The information in this booklet is subject to the decisions of Executive Board of Sabancı University and the regulations approved YÖK (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
Sabanci University is a participatory institution that is financially and administratively self sufficient and sustainable. Sabanci 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. Sabanci 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.
## CONTENT

### WELCOME TO ISTANBUL, TURKEY

#### BEFORE ARRIVAL

- Creating an Account for Sabancı University Access ........................................ 2
- Visa ....................................................................................................................... 2
- Residence Permit First Application .................................................................... 3
- Housing Application ............................................................................................ 4
- Tuition Fee Payment ........................................................................................... 7
- Course Registration ............................................................................................. 7
- How to get to campus ......................................................................................... 8
- Checklist .............................................................................................................. 9

#### AFTER ARRIVAL

- Orientation ......................................................................................................... 10
- Registration at Sabancı University .................................................................. 10
- Student ID Card .................................................................................................. 11
- Tax Number ......................................................................................................... 11
- Cell Phone Registration ..................................................................................... 13
- İstanbul Card ...................................................................................................... 14
- Foreign Identity Number .................................................................................... 14
- Student Certificate ............................................................................................. 14
- Course add-drops ............................................................................................... 15
- Academic Advisor ............................................................................................. 15
- Updating Personal Information ......................................................................... 15
- Sabancı University English Language Assessment Exam ................................ 15
- Turkish Language Courses ............................................................................... 16
- How to Get Transcript ....................................................................................... 16
- Semester Registration ....................................................................................... 17
- Residence Permit Extension ............................................................................. 17

### WHAT IS WHERE ON CAMPUS

#### LIVING IN ISTANBUL

- History of Istanbul & Religion ........................................................................... 24
- Things To See & To Do ...................................................................................... 25
- Local Time .......................................................................................................... 28
- How To Call Campus From Outside? ................................................................. 29
- How To Call A Taxi? ......................................................................................... 29
- In Case of Emergency ......................................................................................... 29
As the largest city in Turkey and 15th 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 Sabancı University Access
You will receive an e-mail from the Student Resources unit about admission information. In this e-mail you will get your Student ID and with this ID you can create your account, which is the first thing you have to do. With this account, you will be able to have access to SU information system and thus complete course registration, access to your records, etc.

Please check new comers link in order to create your account: 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)
- Medical 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 (whole blood count test), HbsAg, Anti-Hbs, Anti-Hbc IgG, Anti-HAV 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 48/54/25
- 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 (irolegal@sabanciuniv.edu) 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. The Student Residence Permit gives you the right to stay in Turkey during your study period. All international students, regardless of their status, are required to apply for the student residence permit within a month upon their arrival in Turkey. 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 provide you with the related information taken from the Istanbul Immigration Office. It is your responsibility to prepare all the documents and submit them to the Immigration Office on time!

You must complete the following documents after the registration so that you can submit your hard copy application file to the Immigration Office immediately.

**Important Notes:**

- An application can be only made after entering Turkey and registering at the university. Residence permit applications made from abroad are invalid. Students wishing to apply for the residence permit or to prolong the duration of the residence permit must be in Turkey.
- Turkish citizens / blue cardholders do not need to get a residence permit.
- Students cannot leave Turkey before obtaining the residence permit document. Departing from Turkey before the residence permit application is evaluated results in rejection. Your application automatically gets cancelled.
- Students are responsible for prolonging their residence permit according to their study period, if needed.
- Student’s passports must be valid at least 60 days beyond the requested ending date of residence permit. Make sure your passport is valid for 6 months minimum.
- 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 previous university. In addition, you need to get a document as a proof of leaving your university before you join Sabancı University.
- If you register for a PhD program after graduating from a master degree in Sabancı University, you have to apply for the student residence permit again.
- International Relations Office checks the applications before you submit them to the Immigration Office. Please keep in touch with the irolegal@sabanciuniv.edu in order to show your documents before your appointment with Immigration Office.

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 except emergencies), please make sure you have an Approval Document (Müracaat Belgesi) with you at the airport that proves your application for residence permit. To get Approval Document (Müracaat Belgesi), you need to visit the same website that you checked your application status (e-ikamet.goc.gov.tr). If your application is evaluated positively, you can download it as a PDF version.

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

The Immigration Administration is fully authorized to approve or reject your application and to mail your card to you. The period between the processing of your application and the receipt of your card may take up to 30-45 days.

International Relations Office is only responsible for providing the related information regarding your residence permit card application. For more information please contact irolegal@sabanciuniv.edu or click here.

**Housing Application**

Fall semester dormitory applications are open and will end on 11.09.2022 at 23:59

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

You will only be able to access the dormitory application system after you receive your Student ID which will be sent to you via e-mail by Student Resources.

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.

During the online application process, you can update your preferences and cancel your application up until the last moment. Placements are finalized and announced after the online application system closes. Placement results will be available on the student information system on 22.09.2022, starting at 13:00.

- 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 the online system and upload documents listed below:

1. **Criminal report**: You can get this document in person with your passport from the nearest courthouse in Turkey or download it from e-devlet after you get your residence card. The International Relations Office will guide you during the orientation week on obtaining a criminal record certificate. You will be given time to acquire it after your arrival.

2. **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.

3. **Student Residence Permit and Passport Copy**: You can submit your student residence permit card copy after you receive it. Upload your passport ID information page copy.

4. When making a preference for your roommate/friends, please be aware that it is essential to get your friend/friends to choose you as their roommate, as well. Otherwise, the system will not accept preferences made only by one party and will assign you and your preferred roommate/friends to different rooms.

5. Students who apply for and are placed in the dormitory but leave the dormitory without providing a valid excuse will be denied access to the dormitory application form for the upcoming semesters.

**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. You can make payment at the AKBANK branch available on campus. Payments are done in Turkish Lira.

- The fees can be displayed via https://www.sabanciuniv.edu/en/tuition-fees

- For more information please visit: https://dorm.sabanciuniv.edu For more questions, please do not hesitate to contact us: yurtlar@sabanciuniv.edu

- The fees can be displayed via https://www.sabanciuniv.edu/en/tuition-fees Deposit is (paid once, during first entrance) 4620 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.
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.
- Webpage: http://dorm.sabanciuniv.edu/Guide
- Contact: 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](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/](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 (~44 TL):
• First step: Take the Havaist Shuttle from İstanbul Airport to 4. Levent.
• Second Step: Take Sabancı University Shuttle from 4. Levent

To Kadıköy (~57 TL):
• First step: Take the Havaist Shuttle from İstanbul Airport to Kadıköy.
• Second Step: Take Sabancı University Shuttle from Kadıköy.

To Sabiha Gökçen Airport (65 TL):
• First step: Take the Havaist Shuttle from İstanbul Airport to Sabiha Gökçen Airport
• Second Step: Take a taxi from Sabiha Gökçen Airport 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 from Istanbul Airport (~600 TL):
If you take the taxi to the campus, it should cost around 600 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. 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 BiTaksi or Uber.
From Sabiha Gökçen Airport to Campus:

◎ Option 1 (~90 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 (~70 TL):
- First step: Take a taxi and go to Viaport Shopping Mall
- Second step: Take Sabancı University Viaport Shuttle from Viaport Shopping Mall

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

Please regularly check MySU for updates regarding transportation to campus.
AFTER ARRIVAL

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

The Orientation Days will be on September 28th-30th. 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, however, there will be an orientation program for undergrad students, you might like to attend some sessions of it, especially residence permit application presentation. Once the program details are clear you will be informed.

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 or in person in 3 weeks from the enrollment period (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).

**Photo**

Please upload your passport size photo which will be used on your student ID card. (Biometric photo taken in the last six months)

**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 YÖKDİL, e-YÖKDİL, YDS or e-YDS must submit the print out of the related exam report taken from OSYM website.

- If you submit TOEFL IBT, PTE Academic, CAE or CPE scores and take these exams in Turkey, the exam center must be a state university building.
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, e-YÖKDİL, YDS or e-YDS must submit the print out of the related exam report taken from OSYM website.

- If you submit TOEFL IBT, PTE Academic, CAE or CPE scores and take these exams in Turkey, the exam center must be a state university building.

Hard Copy Documents Required to Submit to Student Resources Unit

Below stated documents are required to be delivered to Student Resources Unit by post or in person in 3 weeks from the enrollment period.

- 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. They 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.

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.
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:

- Students can apply for the Istanbul Card in application page, under the online transaction menu.
- In the online applications of our students, either student certificate or Reduced-Fare Card Application Form will not be requested.
- Please click for the online application page: https://bireysel.istanbulkart.istanbul/
- You will able to apply for an Istanbul Card after your YOK numbers are created. You will be notified by Student Resources via e-mail once YOK numbers are created.

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.

Wireless Network Access
Sabancı University wireless network provides a secure network access in campus buildings. You can connect to the SABANCIUNIV wireless network with your SU-Net credentials. EDUROAM network is also available to use at campus.

MySU+
mySU+, is an application developed by the IT Unit for Sabancı University users, that enables all members to access the information they need about campus life. You will be able to login to your MySU account with your SUmail and password which you will receive after your registration.
The highlights of MySU+
✓ Find people in the Directory
✓ SUTicket
✓ SUCard (Meal, Transportation, photocopy) balance and detail,
✓ Course Schedule
✓ SUCourse +
✓ Announcement
✓ Events
✓ Academic Calendar
✓ CampusNET post & comments
✓ Shuttle hours
✓ Menu of day
✓ Emergency Phones
✓ Service providers
-And much more…
MySU app is available on Google Play and Apple Store
Web access: mysu.sabanciuniv.edu
**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/](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 15 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
If your studies continue past the expiration date of your card, then you have to extend your residence permit. 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. Please check visa conditions: http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa After coming to Turkey, start your renewal process by sending an email to irolegal@sabanciuniv.edu
Please be aware that the extension application is fully your responsibility. You have to make yourself familiar with the extension process from the Immigration Office web page and apply for extension before your residence permit expires. If you do not do so, you will face penalties and even deportation. Therefore, we suggest that you add your expiration date to your personal calendar and make sure to set a reminder at least 2 months in advance. (You have to make your extension application before the expiration date. If you miss the date, then you can still apply within 10 days of expiration, which might bring penalty payments)
The steps you should follow for residence permit extension;

• Please contact irolegal@sabanciuniv.edu and request an up-to-date application guideline and make your online residence permit extension application at this link: https://e-ikamet.goc.gov.tr
• After completing your online application please pay your residence permit card fee and download your payment receipt by using the online payment system.
• After completing the payment, prepare necessary document list given by the International Relations Office.
• You should submit your documents to the Immigration Office on your own.

For more information please contact irolegal@sabanciuniv.edu or click this link.
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.
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

Student Activities (University Center 1098)
Student Clubs
Tel : +90 (0) 216 483 9457
E-mail : clubs@sabanciuniv.edu

Sport Activities (Sports Center)
Facilities, sports team, hall of fame, sports courses, tournaments and reservations.
Tel : +90 (0) 216 483 9064/47/44
E-mail : spor@sabanciuniv.edu

International Relations Office (SBS 1168)
Residence permit, equivalency certificate, tax number, visa issues:
Tel: +90 (0) 0216 483 9397 E-mail: irolegal@sabanciuniv.edu

Trouble-shooting for other problems not handled elsewhere.
Tel : +90 (0) 216 483 9100
E-mail : degree-incoming@sabanciuniv.edu

Center for Individual Academic Development (University Center, 1st floor)
Center for Individual and Academic Development (University Center, 1st floor), Special Needs Student Support, Writing Support: (provided by Academic Communication ac@sabanciuniv.edu)
Tel : +90 (0) 216 483 9299 Fax: +90 (0) 216 483 9480
E-mail : 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
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 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

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, 2nd 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 : +90 216 483 9925-48-46
E-mail : healthcenter@sabanciuniv.edu

Akbank (University Center)
Payments, opening a bank account and ATM services.
Working hours:
Mon-Fri 8.30-17.00

Homer Bookstore (University Center)
Newspapers, magazines, English and Turkish texts, course books and stationary.
Working hours:
Mon-Fri 8.30-17.00

ŞOK Minimarket (University Center)
Greengrocer and food.
Working hours:
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: 8.30-17.30 (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 (0216 4839914)
  Email: oznur.baran@sabanciuniv.edu

- **D2 Building / Nihan Köymen**
  Office: 1017 (0216 4839956)
  Email: nihan.koymen@sabanciuniv.edu

- **D2 Building / Hakan Bilgin**
  Office: 1017 (0216 4839956)
  Email: hakan.bilgin@sabanciuniv.edu

- **A1-A2-A6-B5 Buildings / Rezhan Hasdemir**
  Office: A1-G034 (0216 4839926)
  Email: rezan.hasdemir@sabanciuniv.edu

- **A3-A4-A5-D1A-D1B Buildings / Serdar Önce**
  Office: A3-G008 (0216 4839938)
  Email: serdar.once@sabanciuniv.edu

- **B4-B10-B11-B13 Buildings / Gamze Ayık**
  Office: B10-G038 (0216 4839927)
  Email: gamze.ayik@sabanciuniv.edu

- **B8-B9-B12 Buildings / Şennur Kargı**
  Office: B8-G042 (0216 4839934)
  Email: sennur.kargi@sabanciuniv.edu

- **B3-F-G Buildings / Mehmet Deveci**
  Office: B3-G042 (0216 4839933)
  Email: mehmet.deveci@sabanciuniv.edu

- **B1-B2-B6-B7 Buildings / Bülent Aktaş**
  Office: B7-G042 (0216 4839936)
  Email: bulent.aktas@sabanciuniv.edu

- **Dormitory General Email:**
  yurtlar@sabanciuniv.edu

**Dormitory Night Staff**
Office: B1-G042 / B11-G035 / A4-G008
(0216 483 9932-9935-9945)
Email: yurtlargece@sabanciuniv.edu

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**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

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

**Nearby Shopping Center - Viaport**
Viaport is an open-air concept shopping mall and a living center near to Sabancı University. 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 16th-century masterpiece, Suleymaniye Mosque was built for Suleyman the Magnificent.

Sultanahmet:
Scene of chariot races and the center of Byzantine civic life. There is an Egyptian Obelisk, a stone obelisk and the Serpentine Column which were originally brought by the emperors and used for the decoration of the Hippodrome. Today it’s a nice area for picnics and meetings.

The Hagia Sophia:
It was the great cathedral of Byzantium for over a thousand years and was the greatest mosque in the Ottoman Empire for five centuries. Now a museum, it is still one of the most fabulous buildings in the world. Keep an eye out for the shallow pits in the stone floor 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 – Kumkapi, Fatih District Istanbul
Fun & Nightlife
You should not forget that Istanbul is a living city all day long; you can continue your fun at night. As you see, we cannot make a “to do” list for Istanbul, because nobody is able to have time to explore Istanbul in a few weeks. This enormous city is like an ocean to discover, and this city is waiting for new guests!

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

Yerebatan Sarıncı (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:
Topkapi was the first Ottoman palace to be built (1466-1478) in the newly conquered capital of the Empire. Located on the spot where the foundations of the city were first laid in ancient times by 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 Topkapi Palace which was pulled down for the purpose. It housed Sultans and their families before the Republic, and it was then used by Mustafa Kemal Ataturk during his visits to Istanbul. Ataturk died here on the 10th of November, 1938. The palace now serves as a museum and a guest-house used for receptions for foreign statesmen. Open daily except Mondays & Thursdays between 9.00am-4.00pm.
Symbols of the City

*Kiz 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.
The Hippest Neighborhoods

Beyoğlu-Cihangir-Galata:
This is like the heart of the city where everyone finds himself after work. You can walk down the Istiklal Street window shopping, have some snacks in a café in Asmalimescit, and walk down to Galata where you can find the hippest small design shops of young Turkish designers. If you lead to Sishane, you can find IKSV 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 Beyoğlu is the right place to go if you want to try meyhanes.

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

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

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

Robinson Crusoe is a great bookshop located in Beyoğlu where you can find international books and magazines.

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

Ortaköy-Kuruçeşme-Bebek:
On the banks of Bosphorus, you may find many good restaurants and nightclubs which lead the city’s nightlife. And on a Sunday morning, you can see the Turkish jet-set having their breakfast in a café in Bebek, jogging or swinging their kids in the playpen.
Bağdat Caddesi:
This is like an open air shopping mall. A very long street full of fashion stores and cafés, Bagdat Street is the place where people go to if they are on the Anatolian side. You can shop, and then have a walk to Caddeboistan 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 Kavaği. The village is surrounded by wooded hills and there are great views from the Byzantine Yoros castle which once controlled the Black Sea approaches.

Go to peaceful Princes’ Islands in the Sea of Marmara to the south of Istanbul. Four of the nine islands are easily accessible by ferry from İstanbul. Burgazada, with its horse-drawn carriages and its Greek Orthodox Church of St John the Baptist, is particularly charming.

Istanbul is like a big stage where you can find many cultural events for all tastes. Some of the most important ones are the International Music Festival (June), International Jazz Festival (July), International Film Festival (April), Istanbul Biennale (September), Contemporary Istanbul Arts Festival (November).

Local Time
In Istanbul the local time zone is GMT+3 and time is always used on 24 hours.
How To Call Campus From Outside
The central phone number of the campus is +90 216 483 90 00 or 91 00 for International Relations Office. After dialing this number, the 4 digit extension number can be dialed, which will be written on the phone in your dorm room, if you are staying on campus.

How To Call a Taxi?
If you need a taxi you can call it by yourself or download Bitaksi app on your mobile phone.

Tepeören Taxi 0216 304 24 20

You can call and say;
- I am calling from Sabanci University (in Turkish - Sabancı Universitesi’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 - Police - Fire - Gerndarmerie-
Emergency: 112