dormitory applications will start on 01.08.2021 and end on 20.08.2021 at 23:59**

**Fall semester dormitory applications for newly enrolled students will start on 13.09.2021 and end on 15.09.2021 at 23:59**

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.
- 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:** Do not forget to have a blood test done (Hemogram, HBsAg, AntiHBs, Anti-HBc IgG, Anti-HAV IgG, Anti-Measles IgG, Anti-Mumps IgG, Anti-Rubella IgG) and get a chest x-ray before registration. You are required to send the chest x-ray report and the blood test results to "sbf@sabanciuniv.edu" and "healthcenter@sabanciuniv.edu" via email.  
(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. Student certificate:** Once you are registered, you can get it from the Student Resources.
- 5. Criminal report:** You can get this document in person with your passport from the nearest courthouse in Turkey or download it from e-government after you get your residence card. The International Relations Office will guide you during the orientation week on obtaining a criminal record certificate.

**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: [yurtlar@sabanciuniv.edu](mailto:yurtlar@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> Deposit is (paid once, during first entrance) 2.200 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](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>

Please note that it might be required for you to make a shuttle reservation in advance. Please check the following announcement: <https://mysu.sabanciuniv.edu/announcements/en/87125/new-shuttle-ticket-prices>

Please regularly check MySU for updates regarding transportation to campus.

Checklist	Student Visa Application (If required)	Tuition Fee Payment	Obtaining Tax Number	Residence Permit Application	Course Registration
Done					

**Campus Rules for the 2021-2022 Academic Year**

Please visit this link to get detailed information regarding campus rules for the 2021-2022 academic year. Please follow [announcements](#) and the [President's Message](#) page on regularly for updated information.

## Orientation

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

Our Orientation Days will be on September 23th and 24th. The details of the program will be sent by the International Relations Office. Please make sure to attend all of the orientation program.

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

You do not need to be present in person at the university, since the enrollment processes will be carried out online. It is possible to login to online registration system within the registration dates stated on the Academic Calendar.

### Important Notes on University Enrollment Processes

- Newly admitted graduate students are required to start their registration processes by uploading all required documents via Sabancı University Student Information System within the stated dates on Academic Calendar; and finalize it by delivering required hard copy documents by post to Student Resources Unit.
- Students are not required to be present in person at the university on registration dates.
- Students who fail to start their first registration processes and to deliver required hard copy documents within the stated dates, are considered to give up their enrollment right to the University.
- Registrations of students will be invalid and cancelled in case any alterations or missing information on documents are determined, even if the registration is finalized.
- University may request a health council report or health status declaration from students who will get enrolled.
- Universities are authorized to start required legal actions towards the students who register to the university by false declarations.

### STEP BY STEP REGISTRATION PROCESS

To be able to register to the university below processes has to be completed.

- 1- You need to create your username and password from “<https://www.sabanciuniv.edu/suaccountform>”
- 2- You must log in to Student Information System (<http://bannerweb.sabanciuniv.edu>) with the created username and password; and start university registration process by filling Student Information Form for new students and uploading required documents. (Those, who have graduated from Sabancı University, do not need to create a new account).
- 3- It is required to deliver hard copies of some of the uploaded documents by post to Student Resources Unit within 10 days after the first day of classes. (You may reach required hard copy documents from the Required Documents and Form for University Enrollment section)
- 4- Please make the tuition fee payment within the stated fee payment period.

## REQUIRED DOCUMENTS AND FORMS FOR UNIVERSITY ENROLLMENT

Please upload below stated documents, which are required for university enrollment, through Sabancı University Student Information System ([bannerweb.sabanciuniv.edu](http://bannerweb.sabanciuniv.edu)).

### Photo

Please upload your passport size photo which will be used on your student ID card. (It should be taken within the last 6 months, easily identifiable and colored)

### Citizenship Registration Document

Passport (Attested by notary or consulate, with wet stamp or electronic signature).

Turkish citizens are required to upload their citizenship registration document obtained from E-devlet.

### Diploma

Bachelor degree diploma is required for master programs or PhD programs after undergraduate degree; master degree diploma is required for PhD programs after master degree (original, notarized/consulate attested version or e-devlet print out)

### Diploma Equivalency Certificate

For TC or KKTC citizens, diploma equivalency certificate issued by YÖK is required for diplomas obtained from and higher education institution abroad; if the diploma is issued in a language rather than English or Turkish, notarized official English or Turkish translation is also required.

### Transcript

Original Transcript. If the transcript is issued in a language rather than English or Turkish, notarized official English or Turkish translation is also required.

### Exam Result Report

Original exam results reports should be admitted (required scores and the validity period information is stated in the application requirements)

#### 1-a) Graduate Programs Entrance Exam Results

Students who are required to submit GRE/GMAT must order their original reports through ETS/GMAC (Sabancı University Institution Code: 7100)

Students who are required to submit ALES/e-ALES must submit the print out of the result report taken from OSYM website.

#### b) English Proficiency Certificate for PhD Students

- It is a must to submit an English Proficiency Certificate for students who is going to register in a PhD program. Graduation from Sabancı University or Sabancı University English Language Assessment Exam (ELAE) are not considered as English Proficiency Certificate.

- Students who will submit TOEFL (IBT) must submit the print out of the result.

### c) English Proficiency Certificate for Master Students

- It is required for students who will not be taking Sabancı University English Language Assessment Exam (ELAE).
- Students who will submit TOEFL (IBT) must submit the print out of the result.
- Students who will submit YÖKDİL, YDS veya e-YDS must submit the print out of the related exam result report taken from OSYM website.
- It is required to take the exams such as TOEFL IBT, PTE etc., in a state university building as the exam center (except YÖKDİL, YDS or e-YDS).

### Hard Copy Documents Required to Submit to Student Resources Unit

Below stated documents are required to be delivered to Student Resources Unit by post within 10 days after the first day of classes.

- Diploma/Graduation Certificate (Original or Attested Copy by notary/consulate). If the original diploma is generated in a language other than Turkish or English, a notarized/attested Turkish or English translation of the diploma with wet stamp (by the Consulate or Notary) is also required along with the diploma.
- Passport (Attested by notary or consulate, with wet stamp or electronic signature)
- Original Transcript. If the original transcript is generated in a language other than Turkish or English, a notarized/attested Turkish or English translation of the transcript with wet stamp (by the Consulate or Notary) is also required along with the transcript.
- Graduate Programs Entrance Exam Results (If submitted at the time of application)(e-ALES- ALES-GRE- GMAT-GAT)
- Equivalency Certificate (for Turkish citizens who graduated from a higher education institution abroad)
- Candidates applying for the PhD Programs with undergraduate degree must hold a minimum 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.
- 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 stating that they graduated from a “thesis” program, from the institution they graduated from.

**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 upload a proper passport size photo along with university registration documents to the online system. Once your card is ready, you will receive an e-mail to pick it up.



## 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.

## Necessary documents

- A Turkish phone number
- Passport ID page scan (pdf, doc or jpeg format less than 1Mb)

There are two ways of acquisition of tax number:

**Online application:** Visit the official web page of Tax Office. <https://ivd.gib.gov.tr> Click on the Application For Non-Citizen's Potential Tax number button on the bottom of the page. The application form has English explanations, and it requires you to upload your passport ID scan. The system will give you a Tax ID number once you submit the form. Please enable cookies and pop-up on your browser since your Tax ID number will be given to you as an official letter in a PDF format. If you cannot obtain an online tax number, you must visit the nearest tax office in person.

**In-person application:** You need to visit a Tax office with your original passport and its copy. To avoid problems with your legal processes in Turkey, we strongly urge you to send the documents as soon as possible. If you do not, you will face trouble with your residence permit application. Keep in mind that the International Relations office will help you with the residence permit application during the orientation week, thus, tax numbers have to be obtained before that. Without the tax number, we will not be able to help you. Everything starts with the Tax Number.

Please note that you do not have to open a bank account for making your dormitory or other SU payments. You should just bring your Tax Number and Student ID Card to Akbank, which is located on the campus. With your Tax Number and Student ID Number, the bank assistant will be able to screen your due payment and its amount. In case you need to go to the tax office on your own, the nearest tax offices' addresses are given below:

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

**Important:** If you already have a residence permit card or Turkish citizenship/blue card, you can use your Turkish ID Number instead of tax number.

## Cell phone registration

If you have brought your own cell phone to Turkey, you must register it 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 2170 Turkish Liras). You can pay your fee via online banking, by going to the nearest tax office or to any bank branch.

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-gdevlet 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

- 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 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. Once the student certificate with e-signature is ready, it will be sent to your SU e-mail address.

### Course Add-drops

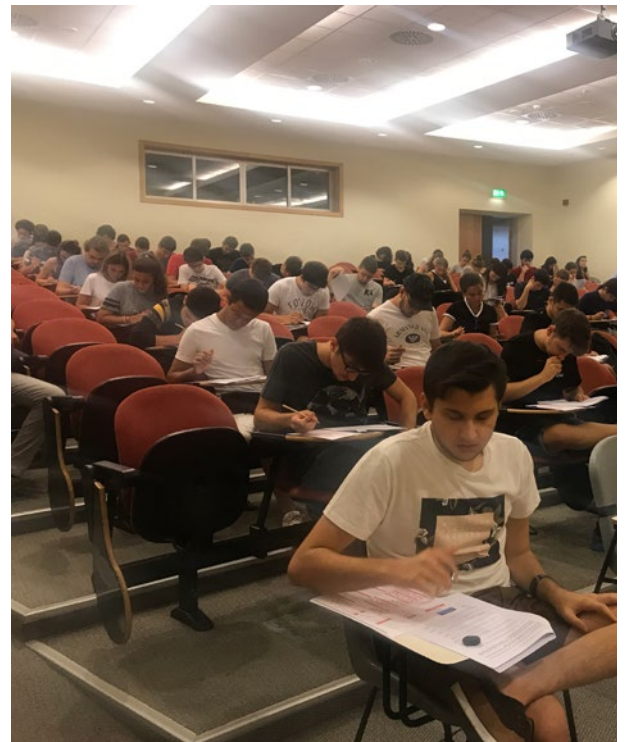
You can add-drop courses during the dates stated in the academic calendar, following the beginning of classes in the Fall and Spring semesters. In this process, which is called the add-drop process for courses, you are required to make such modifications personally by getting the feedback of your advisor.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

### 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.



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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), Intermediate Turkish I (TUR 521), Intermediate Turkish II (TUR 522) 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

- 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 amount for the transcript 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. Once the transcript is ready, it will be sent to your SU e-mail address.
- Students may also access their unofficial transcripts online through Information System.

### 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

1. If your studies continue past the expiration date of your card, then you have to extend your residence card.
2. Students, who will be abroad during their education period, are not required to apply for residence permit.
3. Residence card renewal process can only be done in Turkey. Applications made from abroad are invalid. If your residence period has expired while abroad, you may need a visa before coming to Turkey.
4. After coming to Turkey, start your renewal process by sending an email to [irolegal@sabanciuniv.edu](mailto:irolegal@sabanciuniv.edu)
5. 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.
6. 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. If you miss the ten-day period, you must leave the country.

The steps you should follow for residence permit extension;

1-Please make online residence permit extension application here. If you need an online application guideline please contact [irolegal@sabanciuniv.edu](mailto:irolegal@sabanciuniv.edu)

2-After completing your online application, pay your residence permit card fee here and download your payment receipt.

3-After completing the payment, prepare necessary documents list as below.

4-Once you finish doing your application, submit your application folder to IRO.



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

- Residence Permit Application Form (Signed)
- Passport ID page copy
- Passport Last Entry Stamp page copy : Make sure your passport is valid for 6 months minimum.
- If exist visa or e-visa page copy
- Old residence permit card copy
- 4 Biometric pictures
- Student certificate (You can obtain this from the Student Resources or download from e-devlet.)
- The receipt of the residence permit card fee (currently 125 TL)
- For the further questions please contact [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)	Obtaining Tax Number & Residence Permit Application	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)

Center for Individual and Academic Development (University Center, 1st floor), Special Needs Student Support, Writing Support: (provided by Academic Communication [ac@sabanciuniv.edu](mailto:ac@sabanciuniv.edu))

Tel : +90 (0) 216 483 9299 Fax: +90 (0) 216 483 9480

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

### Information Center

Books, databases, journals, newspapers, multimedia, reserve/e-reserve, digital collections such as E-books, SU Research Database, group study and multimedia rooms, Super Silent Study Room.

**Collaboration Space:** 3D printers, 3D scanners, VR, electronics, music studio, prototyping tools, craft and hardware supplies and more.... <https://www.sabanciuniv.edu/bm/en>

Tel : + 90 (0) 216 483 9218

E-mail : [reference@sabanciuniv.edu](mailto:reference@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**

<https://suticket.sabanciuniv.edu>

All types of your request related living on 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)**

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 25

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.

D2 Building / Öznur Baran

Office: 1022 (02164839914)

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

D2 Building / Nihan Köymen

Office: 1017 (02164839909)

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

D2 Building / Hakan Bilgin

Office: 1017 (02164839956)

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

A1-A2-A6-B5 Buildings / Rezan Hasdemir

Office: A1-G034 (0216 4839926)

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

A3-A4-A5-DIA -D1B Buildings / Serdar Önce

Office: A3-G008 (0216 4839938)

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

B4-B10-B11-B13 Buildings / Gamze Türkmen

Office: B10- G038 (0216 4839927)

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

B8-B9-B12 Buildings / Şennur Kargı

Office : B8-G042 (0216 4839934)

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

B3-F-G Buildings / Mehmet Deveci

Office : B3-G042 (0216 4839933)

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

B1-B2-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 Staff**

Office : B1-G042 / B11-G035 / A4-G008  
(0216 483 9932-9935-9945)

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

## **IT Support Center**

### **(Behind the Information Center)**

All IT related needs (requests about SU-Net credentials, accessing to the Internet etc.)

<https://suticket.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](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

### Beyođlu-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 IKSŞ Deniz Palas and the Pera Museum. If you go back to Taksim Square and turn your way to Cihangir, the hometown of Turkish movie stars, directors, artists and writers. Walking through the narrow streets, you can see the old houses, witness the daily life of neighbors and visit the antique stores. The most traditional of Istanbul's eateries are the taverna-style meyhane where you can sample tapas-like meze. **Asmalimescit** in Taksim Beyođlu is the right place to go if you want to try meyhanes.

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

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

Go to **Cicek Pasaji** in Beyođlu. A nostalgic place full of meyhanes. A must see.

Robinson Crusoe is a great bookshop located in Beyođlu 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. To access International Relations Office you can call +90 0216 483 91 00

### 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