The information in this booklet is subject to the decisions of Executive Board of Sabancı University and the regulations approved YOK (Higher Education Council).
Throughout your studies at Sabancı University, it is required to follow-up all new and updated arrangements and regulations via our official web site.
www.sabanciuniv.edu
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Sabancı University will be a participatory institution that is financially and administratively self-sufficient and sustainable. Sabancı University will be sensitive to the needs of its students, their families, employees, administrators and the entire society.

We will strive to define and make visible all issues that concern us at large, and focus on applied techniques to meet the social and technological needs of the future. We will adopt an interdisciplinary approach of “learning to learn” to cultivate knowledge, support education and facilitate social advancement.

The University will cultivate its existing local and regional comparative advantages to generate, articulate, uncover and develop leading-edge knowledge in order to create competitive competencies within an international and global context. The University will take active initiative to form and to select international and global educational and research networks.

Keywords of our Philosophy
- Student/Stakeholder Focused
- Participatory
- Socially Responsible
- Application-Oriented
- Developing and Disseminating Knowledge and Science
- Interdisciplinary
- Self-Sufficient
- Teamwork Oriented
- Local, Regional, Global
- Learning to Learn

**Vision:**

We will be an innovative institution responsive to the needs of all our constituents through a participatory culture that embraces diversity and freedoms. We will have an interdisciplinary educational infrastructure that will create and disseminate knowledge. Sabancı University aspires to become an international reference point for innovation in education and research.

**Mission:**

“Creating and Developing Together”

Our mission is to develop internationally competent and confident individuals, enriched with the ability to reflect critically and independently, combined with a strong sense of social responsibility; and, to contribute to the development of science and technology on a global level, as well as disseminating the knowledge created to the benefit of the community.
Dear Students,

This booklet is designed to provide you important information either in your first weeks or your whole stay at Sabancı University. We hope it answers many of your questions.

We suggest that you read it before coming to Turkey and make the necessary arrangements. Please also make sure to bring it with you since you may need to refer to it periodically.

Living outside your country will be one of the most challenging experiences in your life. As Student Resources Unit, we will be glad to offer assistance to you in your new environment. Feel free to contact us at any time you need.

I wish you all a prosperous and successful academic year.

Rana Saka
Student Resources Director

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Dear International Students,

We are absolutely happy to host you at Sabancı University. Your presence at Sabancı University does not only enrich our academic life but also is a great contribution to the development of a multi-cultural campus.

As the International Relations Office (IRO) we are here to help you in any matter that might arise during your stay. Thus, please do not hesitate to contact us when the need arises. Once again on behalf of the IRO staff I would like to welcome you to Sabancı University.

Enjoy!

E. Burak Arıkan, PhD
International Relations Office Director
Obtaining a Student Visa

If you live out of Turkey, please read the information below carefully. The information consists of the list of what you should do before coming to Turkey. You must have a STUDENT VISA to be registered as a student in Turkey. Only students who are legally dependent on a resident in Turkey possessing a diplomatic visa or a work visa are exempted from this rule. In order to apply for a student visa, you will need to visit the nearest Turkish Consulate in your country with the following documents:

- The Letter of Acceptance from Sabancı University
- A completed visa application form,
- Visa fee

Students, who have been placed by OSYM and are already in Turkey, can apply directly to the local Directorate of Security in Istanbul for student visa.

Students, who have obtained a Bachelor’s or Master’s degree in Turkey and admitted to Master’s or Doctorate program within one year after graduation, can also apply directly to the local Directorate of Security for student visa.

Student Visa (Non-European Countries, the Netherlands & European Union Countries)

Students who will apply for a student visa must present the Letter of Acceptance together with the application form. We advise you to apply at least two months before the semester begins. There is a visa fee that might vary from country to country. When you receive your visa, check to see that it is a “student visa”. Please be aware that Student visas cannot be obtained within Turkey.

Arrival To Campus

There are two international airports in Istanbul. The biggest and the most used one is called Ataturk International Airport and it is located at Yesilkoy district on the European side of Istanbul. The other airport, Sabiha Gokcen International Airport, is located on the Asian side of Istanbul. Sabiha Gokcen Airport is 20 minutes drive away from the Sabancı University Campus, and there are many charter flights from Europe arriving at Sabiha Gokcen.

You will find that going through passport and customs control is fairly easy as long as your passport and student/tourist visa are in order and you are not bringing in goods that are prohibited by Turkish law.

Do check with the Turkish Consulate before coming, particularly if you are planning to bring in electronic equipment. If you do not have Turkish liras with you, you will need to exchange some foreign currency at the airport. There are money exchange windows conveniently located near the entrance doors.
How to get to the campus:

I- From Atatürk Airport to Sabancı University Campus:
Sabancı University is located on the Istanbul-Ankara highway, actually at the opposite direction of the Atatürk International Airport.

All international students coming to Turkey through Atatürk International Airport are recommended to take Havas, the airport shuttle service to Taksim. The road takes approximately 40 minutes. The shuttle is in every half an hour between 04:00a.m. – 01:00 a.m and costs about 10,00 TL. Taksim is the central area of the European side of the city. There are regular University shuttles departing from Taksim to Campus. The arrival/departure point is Hakiki Koc Bus Terminal, near Atatürk Kultur Merkezi, in front of Taksim Park, at Mete Caddesi, No: 18 address.

A map and the latest shuttle schedule is available at: http://www.sabanciuniv.edu/campuslife
Please check the latest shuttle schedule from the web site before you depart from home. http://www.sabanciuniv.edu/campuslife

II- From Sabiha Gokcen Airport to Sabancı University Campus:
All international students coming to Turkey through Sabiha Gökçen International Airport are recommended to take a taxi to Sabancı University campus. It may take 15-20 minutes to get in the campus depending on traffic.

Transportation (To/From Campus To City)

There is a regular shuttle bus going from Campus to the city. Please check the following link to see the schedule: http://www.sabanciuniv.edu/campuslife
You can use your regular student card to pay the shuttle bus. This system is cheaper and much more convenient. You can put money in your card in the GÜRSEL stand next to the shuttle departure area.

Istanbul has a good public transportation system and you can get easily to most destinations using buses, metro, metrobus or boats. You can find information about the public transportation via: http://www.ietf.gov.tr/

There are also minibuses or ‘dolmuş’. When you take a dolmuş you will pay directly to the driver and the price will be different depending on where you want to go. There are not specific dolmuş stops. They pull over when they see costumers and drop them wherever they want.
Orientation

Upon arrival all new students are oriented to the University, to the campus, and to the city. The orientation covers presentation by different units at Sabancı University, seminars by the faculty and an old city tour. The orientation is a great chance to learn about practical information and to meet other international students.

Orientation week for Fall Term: Sept. 18-20, 2012
Orientation week for Spring Term: Feb. 05-07, 2013

Buddy Students

Student Clubs and International Relations Office organize different buddy programs to help all incoming students. The students are matched with local students who can offer additional information about the Sabancı University community, academics and cultural information.

Obtaining a Residence Permit

A Residence Permit is an official document stating registration with the Directorate of Security (Emniyet Müdürlüğü). Once you arrive in Turkey, you have to apply for a residence permit within the first month. Remember that you will not be able to travel abroad until you obtain a valid residence permit. If you leave the country for any excuse without having your residence permit your Tourist or Student visa will be canceled and you will need to go back to your country and re-apply.

You will be able to get an online appointment for residence permit from the link below. All of you have to apply individually.

http://e-randevu.yabancilar.iem.gov.tr/

Due to the fact that the foreigners department at the police receives too many applications, they are giving appointments to very late dates. Therefore, we strongly advise you to get the online appointment before you arrive in Turkey.

The address of the Directorate of Security for Istanbul is Vatan Caddesi İstanbul il Emniyet Müdürlüğü Yabancılar Şube Müdürlüğü A Blok Kat 1 Fatih/ İstanbul, in the neighbourhood of Fatih, on the European side of the city. Office hours are 8:30 to 12:00 and 13:00 to 17:30, Monday through Friday except holidays. The day of your appointment you will go to the police with all the necessary documents.

Required Documents For Residence Permit Applications:

- Student Certificate (will be prepared by Student Resources)
- Your PASSPORT containing a STUDENT VISA VISA (Non-European Countries, The
PROCEDURES AFTER ARRIVAL

Netherlands, European Union Countries) or TOURIST VISÁ (only European Union Countries).

- A copy of the following pages in your passport containing your photo, information concerning identification, duration of your passport, the last entry date to Turkey and Student visa.
- 6 passport size photos
- Fee for Residence Permit Booklet.

**PLEASE NOTE: AFTER YOU RECEIVE YOUR RESIDENCE PERMIT, YOU MUST SUBMIT A PHOTOCOPY OF ITS FIRST SEVEN PAGES TO STUDENT RESOURCES UNIT. THIS IS VERY CRUCIAL FOR YOUR STUDENT RECORDS.**

The Residence Permit of the students, who have not registered, graduated, dismissed, left by own will or have on leave status (freeze the semester), are cancelled. These students must leave Turkey within 15 days or apply to Directorate of Security Bureau for a new residence permit. Otherwise, they will be sentenced to fine.

Those who are in “on leave” status for one semester and leave Turkey, must have a tourist visa for re-entering Turkey and renewing their registration. However, those who have been “on leave” for one year or more must have a student visa for renewing their registration. (Since, the residence permit is cancelled, these students cannot enter Turkey without a visa.)

We would like to remind you that it is your responsibility to be aware of these rules and regulations. Moreover, please pay attention to these rules in order to avoid any serious legal and financial problems ahead.

**Foreign Identity Number**

As the requirement of a recent regulation, every foreign resident, like Turkish citizens should have an identity number given by the state of Turkish Republic. This number is used in Information System as well. This number is used when producing a student certificate, when graduating, etc. After you get your number, you are required to inform Student Resources Unit.

**How Will You Find Out Your Foreign Identity Number?**

2. Click on ‘Doğum Yılı ve İkamet Tezkere No ile Yabancı Kimlik No Sorgulama’ and then make an inquiry by entering a) ‘Doğum Yılı’ (Birth Year), b) İkamet Tezkere No (Residence Permit Number - which is a number on the first page of your Residence Permits, like 31/112233) c) Resim doğrulama (the number you see on the bottom is to be entered on the blank). Finally, click on ‘Sorgula’.
3. The inquiry results in an 11 digit number (Yabancı Kimlik No) generally starting with 99. Record this number and submit it to Student Resources Unit.
4. There is another possibility that the inquiry may not give you a number. In this case you need to go to Security Office/Emniyet Genel Müdürlüğü and learn your foreign identity number and submit it.
5. WARNING: This process should be done at once.

**Tax Number (For Payments And Bank Account)**

In Turkey a tax number (vergi numarası) is required when you need to have a bank transaction done. You will need a tax number if you wish to open a bank account in Turkey or if you stay at the dormitories (even if you do not have a bank account here). In order to pay the dormitory fees, a tax number will be required.

Obtaining a tax number is not a complicated procedure. You have to go to a tax office with the photocopies of your passport. Check the following link for the tax offices in Istanbul: http://www.ivdb.gov.tr/birimvergidairelist.htm

**Accomodation During Your Stay**

On the serene campus of Sabancı University, students find facilities to meet all of their daily needs. Sabancı is the university with the highest student-housing rate in Turkey.

Dormitories are designed for occupancy by two or four persons. Advantage of living on campus is the ability to attend group-study sessions and take part in club activities without spending a lot of time commuting. Other advantages to living in housing facilities are the various amenities and the reasonable prices. Foreign students have priority in housing allocation for their subsequent years.

- The rooms and the opportunities;
- There is a telephone and an internet line for each student in the rooms.
- There are wide studying tables, table lamps, reading lamps over the beds, wide drawers and wardrobes, a bath and a toilet with air condition system in each room.
- Although the rooms are for two and four students, the rooms are designed in a way in which students can study or sleep whenever they want without disturbing their roommates.
- There is a studying room in each flat; a TV room and a table-tennis room in each block. Students can get their hot-cold water anytime from the water-machines at the flats.
- Housekeeping members clean the rooms according to a schedule prepared by the University. They empty the dustbins every day. Students are to tidy their beds and do the other cleaning.
- The students are to provide their own cleaning supplies (shampoo, soap, towel, toilet paper, toothpaste, washing powder...)
• Students can use laundries in the blocks to wash, dry, and iron their clothes without any payment.
• Bed-sets (pillow, pillow case, protective case, and quilt) are provided by the university. Students can change their bed-sets with the new ones once a week.
• There are also special designed rooms for handicapped students.
• Single rooms are available to PhD students upon their request.
• Due to University regulations, female and male students cannot stay in the same room.

Application For Dormitories

For exchange students; In the exchange application form, exchange students must indicate their accommodation preferences, especially if they want to stay on campus. Furthermore, they are required to fill the online Dormitory Application Form, which exchange students will be informed about 1 month before the semester start. Although the capacity is limited, the International Relations Office tries to arrange for the accommodation. Priority will be given to students who apply on time (before the application deadline).

For degree students; applications for dormitories will be done online. Please read the “Dormitory Application Guide” at the back page of this booklet carefully before you make application for the dormitories. The results of the dormitories applications will be announced on our web site.

**DORMITORY APPLICATIONS WILL START ON AUGUST 1st, 2012 AT 10 A.M. AND WILL END ON SEPTEMBER, 7th 2012 AT 4 P.M**

For Dormitory fees, please visit www.sabanciuniv.edu

Information for Accomodation Fees
• You will pay the deposit together with the dormitory fee and get it back after the end of the semester. The dorm fee and deposit are paid upon arrival to Sabancı University. You are given one week after the beginning of the semester to pay this fee. The payment is done at the bank located on campus. A tax number is required for the payment transaction. (Please see: Obtaining a tax number).
• If the settlement is not done within a week after classes start, the student will lose the right to keep the room.
• If you lose your dormitory key a fee of around 100 TL will be applied.
• Students are allowed to check in the dormitories two days before the orientation for exchange students takes place. The check out should take place two days after the exam period is over the latest. Please remember to notify the dormitory (yurtlar@sabanciuniv.edu) about your check out date one week before your departure. Only by doing this properly you will be able to receive your deposit on time. Deposits are returned to students two days before they leave.
To receive the money please visit the AKBANK on campus. The payment will be done in cash directly to the resident of the dormitory.

Repairs
If something small needs to be changed or repaired (like a light bulb) in your room you should reach the call center (extension 9988) during regular work hours (9:00 to 17:00). The call center counts with a bilingual member among their staff for your convenience. If what needs fixing or repair is something more serious then you will need to contact the related building responsible.

Dormitory officer’s list:

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Name</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1-A2</td>
<td>Rezan Hasdemir</td>
<td>A1-G034</td>
<td><a href="mailto:rezanh@sabanciuniv.edu">rezanh@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>A3-A4</td>
<td>Şennur Kargı</td>
<td>A3-G008</td>
<td><a href="mailto:sennur@sabanciuniv.edu">sennur@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>A5-A6</td>
<td>Hakan Bilgin</td>
<td>A6-G034</td>
<td><a href="mailto:hakanbilgin@sabanciuniv.edu">hakanbilgin@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B1-B2-B5</td>
<td>Pınar Kalaycı</td>
<td>B5-1034</td>
<td><a href="mailto:pkalayci@sabanciuniv.edu">pkalayci@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B3-B4-D1A-D1B-F-G</td>
<td>Mehmet Deveci</td>
<td>B3-G042</td>
<td><a href="mailto:mdeveci@sabanciuniv.edu">mdeveci@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B6-B7</td>
<td>Esra Baştuğ</td>
<td>B7-G042</td>
<td><a href="mailto:esrab@sabanciuniv.edu">esrab@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B8-B9</td>
<td>Serdar Önce</td>
<td>B8-G042</td>
<td><a href="mailto:serdaro@sabanciuniv.edu">serdaro@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>B10-B11</td>
<td>Banu Öney</td>
<td>B10-G038</td>
<td><a href="mailto:boney@sabanciuniv.edu">boney@sabanciuniv.edu</a></td>
</tr>
</tbody>
</table>

Accommodation outside the University Campus
If preferred, students may choose to live outside the university campus. In that case you have the responsibility to find your own accommodation. Below you can find some websites where temporary housing opportunities are advertised. Please note Sabancı University has no affiliation with these landlords and take no responsibility in the event of disputes arising with any of them.

There are purely suggested links which we hope will help you in your house-searching

www.erasmushouses.com
http://www.flatsinistanbul.net/
http://istanbul.craigslist.com.tr/apa/
www.turkishostel.com
http://www.studioflats.info/
Information System For Students

During your academic life at Sabanci University, you’ll be using the Student Information System for tracking your academic and personal records. You can view your course schedules and course syllabi and other relevant information. In order to enter the system, you have to login using your USER ID and PIN. User ID and PIN information will be informed to students in person in accordance with safety devices.

Updating Personal Information

Some personal information of students (mailing address, home address, telephone numbers, emergency contact person, etc) is transferred in the system during the enrollment to the University. Submitting any changes in the given information is of student’s responsibility. In case there is any change in your personal information, please fill in the “Student Information Update Form” via Student Information System. Your information will be updated at most in 3 days.
Student Id Card

After the enrollment you will receive a STUDENT ID CARD. This an official document certifying your student status and used for various campus facilities within a one week after the completion of enrollment. This document will be used not only for identification purposes but also to benefit from the Information Center services, also as a photocopy card and as a student shuttle bus card.

I. Student ID card for the shuttle.
GÜRSEL is the company offering transportation service to all the Sabancı University community. You can charge your card in the GÜRSEL located in campus. There are regular shuttles to the city centers. The shuttle Schedule can be found at http://www.sabanciuniv.edu ➔ Campus Life

II. Student ID card to use the photocopy and printer facilities
There are approximately 15 laser printers and photocopy machines that also function as laser printers. Students can independently copy or print documents using their cards. You can load your card from Cemil Ozalı at the University Center. After each use, the photocopied and printed amount is debited from the student’s account.

III. Student ID card to pay at the cafeteria
You can use your card to pay a set menu rather than paying with cash. At least you must charge the card with 30 TL to use this service. You can obtain information about this service when you enter the cafeteria on your left. There is a staff member from Turkaş, our food provider company at campus, will be in charge of topping up your card for this service.

IV. Student ID card to check out books or multimedia materials at the information center
Your student ID card is also used to check out books or other materials at the information center. If a book is returned late you will have to pay a fee to AKBANK before you are able to use your card again to check out more materials.
The Student ID Cards will be valid only for the term you are enrolled. If you lose your card, a 30 TL fee will be charged for issuing a new card.
Important Dates

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATES FOR FALL SEMESTER</th>
<th>DATES FOR SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>The beginning of the courses of MBA Classes</td>
<td>SEP. 10</td>
<td>JAN. 21</td>
</tr>
<tr>
<td>Online Course Registration for Exchange Students</td>
<td>SEP. 12-14</td>
<td>JAN. 28-30</td>
</tr>
<tr>
<td>The Earliest Day to check in the Dormitories</td>
<td>SEP. 17</td>
<td>FEB. 04</td>
</tr>
<tr>
<td>Orientation</td>
<td>SEP. 18-20</td>
<td>FEB. 05-07</td>
</tr>
<tr>
<td>Course Registrations for *Degree Students</td>
<td>See Academic Calendar*</td>
<td>See Academic Calendar*</td>
</tr>
<tr>
<td>First day of Classes</td>
<td>SEP. 24</td>
<td>FEB. 11</td>
</tr>
<tr>
<td>Last day of Classes</td>
<td>JAN. 04</td>
<td>MAY. 24</td>
</tr>
<tr>
<td>The last day to check out the dormitories</td>
<td>JAN. 23</td>
<td>JUNE. 11</td>
</tr>
</tbody>
</table>

(*)These dates can change according to the programs. Please check the current academic calendar for your program: [http://www.sabanciuniv.edu/eng/academic_calendar](http://www.sabanciuniv.edu/eng/academic_calendar)

Registration Days and Venue

All newly admitted exchange students should complete the required forms and documents, and submit them to Student Resources Unit during the orientation week. Student Resources Unit is located on the first floor of the Administration Building and is open 08:30 –12:00 and 13:00-17:30, Monday to Friday. If, for any reason, you fail to complete the process within the required period, you may lose your enrollment right to Sabancı University.

Registration Documents and Forms

- A copy of the following pages in your passport containing your photo, information concerning identification, the last entry date to Turkey, and Student Visa
- 2 passport size photos (4.5 x 6 cm) photos (taken in the last 6 months, head and neck open, clearly identifying the person)
- Personal Information Form (should be filled without any missing information)
- Student ID Card Information Form (Don’t forget to stick your photo and don’t cut the edges of the form)
Laptop Computer Service Package

There are no university labs for personal usage at Sabancı University, so students either bring their own laptop or rent one from the university by paying a rent price. Filling the “Laptop” part on the online exchange form is enough to request renting a laptop. The Package includes the laptop, network connection and technical support service.

If you decide to rent a laptop, it will be given to you by the Information Technology unit after your enrollment. The rented laptop should be returned at the end of the study period at Sabancı University. An e-mail address will also be given together with the computer. If you have any questions on this subject please contact: ithelpdesk@sabanciuniv.edu.

You can access facilities provided by Information Technology (IT) and up-to-date information about using them from http://mysu.sabanciuniv.edu/bt IT website pages.

Payments

During the orientation week, exchange students will do the following payments if they accommodate on campus or rent a laptop. It is only possible to pay by cash. Bank transfer or credit card payments are not accepted.

1. On-Campus Accommodation:
   Please see web site for the fees. www.sabanciuniv.edu
   Deposit (once, during first entrance) 750 TL

2. If you want to rent a Laptop you should also pay 130 TL per semester for rent. The rent fee cannot be changed according to students’ arrival or departure. Rent fee includes rent, network connection and technical support service. Most of the incoming students bring their own laptop so they do not pay rent fee for their own laptop.

Course Registrations

Exchange students will make their course registration via online before arriving at Sabanci University. Course registrations will be done on September, 12-14 2012 (For Fall Semester). Please do not forget to check the courses from the website. Also, be sure to understand the requirements of your own program and home university before the registration takes place.

We advise you to read the Course Registrations for Incoming Exchange Students which will be informed you later.

After the course registration period, you will be able to print your course schedule via the Student Information System.
Course Add-Drop Period

On the main page of, ‘Course Catalog’ displays all the courses offered by the University and ‘Course Program’ displays only the courses offered that semester.

You will make your course add-drops via online. –After the online add-drop, you can make changes on your learning agreement.

The academic advisor, assigned by the relative faculty, will help you with course add-drops, registration procedures and monitor your academic development.

You can see your advisor’s name on Student Information System by clicking the following links respectively after you login: Student & Financial Aid / Student Records / Advisor Information

Please be aware that, no add-drops will be done after the stated period.

Learning Agreement

After the application is accepted by Sabancı University, the incoming exchange student may wish to prepare ECTS Learning Agreement (LA) in coordination with his/her home university. If the student is required to prepare a Learning Agreement she/he is advised to view the Course Catalog as soon as the catalog for the related semester is open. Exchange students should send their LA’s before the beginning of the semester with the signature of the related person and the stamp of their institution.

Students may have to modify the agreed program of study upon arrival at Sabancı University for a variety of reasons: timetable clashes, unsuitability of chosen courses (in level or content), etc. Students can update their LA’s using its second page for add-drop.

ECTS Transcript

ECTS Transcripts of records is produced by Student Resources (SR) only for exchange students at the end of their period. Every course taken by the student is recorded on the transcript of records with not only the ECTS credits but also with the grade awarded according to the local grading scale. The transcript is being prepared by SR at the end of the term and is being sent by Internationa Relations Office (IRO) to home universities within 30 days after the end of the semester.

Academic Advisors

Before arrival an academic advisor will be assigned to exchange students. Exchange students should contact their academic advisors upon their arrival to discuss their course selection.
Academic advisors will be able to guide exchange students with all their academic related questions. Please consider your advisor’s suggestion before you make any changes during the course add/drop period.

**Turkish Language Courses**

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

Please check: [http://do.sabanciuniv.edu/eng/](http://do.sabanciuniv.edu/eng/)
Registration Dates And Venue

All newly admitted students should complete the required forms and documents, and submit them to Student Resources in person during the dates announced in the Academic Calendar. If, for any reason, you fail to complete the process within the required period, you may lose your right to study at Sabancı University.

Student Resources Unit is located on the first floor of the Administration Building and the working hours are between 09:00 –12:00 and 13:30-16:30, Monday to Friday.

For Degree students, we ask you to fill out the “Student Information Form” online.

### Registration Dates For Fall

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DATE</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDERGRADUATE Transfer Students and Foreign Nationals</td>
<td>September 03-07, 2012</td>
<td>Administration Building</td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>August 06-08, 2012</td>
<td></td>
</tr>
<tr>
<td>Other Graduate Programs</td>
<td></td>
<td>Administration Building</td>
</tr>
<tr>
<td>Executive MBA (EMBA)</td>
<td>August 06-08, 2012</td>
<td></td>
</tr>
<tr>
<td>Masters in Finance (MIF)</td>
<td>August 06-08, 2012</td>
<td></td>
</tr>
<tr>
<td>Information Technologies (BT)</td>
<td>September 11-12, 2012</td>
<td></td>
</tr>
<tr>
<td>EXCHANGE STUDENTS</td>
<td>September 18-20, 2012</td>
<td>IRO- SR</td>
</tr>
</tbody>
</table>

### Registration Dates For Spring

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DATE</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATE</td>
<td>February 05-07, 2012</td>
<td>IRO- SR</td>
</tr>
</tbody>
</table>
Required Documents and Forms

In order to enroll at Sabancı University, students must submit the required documents. More information about these documents is provided below. It is recommended for you to keep a copy of the documents submitted during enrollment.

Undergraduate Programs

- Original Test Scores (SAT I, GCE, ACT, etc.)
- The original of high school diploma and its notarised Turkish translation
- High School Diploma Equivalency Certificate from the Turkish Ministry of Education “Talim Terbiye Kurulu Baskanligi”
- Photocopies of the applicant’s passport with photograph affixed, identification information, and a copy of the page containing the student visa. The Student Visa is compulsory for all international students. It can be obtained from a Turkish Consulate in the applicant’s home country by presenting the letter of acceptance.
- A photocopy of the first seven pages of the Residence Permit (obtained from the Bureau of Foreign Residence)
- 8 passport size (4.5 x 6 cm) photos (taken in the last 6 months, head and neck open, clearly identifying the person)
- Receipt of Tuition fee payment
- Original score of language proficiency exam (if you submitted the copy during the application.)
- Financial Commitment Statement to have education at Sabancı University.

Graduate Students

- 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 translation of the diploma is also required along with the notarized copy of the original.
- Original GRE and GMAT Certificate (if required by admitting program). The scores should be sent directly to university by ETS. (Sabancı University institution code: 7100)
- Original English proficiency exam result (for 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) Original Transcript (if not submitted during the application)
- 8 passport size (4.5 x 6 cm) photos taken in the last 6 months. (Your face on the photo must be clearly visible and recognizable).
- Passport copy (photocopies of the pages that include identification information and “Student Visa” taken from the Turkish Consulate in home country)
- If available, a copy of the first seven pages of the Residence Permit (taken from the Bureau of Foreign Residence)
English Language Assessment Exam (ELAE)

In addition to the School of Languages (SL)’s varied curriculum of courses, the SL is also responsible for ensuring that all students entering their Freshman year have the required English and academic skills needed for academic success at SU. This is assessed through the Language Assessment Exam (ELAE). It is a proficiency exam with a pre-determined standard of achievement.

The ELAE is administered three times a year; between Spring and Fall semesters (January), at the end of the academic year (July), prior to the beginning of the academic year (September).

All new students except certifying that they have passed one of the national and/or international foreign language examinations at a level determined by the university are required to take the SU English Language Assessment Exam given at the beginning of the academic year. Those students who meet the passing requirements of this exam will be enrolled directly into Freshman Year courses. Depending on their score, the rest will be placed in one of three levels of language instruction: Basic, Intermediate, or Upper Intermediate. Students already enrolled in the SL Intensive English programs may take any of the ELAEs offered but only after successfully completing their Upper Intermediate course.

Depending on their major, Graduate students may or may not be required to successfully pass the ELAE by the end of their studies. If their faculty requires an ELAE pass they may take the ELAE whenever it is offered.
ELAE is composed of two stages:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Place</th>
<th>Scope</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Stage</td>
<td>stated in the enrollment letter</td>
<td>New undergraduates, Students back from leave</td>
<td>Grammar and vocabulary test, a short composition on a given subject</td>
</tr>
<tr>
<td>2nd Stage</td>
<td>The ELAE second stage Stage II classroom assignments for the students who have passed the first stage will be announced at on the main entrance doors of the School of Languages Building and on <a href="http://www.sabanciuniv.edu">www.sabanciuniv.edu</a>. For transfer and graduate students, the place of the exam is stated in their enrollment letter.</td>
<td>Students who pass the first stage Transfer students coming from universities where the medium of instruction is Turkish Graduate students assigned by the Faculties Continuing FDY Students (Students who completed the Upper-intermediate (ENG 003) course in previous terms but failed the ELAE)</td>
<td>Writing, Listening, Reading skills</td>
</tr>
</tbody>
</table>

Please be informed that for security reasons, people other than students and staff will not be accepted into the exam buildings. For additional information please visit the School of Languages web site from the link provided below: www.sabanciuniv.edu --- School of Languages

**Practice Test:**

The following web site provides a general idea on the structure of the exam as well as sample exams: [http://www.sabanciuniv.edu → School of Languages](http://www.sabanciuniv.edu → School of Languages)

**Please Be Sure To** arrive in the exam room **HALF AN HOUR BEFORE** the test exam begins, and bring a picture Identification Card with your current photograph, pencil, and eraser.
Evaluation of ELAE Results:

ELAE Exam results are announced by the following grades:

<table>
<thead>
<tr>
<th>Stage I Results</th>
<th>SL: Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UL: Unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>NA: Not Attended/ Evaluated as a UL grade</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage II Results</th>
<th>Grading Scale:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A-SL (90-100); B-SL (80-89); C-SL (70-79);</td>
</tr>
<tr>
<td></td>
<td>D-UL (60-69); E-UL (50-59); F-UL (0-49).</td>
</tr>
<tr>
<td>SL (A-SL, B-SL, C-SL) : Satisfactory</td>
<td></td>
</tr>
<tr>
<td>IL (D-IL): received a score close to the min. required score in Stage II. The numeric grade accepted as D-IL is decided by the SL Board</td>
<td></td>
</tr>
<tr>
<td>UL (D-UL, E-UL, F-UL) : Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>NA: Not Attended/ Evaluated as a UL grade</td>
<td></td>
</tr>
</tbody>
</table>

**Please note that the Foundations Development Year (FDY) Basic English Level has some sub-levels and the students are placed in the appropriate sections according to their scores on ELAE Stage I. For this reason, even if a student assumes that his/her level is “Basic”, it is important that he/she takes the ELAE Stage I.**

***The program fee will be announced on the website. Those students requesting accommodation can stay in a dormitory during the duration of the program. For fee details and procedures, it is recommended to visit our web site.***

Announcement Of The ELAE Scores Results:

Graduate students learn their ELAE results from their faculties. In line with security and confidentiality principles, the results of the exam are announced by student ID only and the names are kept confidential. The results of the Stage I Exam will be announced on the same day of the exam at 21:00, and the Stage II results at the following places: Sabancı University External web site (www.sabanciuniv.edu) and the doors of the School of Languages Building. For security reasons and to prevent any misunderstandings, ELAE Exam results are not be announced or provided on the phone.
The Preparatory Course for Science of Nature (PreNS) for Undergraduate Students

The Preparatory Course for Science of Nature (PreNS) is an optional program that is offered before the beginning of each Fall Semester and is open to all freshmen. The attendees are awarded a program certificate upon their completion of the program.

The program constitutes of a Course and Scientific & Cultural Workshops, and it is structured to facilitate the freshmen’s adaptation to the university life and to contribute to their academic success in University Courses1 and in particular in Science of Nature Courses1.

The purpose of the Course is to prepare students with different educational backgrounds for the common curriculum of the freshman year. The course contributes to the comprehension of basic mathematical concepts and equips the students with basic tools that are necessary for the cognition of fundamental concepts in sciences. While the basic mathematical concepts, such as algebra, analytic geometry, differentiation, integration and trigonometric functions, remain at the core, the course content is designed to cover their applications such as vectors, velocity, acceleration, force, work, and energy. The course is offered in an interactive environment and engages the participation of fellow students from Academic Support Program2.

Scientific & Cultural Workshops are operated with the collaboration of faculty members, experts and the students working at Academic Support Program. The workshops consist of activities whereby the students are introduced to an enjoyable learning media, and get involved in lab-experiments, discussion sessions on the screened movies, space observation, cultural trips and more.

The program also introduces the students to the Academic Support Program, which is an integral part of Sabancı University’s educational system.

The students who do not feel confident about their basic science or mathematics backgrounds/knowledge are strongly recommended to register to the Preparatory Course for Science of Nature.

10-14, 17-18 September 2012
09:30-12:00 Lectures
14:00-16:30 Workshops
16:40-18:30 Recitation

15,16 September 2012
Cultural Tours3: Bosphorus Boat Trip, The Sabancı University Sakıp Sabancı Museum
20:00-22:30 Workshops
**Registration**: 3-10 September 2012

The registration fee must be deposited in the account no IBAN: TR07 00046007 1388 8000 048754 at the Sabancı University branch of Akbank. For registration, the attached form together with the receipt must be presented to the Center for Individual and Academic Development Secretarial office no later than September 10, 2012.

Accommodation at Sabancı University dormitories is possible during the time interval of the program.

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1. [http://www.sabanciuniv.edu/eng/?ogrenim/universite_dersleri/universite_dersleri.html](http://www.sabanciuniv.edu/eng/?ogrenim/universite_dersleri/universite_dersleri.html)
2. [http://adp.sabanciuniv.edu](http://adp.sabanciuniv.edu)
3. For cultural tours, an extra charge will be due depending on the number of program participants.
4. Receipts for accommodation must be presented to the Accommodation and Health Services Administration office. Accommodation at Sabancı University Student Dormitories in a double room per person is 130 TL.

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**For more information please contact:**

CIAD (Center for Individual and Academic Development)
University Center, First Floor, UC–1003-B

Akif Ulas Bilgic
Academic Support Program

Phone : 216 483 9456
Fax : 216 483 9480
E-mail : ubilgic@sabanciuniv.edu

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Emel Taralp
CIAD (Center for Individual and Academic Development) University Center, First Floor, UC–1003-B Academic Support Program

Phone : 216 483 9456
Fax : 216 483 9480
E-mail : emel@sabanciuniv.edu
Undergraduate Programs

Regular period of undergraduate education at Sabancı University is 4 academic years. Students that meet all the requirements of graduation can graduate in a shorter period. Maximum period of education allowed for the completion of undergraduate programs is 7 academic years (14 semesters excluding the summer term).

The interdisciplinary design of the academic programs offered by the Faculty of Engineering and Natural Sciences (FENS), the Faculty of Arts and Social Sciences (FASS) and School of Management (SOM) prepares students for the diverse challenges of modernity and technology.

All students experience a two-tier common program that exposes them to a broad variety of disciplines and approaches.

- The University Courses in the first tier assist students in acquiring interdisciplinary thinking skills and a holistic knowledge base as well as discipline-specific content.
- Second tier Faculty Courses familiarize students with the undergraduate programs to assist them in their choice of field at the end of the second year.

Students declare majors in their field of interest and choice after the experience of a two-year-based curriculum. The students, placed into the Faculties according to their University Entrance Exam results, have the opportunity to formally declare their majors after the two-year common program. Delayed major declaration enables more informed and mature career decisions. Prior to the core curriculum, students not yet at proficiency level enroll in the Foundations Development Year (FDY) since English is the medium of instruction at Sabancı University. FDY courses and exams are offered by the School of Languages (SL).

Semester Registrations for Undergraduates

Students must renew their semester registrations at the beginning of each semester within the periods announced in the academic calendar following the payment of Instruction Letter for Undergraduate Programs tuition fee and other fees required to benefit from university’s utilities and taking opinion of their advisors. Students are required to make semester registrations in person.

Students who did not make their registrations during the regular Fall and Spring term registration period can carry out a make-up process for registration during the course add-drop period. No registration process can be carried out after the end of the course add-drop period. However, within a 2-week period after add-drop, students with accepted reasons can register upon the resolution of the Faculty/Institute Administrative Board and President’s approval. Students in this category should fulfill any additional Sabancı University requirements.
Any student who fails to register in one semester except the summer term and thus is not registered for at most one semester during his/her education period can renew his/her registration process in the following semester provided that his/her reason is accepted by the Faculty/Institute Administrative Board. Otherwise, such a student will completely lose all his/her student rights. The semester for which such a student is not registered is included in the calculation of maximum period of education.

**Course Add-Drops**

Students can add/drop courses during the second week following the beginning of classes in fall and spring terms. In this process, which is called the add-drop process for courses, students are required to make such modifications in person following the taking opinion of their advisors. Any add-drop processes after this period are subject to the approval of the Faculty/Institute Administrative Board provided that the reasons submitted by the student are acceptable. The add-drop process of the courses is subject to the principles set in Article 18 “Course Load.” In summer term add-drop process is not carried out. *For more details; it is advised to read Undergraduate Instruction Letter.*

**Advisors**

Following his/her University enrollment, every student is assigned a Tutor. The responsibility of the Tutor is to explore the student’s areas of interest and bring out his/her talents, provide guidance in selecting the major area for diploma and add-drop processes of the courses, registration issues and monitor his/her academic development. At the beginning of the third year, every student is assigned an Academic Advisor. The Academic Advisor, who takes over the academic support and other functions from the Tutor, provides guidance to the student until his/her graduation.

**Minor Honors Programs for Undergraduates**

Minor Honors Programs are designed to provide knowledge and information in areas other than those of the student’s registered diploma program. Successful undergraduate students who satisfy the specific terms and conditions, are candidates for the minor honors programs.
Graduate Programs

Graduate study at Sabancı University places major emphasis on the advancement of knowledge through research. Academic efforts based on this vision support the development of next generation of scholars and provide the ability to transform the results of scientific activity into public benefit.

Semester Registrations

Students must renew their semester registrations at the beginning of each semester within the periods announced in the academic calendar following the payment of tuition fee and other fees required to benefit from university’s utilities and view of the courses they have selected by their academic advisors. Students are required to make semester registrations in person. Education in summer term is optional and only the students that will take courses should be registered.

Students who did not make their registrations during the regular registration period for fall, spring and compulsory summer terms can carry out a make-up process for registration during the course add-drop period. No registration process can be carried out after the end of the course add-drop period. However, within a 2-week period after add-drop, students with accepted reasons can register upon the resolution of the Graduate School Administrative Board and President’s approval. Students in this category should fulfill any additional Sabancı University requirements. Any student who fails to register for one semester and thus is not registered for at most one semester during his/her education period can renew his/her registration process in the following semester provided that his/her reason is accepted by the Graduate School Administrative Board. Otherwise, such a student will completely lose all his/her student rights. The semester for which such a student is not registered is included in the calculation of maximum period of education.

Course Add-Drops

Students can add/drop courses during the second week following the beginning of classes in fall, spring and compulsory summer terms. In this process, which is called the add-drop process for courses, students are required to make such modifications in person following the view of their academic advisors. Any add-drop processes after this period are subject to the approval of the Graduate School Administrative Board provided that the reasons submitted by the student are acceptable. Course add-drops are not allowed in optional summer terms.

Advisors

Following his/her university enrollment, every student is assigned an Academic Advisor. The responsibility of the Academic Advisor is to monitor the student’s personal and academic
development and provide guidance in the registration, add-drop courses. Additionally, master’s and doctoral students are assigned thesis advisors by the Graduate School Director; until the beginning of the second semester for the former and third semester for the latter. The same person can undertake the responsibilities of both academic and thesis advising.

Instruction Letters

It is required to read the instruction letter for the level of the program you are admitted to. The instruction letters for the Foundations Development Program, Undergraduate and Graduate Education can be viewed online at our web site (www.sabanciuniv.edu) by clicking the ‘Instruction Letters’ icon.

Programs And Courses

All programs and degrees offered at Sabancı University can be displayed on our web site (www.sabanciuniv.edu) by clicking on the ‘Education’ link. If you click on the degree option of each program, you can find detailed information on that program’s description and degree requirements. To view all courses offered, please click the ‘Course Catalog’ link on the main page of the Student Information System (http://bannerweb.sabanciuniv.edu/). To view only the courses offered for the current semester, please click the ‘Course Schedule’ link on the same page.

Laptop Computer Service Package

Sabancı University has supplied a computer service package including laptops, softwares and their support service for students since 1999-2000 academic year. This application in line with similar applications of the abroad educational institutions, was implemented for the first time by the Sabancı University in Turkey. Because of the powerful infrastructure of Information Technology in Sabancı University, all the students can access all provided facilities and Internet using the University network from classrooms, Information Center, their homes and dormitory rooms. You can access facilities provided by Information Technology (IT) and up-to-date information about using them from http://mysu.sabanciuniv.edu/bt IT website pages.

The Tuition Fee Payment

Tuition and other fees at Sabancı University are determined each year by the Board of Trustees on an annual basis. For details, you can visit our web site (www.sabanciuniv.edu) or contact Students Resources Unit in person.
How To Get Student Certificate

Student Certificate is an official document stating that you are a student of Sabancı University. You can ask for a student transcript in following ways:

- Come to Student Resources that is located on the entrance floor of President’s building, to submit your request.
- E-mail a request to sr@sabanciuniv.edu
- Fax a request to: (0216) 483 90 73

Your Student number is sufficient for preparation of the document. Student Certificate will be ready in one day after the request.

How To Get Transcript

To view your transcript from Information System:

- Login to the Student Information System using your student number (following four zero’s; ex: 0000xxxx) and pin.
- Choose ‘Student Records Information Menu’ from ‘Student & Financial Aid Menu’
- Click on the ‘Academic Transcript’ option to view your student transcript.

The transcript taken via the web is not counted official. To obtain an official transcript:

You have to apply to the Student Resources with the receipt showing that you have payed 10 TL to Akbank Central Branch (Branch number: 713) account no. 9999 (IBAN no: TR53 0004 6007 1388 8000 0099 99) (For international payment you have to use Swift Code: AKBKTRIS713) together with a “Official Transcript Request Form” by the following ways:

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

Student Resources Unit is one of the major divisions of Sabancı University with oversight of all issues and resources related to student life. The primary role of the Student Resources Unit is to administer the University student appeals process and to provide academic and administrative information for all students. Our main mission is to challenge and support students in the cognitive, emotional, and social dimensions of student learning and development. We offer many support services for students. Some of our missions are to:

- **Guide** all students through their education
- **Collect** all applications of international students to undergraduate programs, transfer students to undergraduate and graduate programs by entering all information to the Student Information System in order to be evaluated by the Faculties.
- **Control** the term and cumulative point averages of the grades at the end of each semester and carry out the graduation process of the students who are eligible for graduation.
- **Provide** guidance services concerning prospective student admissions, scholarships, tuition, course and credit transfer, course enrollments, semester leave, academic measurement and evaluation, courses, grade changes, degree programs, discipline procedures, and rules and regulations.
- **Provide** for guidance for student clubs which are set up to cultivate extra-curricular student activities that aim to enrich the students’ cultural, artistic, academic and individual characteristics and develop students’ research skills and creativity.
- **Keep** individual and academic information of all students in our system and make current upkeep of the information in order to be safe and trustable.
- **Produce** student certificate and transcript upon request.
- **Encourage** and support students, academic and administrative staff in order them to benefit from all sports facilities.
- **Host** prospective university students upon their visit to campus, thus providing information about the university and campus.
- **Organize** the enrollment process and give orientation programs to our new students to ease their adaptation to the university life.

We are a group of professional staff committed to diversity, and always to excellence. We work diligently to ensure student success, especially in regard to retention and graduation. We are knowledgeable about the changing needs and backgrounds of the students of the future, and seek to use emerging technologies to serve you better. We encourage you to visit our web pages to learn more about who we are and what we do.

We have three major divisions under the umbrella of Student Resources Unit to support student extracurricular activities that enable the enhancement of their social, cultural, artistic and individual skills:
International Relations Office

With science, technology, and social structures advancing day by day, the world needs more qualified individuals who possess the knowledge and skills required to pursue a career anywhere in the world. Aware of this pressing issue, in 1994 the Sabancı Group decided to establish a “world university” led by the Sabancı Foundation.

The seeds of Sabancı University, the Sabancı Group’s most comprehensive social responsibility project in the field of education, were sown in the summer of 1995, at a search conference in which 50 academics from 22 countries as well as students and representatives from the private sector participated. The conference, however, was just the beginning, as it marked the start of an extensive process during which the leading educational institutions in Turkey and across the world were examined to find out how they work and identify the fundamentals that made them successful.

In the end, instead of choosing one university as a template or replicating existing examples and institutions, a new and unique university was designed.
Since 1999, when students began enrolling, Sabancı University itself has set an example for many universities.

The office is overall responsible for the ongoing internationalization process at Sabancı University and works closely together with the faculties and other units to develop international contacts. Starting from October 2008, it has a new structure takes office under the authority of the President’s Office.

**Our Mission**

To foster, guide and support Sabancı University in its goal for becoming a competitive global University through participatory, transparent responsible and responsive leadership; and to promote intercultural development and tolerance by expanding the international experiences of Sabancı University community.

**Our Responsibilities**

- Become the center of all sorts of international activity
- Development and execution of Sabancı University’s internalization strategy in line with the university’s mission and vision
- To expand the international experiences of Sabancı University students, faculty and staff
- Arranging programs and meetings to enhance International dimension of the university
- Support and organize the International recruitment
- Support the needs and requirements of incoming and outgoing students, international faculty and international staff

**Web Page**: http://iro.sabanciuniv.edu  
**Contact**: international@sabanciuniv.edu  
              suincoming@sabanciuniv.edu
CIAD provides an integrative environment where several student support services work in collaboration with each other and with other related units of the university. The transition from high school to university life is in itself a challenging process. Unlike high school, university students are able and indeed called on to decide on many aspects of their education themselves, such as which classes to take and which program to major in. To ensure success throughout their university years, students are expected to develop various academic and individual skills. CIAD helps students acquire these important academic and individual skills, thereby facilitating students’ adaptation to the university experience. CIAD’s mission is to encourage students to strengthen the skills, strategies and behaviors required to participate in society as self-reliant, independent individuals, who are always open to learning.

The Foundation Development Year (FDY) is the initial stage of the university experience for students who are accepted to the undergraduate program, but need to further develop their English language proficiency. During this time, instructors at the School of Languages and the FDY Guidance Unit assist students with their academic studies and their adaptation to university life.

The interdisciplinary design of the academic programs offered by Sabanci University, as well as the opportunity to declare a major after the first two years, enables students to make an informed decision regarding their area of study. Throughout this process, CIAD helps students discover their area of interest and make the right decision about their major.

All students experience a two-tier common program that exposes them to a broad variety of disciplines and approaches. The University Courses in the first tier familiarize students with the undergraduate programs to assist them in their choice of a major at the end of the second year. Foundation Development Program Advisors play an important role in assisting students with this decision-making process and guiding them to the right support services at the right time. University Courses can create a challenge for students who come from different backgrounds and at this stage Academic Support Program (ASP) becomes important. In addition to providing an environment that makes learning fun, ASP helps students develop learning skills and improve the effectiveness of their study skills. The most important feature of this student-run program is that students both conduct sessions as well as manage administrative and executive functions.

Diploma Area Advisors work with students who have already declared their majors, assisting them in aligning their academic development with their professional goals.

The Academic Success Monitoring and Counseling Program provides counseling and support for the students of Sabanci University who face situations that hamper their academic success.

In order to help students improve the Turkish and English proficiency skills required for their
academic work, the Writing Center offers workshops, study groups and tutorials. Preparing project reports, presentation skills, professional and academic career advising, as well as interview techniques are just a few examples of the wide range of services provided by the Writing Center.

Disability Support Services coordinates all accommodations related to ensuring that students with disabilities have access to all of the services and opportunities provided by the university.

The Individual Counseling Program is open to all SU members who experience difficulties related to themselves, their family or others. Counselors operate in accordance with the confidentiality principle.

In addition to these support services, Course Evaluation Surveys are conducted at the end of each term in order to enhance learning effectiveness, as well as improve education and training quality by providing course instructors with feedback from their students.

Contact: ciad@sabanciuniv.edu

Career Development Unit

Sabancı University executes a program called the “Career Development Workshop” to help its students, especially the graduation candidates acquire various business and academic skills and information that would help them through the period they are preparing for life and in the future; familiarize them with the sectors and business opportunities in line with their graduate programs and extend their knowledge in the recruitment phase.

Career Development Workshop is a 3-tier workshop:
- Basic Information and Personal Development Seminars
- Company/Sector Presentations
- Practice Sessions

E-Mail: intern@sabanciuniv.edu
career@sabanciuniv.edu
Internship

Sabancı University has fundamental characteristics that make its internship policy stand out.

1. Project-Oriented and Class-Based Internship
In Sabancı University, internship is applied as a “project-oriented” class. The students participate in projects applied in companies and/or fulfill their internship by generating new projects to problems awaiting solutions in line with the requirements of the companies.

2. Internship Follow-up and Evaluation System
Internship program is followed up in a completely “electronic environment” through software that has been developed under the Sabancı University structure. With the help of this system, the definition of the project to be undertaken by the student during the internship, evaluation of the project by the academic consultant at the end of the internship and coordination of the internship office with the companies are followed up in a timely manner.

The student determines the project on which he/she will work and begins his/her internship upon the approval of his/her academic consultant. At completion of the internship, the consultant of the student in the related company is sent an evaluation form by the internship office.

3. Poster Days
Sabancı University wants the student to complete this productive internship process by sharing information. Therefore, following completion of the internship, the students present their project posters and share their experiences with the members of the faculty and friends.

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

Alumni  For more info: http://career.sabanciuniv.edu/eng/mezunlar/index.html

Information Center

Information Center, as a service department of Sabancı University established with the aim of becoming a “world university”, conducted its foundation activities between 1997-1998 and it opened its gates to the users and started to render service in 1999 with the initiation of academic studies in the university.

Information Center supports education and research programs of Sabancı University and functions as a catalyst in the studies, and tries to ensure that users access to the most accurate information within the shortest time. The Center aims at meeting any information and documentation requirements of faculty members, students, employees and graduates as well as contributing to the knowledge accumulation at national and international scale. Presenting its services and means to the service of all institutions, organizations and individuals, it also helps studies and researches carried out in the world of science, industry and culture.
The Center, adopting the concept of “Access to the information rather than ownership of the information sources” as a basic principle, provides rapid and effective access to the existing information instead of forming collections indicated in millions. With the perfectionist and user-oriented service understanding, knowledgeable and skillful employees, up-to-date collections consisting of information in any type and format and the technological means required by the age, it brings together the trio of information+user+access.

Information Center serves on an indoor area of 9,165 m² in the building having a giant dome, which was designed having been inspired by Ottoman architecture. It has a capacity of 600 seats and 300,000 volumes of shelf. In the Center, there are 13 group working rooms with 56 electronically-equipped personal working carrels. The users that are the members of Sabancı University may access to the Internet with the laptops provided to them by the University via wireless connection and totally 480 Internet connection ports and also search terminals found in Information Center.

Information Center conducts its services and activities in line with the strategic targets of the university and prepares its strategic plan accordingly. The basic principles and policies of Information Center and its strategic plan containing information on its objectives and priorities etc. are included in the web page of the Center.

Mission

To meet effectively any information and documents need of Sabancı University Members consisting of faculty members, students and employees; to function as a catalyst for the maintenance and development of education, study and research programs of the University; to support users’ making habit of lifelong education and use of information; to contribute to the protection of knowledge accumulation, use, transfer and protection of the cultural heritage at national and international scale.

Vision

To bring together the trio of information+user+access with the perfectionist and user-oriented service understanding, knowledgeable and skillful employees, up-to-date collections consisting of information in any type and format and the technological means required by the age as well as to aim at contributing to the world of education, research and culture and being pioneer as an innovative and creative Information Center in our country in this context.
Values

- User-oriented
- Perfectionist service understanding
- High quality service and product
- Creative, innovative and flexible structure
- Open communication
- Proactive
- Integrated system
- Learning how to learn
- Cooperative and participative
- Respectful to the thoughts of the users and the copyrights

Working Hours:

- Monday-Thursday: 8.45-21.45
- Friday-Saturday: 8.45-16.45
- Sunday: 13.00-21.30
- During mid-term and final examinations period, Information Center is open until 02.00 a.m.
- Mid-term and Summer Holiday Period:
  - Monday-Friday: 8:45-16:15
  - Saturday-Sunday: CLOSED
- Present your identification card to check out materials
- Observe the prohibitions against smoking, drinking and eating in the Center
- Avoid excessive noise
- Leave your bags and coats at the cloak-room. The Center is not responsible with any lost
- Turn off your cellular phones when you enter the building
- Use the information resources carefully and do not take them out of the Center without checking them out. Remember there is an electronic book detection system at the Exit
- Materials used within the Center should be left on the tables and not reshelved by the users
- Obey the copyright regulations as an indication of respecting the work of others.

Contact Info: bm@sabanciuniv.edu

University Operations

Communication Center

The Communication Center is located on the first floor of the D2 Building for the mailing of letters, cards or telegraphs.
Working Hours: 8:30-17:30, Monday to Friday; 08:00-13:00 on weekends. If you are staying on campus, you will receive a mailbox and a mailbox key. The mailboxes are located on the first floor of the D2 Building.

Your address at Sabancı University will be as follows:
Name, Surname
Sabancı University Dormitories,
e.g. B3 303 (your dorm building and your room number)
Orta Mahalle - Tuzla
34956 Istanbul, Turkey

Call Center
The Call Center responds to any and all problems related to working and living on the campus that can be encountered by students as well as administrative and academic staff. To provide the most efficient solutions to the various kinds of problems within the shortest period possible, Call Center operators and its master teams provide service. You can reach the Call Center by dialing 99 88 on campus and 483 90 00 outside campus.
Hours: 08.30-17.30, Monday to Friday, 08.30-17.00 on Saturdays

Food And Beverage
The main dining hall in the University Center has a seating capacity of 900. Breakfast, lunch, and dinner are served in the main dining hall. Alternative menus are served besides table d'hote menu. Menu prices change depending on the menu chosen. The menus of the day and month are announced at the internal web site (mysu.sabanciuniv.edu).
Main dining hall at University Center Hours:
Daily breakfast - 07.30-10.00 lunch - 12.00-14.30, dinner - 18.00-20.30

Health Center
The Health Center located in the housing section of the university is open to all students and employees 24 hours a day. A fully equipped ambulance with intensive care equipment and a CB, all meeting international standards, is also available 24 hours a day. The emergency team consists of a general practitioner, an anesthesia technician, and a driver. The Health Center provides emergency medical services, treatment, laboratory services, medication, and preventive medicine services.

The Health Center provides emergency medical services, treatment, laboratory services, medication, and preventive medicine services.
Banking

The Campus branch of Akbank is located on the first floor of the University Center. ATMs are located on the first floor of University Center and D-2 Building.

**Bank hours:** 8:30-12:00 and 13:00-17:00 during the week from Monday till Friday.
To open a bank account, you will need a tax number from the related authorities.

Bookstore

The bookstores located at the University Center sell newspapers, magazines, English and Turkish texts, course books, and stationary.

**Hours:** 08.30-17.30, Monday to Friday, 08:30-12:30 on weekends

Useful Web Sites

Sabancı University Web Site: www.sabanciuniv.edu
Sabancı University Internal Web Site: http://mysu.sabanciuniv.edu/uPortal/
Student Resources Web Site: http://www.sabanciuniv.edu/ok/eng/
International Relations Office: http://iro.sabanciuniv.edu/

The internal web site with information on the University’s announcements, activities, regulations, and so on, that is pertinent to Sabancı University students, staff, and administration. You can access this web site using your E-MAIL USER ID and PASSWORD, after your enrollment.

Istanbul is a vibrant city. Please take this chance to explore the city during your free time.

Information About Istanbul: www.istanbulcityguide.com
  www.istanbul.com
  www.exploreistanbul.com
  www.mymerhaba.com

Student shuttles leave regularly to two of the main city neighborhoods: Kadikoy and Taksim. For the student shuttle schedule please visit:

http://sabanciuniv.edu/eng/?kampus_hayati/hizmet_ve_olanaklar/servis/servis.php
USEFUL INFORMATION

Tourism Offices In Istanbul

<table>
<thead>
<tr>
<th>Place</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atatürk Havalimanı Tourism Information Office</td>
<td>Atatürk Hava Limanı içi-Yeşilköy</td>
<td>+90 (212) 573 41 36</td>
<td>+90 (212) 663 07 98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+90 (212) 663 07 98</td>
<td></td>
</tr>
<tr>
<td>Beyazıt Tourism Information Office</td>
<td>Beyazıt Meydani</td>
<td>+90 (212) 522 49 02</td>
<td></td>
</tr>
<tr>
<td>Karaköy Tourism Information Office</td>
<td>Karaköy Limanı Yolcu Salonu İçi</td>
<td>+90 (212) 249 57 76</td>
<td></td>
</tr>
<tr>
<td>Sirkeçi Tourism Information Office</td>
<td>Sirkeçi Gari</td>
<td>+90 (212) 511 58 88</td>
<td></td>
</tr>
<tr>
<td>Sultanahmet Tourism Information Office</td>
<td>At Meydani</td>
<td>+90 (212) 518 18 02</td>
<td>+90 (212) 518 87 54</td>
</tr>
<tr>
<td>Taksim–Hilton Tourism Information Office</td>
<td>Hilton Oteli Girişı Elmadağ</td>
<td>+90 (212) 233 05 92</td>
<td></td>
</tr>
<tr>
<td>Taksim Meydani Tourism Information Office</td>
<td>Taksim</td>
<td>+90 (212) 245 68 76</td>
<td></td>
</tr>
</tbody>
</table>

Contacts

International Relations Office

<table>
<thead>
<tr>
<th>Names</th>
<th>Extension</th>
<th>Fax</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Students</td>
<td>9397</td>
<td>9715</td>
<td><a href="mailto:iro-crm@sabanciuniv.edu">iro-crm@sabanciuniv.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:international@sabanciuniv.edu">international@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>Outgoing Students</td>
<td>9644</td>
<td></td>
<td><a href="mailto:suoutgoing@sabanciuniv.edu">suoutgoing@sabanciuniv.edu</a></td>
</tr>
<tr>
<td>Incoming Students</td>
<td>9652</td>
<td></td>
<td><a href="mailto:suincoming@sabanciuniv.edu">suincoming@sabanciuniv.edu</a></td>
</tr>
</tbody>
</table>

Student Resources Unit

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Fax</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Resources</td>
<td>9064</td>
<td>9073</td>
<td><a href="mailto:studentinfo@sabanciuniv.edu">studentinfo@sabanciuniv.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:ug-admission@sabanciuniv.edu">ug-admission@sabanciuniv.edu</a></td>
</tr>
</tbody>
</table>

For calls within campus, please dial the extension number.
For calls which will be made from outside the campus in Istanbul, please dial 483 (Asian Side) or 0212 483 (European Side) before the extension number.
For calls which will be made from abroad, please dial 0090 216 483 before the extension.
How To Make Calls Within The Campus
For calls within campus, please dial the 4 digit extension number. You can find the numbers of all Sabancı University employees at the directory: http://mysu.sabanciuniv.edu/rehber/

How To Make Outside Calls
For calls outside the campus; please dial 0 (to get an outside line) and then the relevant area code. Example: 0 (0 212) 557 68 49 (Number on the European side in Istanbul) 0 485 67 97 (Number on the Asian side in Istanbul)

How To Call The Campus From Outside
The central phone number of the campus is +90 216 483 90 00. 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)

In Cases Of Emergency
Within Campus
Health 6666
Security 5555
Call Center 9988

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

Direction to Campus
Address: Orta Mahalle, Tuzla 34956 Istanbul
Phone: (216) 483 9000 Fax: (216) 483 9005

Location Map
Campus Map

map.sabanciuniv.edu

1. Main Gate
2. Administration
3. Information Center
4. Foundations Development
5. Faculty of Arts and Social Sciences
6. Faculty of Management
7. Faculty of Eng. and Natural Sciences
8. Open Spots Areas
9. Nano Technology Research & Application Center
10. Parking Area
11. Central Plant
12. University Center
13. Staff Housing
14. Daycare Center
15. Service Area
16. Sports Area
17. Dormitories
18. Community Support
19. President’s Residence
20. Amphitheatre
21. Lake
22. Performing Arts Center
23. Sports Center
24. Waste Treatment Plant
25. Sports Hall
Basic words in Turkish

Hello   Merhaba
Goodbye Güle Güle
Good morning Güneydin
Good evening İyi Aksamalar
Good night İyi Geceler
How are you? Nasilsınız?
I am well İyiym

Yes Evet
No Hayır
Please Lütfen
Thank You Teşekkür ederim

There is Var
There is not Yok

both expressions used to express availability or lack thereof respectively

I want ... (object) + istiyorum

Expressions of Time

When? Ne zaman?
Yesterday Dün
Today Bugün
Tomorrow Yarın
Morning Sabah
Afternoon Öğleden sonra
Evening Aksam
Night Gece
One hour Bir saat
What is the time? Saat kaç?
At what time? Saat kaçta?

Days of Week

Sunday Pazar
Monday Pazartesi
Tuesday Salı
Wednesday Çarşamba
Thursday Perşembe
Friday Cumartesi
Saturday: Cumartesi
TURKISH ALPHABET & BASIC TURKISH VOCABULARY

Numbers

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bir</td>
<td>Onir</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>İki</td>
<td>Oniki</td>
<td>40</td>
</tr>
<tr>
<td>3</td>
<td>Üç</td>
<td>Onuç</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>Dört</td>
<td>Ondört</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>Beş</td>
<td>Onbeş</td>
<td>70</td>
</tr>
<tr>
<td>6</td>
<td>Altı</td>
<td>Onaltı</td>
<td>80</td>
</tr>
<tr>
<td>7</td>
<td>Yedi</td>
<td>Onyedi</td>
<td>90</td>
</tr>
<tr>
<td>8</td>
<td>Sekiz</td>
<td>Onsekiz</td>
<td>100</td>
</tr>
<tr>
<td>9</td>
<td>Dokuz</td>
<td>Ondokuz</td>
<td>200</td>
</tr>
<tr>
<td>10</td>
<td>On</td>
<td>Yirmi</td>
<td>300</td>
</tr>
</tbody>
</table>

Travel Terms

Airport  Havaalanı  Liman  Şehir merkezi
Port     Nerede?  Uzak mı?  Dikkatli ol!
Town Center  Turizm bürosu  İyi bir otel  Bir lokanta  Hastane
Where is it?  Is it far?  Be careful!

Tourism Burea  A good hotel  A restaurant  Hospital

Wine  Şarap  Bira  Buz
Beer
Ice

Bread  Ekmek  Pilav  Piliç/ Tavuk  Balık

Rice
Chicken  Piliç  Tavuk  Balık

Fish
Meat  Et  Kayun eti  Kuzu eti  Siğir eti  Dana eti

Mutton
Lamb
Beef
Veal

Helpful Vocabulary

Hotel & Restaurant

A room  Bir oda  Manzaralı bir oda  Yatak
A room with a view  Banyo  İki kişi  İki kişi
Bed  Su  Maden suyu  Süt
Restroom  Çay  Kahve  Şeker
Two people  Kahvaltı  Kahvaltı
The bill  Meyva suyu
Water
Mineral Water
Milk
Tea
Coffee  Fruit juice
Sugar
Breakfast

Shopping

Shopping center  Çarşı  Süpermarket  Eczone
Grocery store  Bu ne kadar?  Bu pahalı
Pharmacy  Bu ucuz  Beğendi
How much is this?  Beğenmedim  Banka
It is expensive  Bank
It is cheap  Bankamatik
I like it
I don’t like it
Please read the instructions below before you start to fill “The Dormitory Application Form”.

**Access**
The dormitory applications are done in the specified terms decided by the University. Check the application dates before you start to application process.

In order to access the form, firstly you have to enter Student Information system by clicking bannerweb.sabanciuniv.edu

Please enter your ID number by adding four zeros at the beginning for your “User ID” and for the password if this is the first time you enter to the site enter your birthday in the form of (ddmmyy); if this is not the first time you enter to the site please enter the new password which you have changed before and LOGIN to the site.

**Example:** User ID: 00001234 , PIN: 210288

The form that you have to fill is named as “Housing” / “Dormitory Application Form” which is under “Student & Financial Aid” menu.

**Filling In Address, Room, And Physical Disabilities**

Undergraduate Students will be able to request for double and 4 persons rooms while Graduate Students will be able to apply for single or double rooms.

- Click “Yes” if you have any physical disability.

**Caution:** You will be asked to confirm your residence information by documents. Giving wrong information will cause you to lose your right for dorm residence.

After filling all the information in the first part, click “Submit and Continue” button to continue with Filling Roommate Preferences.
Making Roommate Preferences

The second part of Dormitory Application Form is constructed to specify the roommate you want to stay with.

**Note:** This part is not an obligatory part to fill. If you won’t have any roommate preference, click “Submit and Continue” button leaving this part empty.

**Caution:** The students will be placed together if only they choose each other. Otherwise, the system will assign them to different rooms.

To add your friend in your list, firstly enter your friend’s ID number by adding four zeros at the beginning. Then, click “ADD” button. In the case of an invalid ID number, the system will warn you with a massage. If the number you add is a valid one, that person’s name will appear in “Roommate Information” part. If your friend has also added you to his / her list, then you will see “Yes” in “His or Her Confirm” part. To delete a person from the list, click “Delete” button.

The warning massages and their explanations which may be given by the system during Roommate Preferences process.

<table>
<thead>
<tr>
<th>Warning Message</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no such a student</td>
<td>The ID number you enter is invalid. Check your friend’s number and try again. Example: 00001234</td>
</tr>
<tr>
<td>You must specify an ID number</td>
<td>Student Number (ID) part is not filled in. You are to write your friend’s school number adding four zeros at the beginning.</td>
</tr>
<tr>
<td>Already exist</td>
<td>It’s a message you get when you attempt to add the same person for the second time. It’s enough to add someone to the list just once.</td>
</tr>
<tr>
<td>You cannot add yourself</td>
<td>You get this message when you enter your own number in Roommate Preferences Part. You don’t need to add your own number to the list.</td>
</tr>
<tr>
<td>Your roommate’s gender must match with yours</td>
<td>The gender of the person you add is different from yours. You can add the students only in your gender.</td>
</tr>
</tbody>
</table>

To confirm and / or continue with the other step, click “Submit and Continue” button.
Checking, Updating And Deleting Applications

The information you have entered during the application process will be listed at the last step. If you haven’t prefered a roommate, “Roommate” part will be empty.

- If you have entered wrong information, correct it by clicking “Update Form”.
- If you want to cancel your application completely, click “Delete Form” button.

To return back to the ‘Information System’ menu, click “Main Menu” button.