

# İTÜ



## Pre-arrival Information for Exchange and Visiting Students at Istanbul Technical University

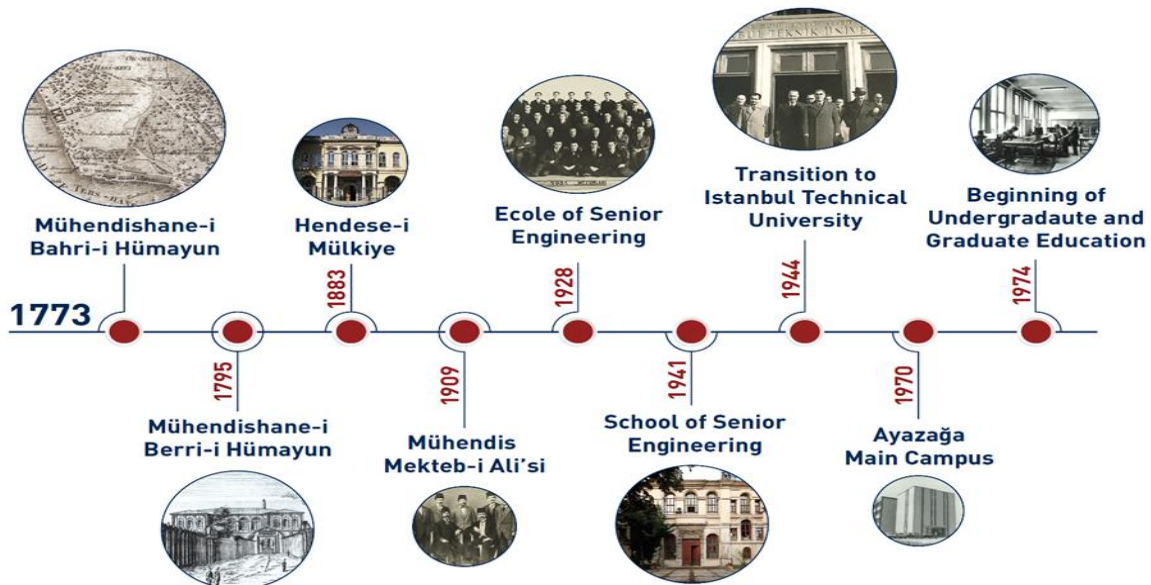
*The intention of this guide is to give you all a glimpse of what to expect when you arrive to Istanbul, Turkey.*

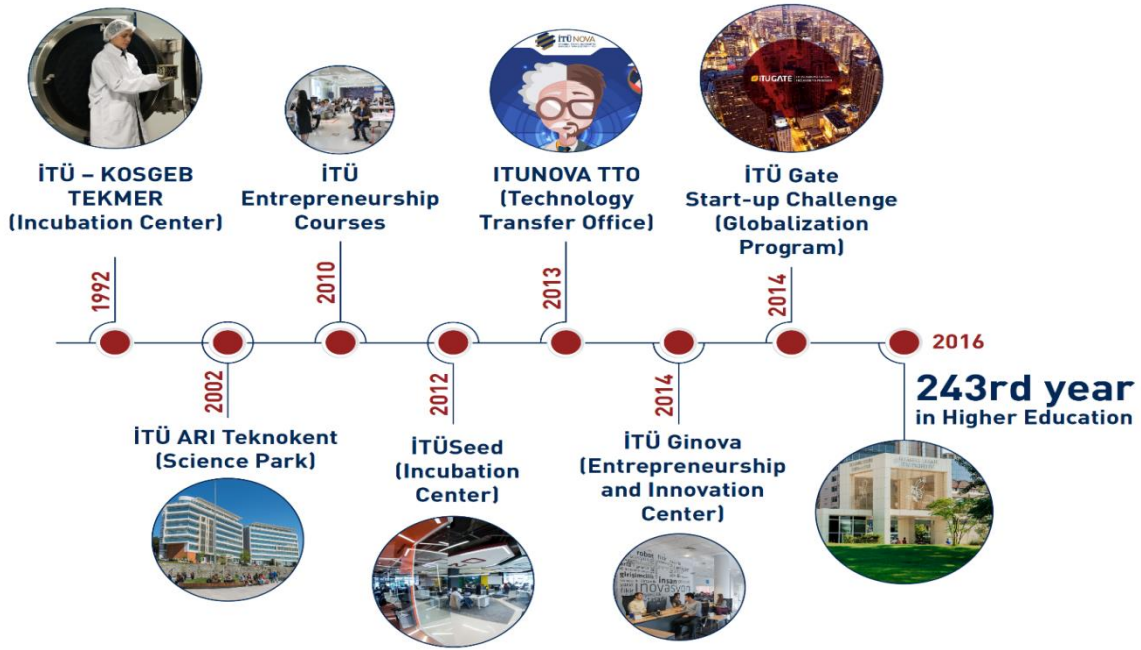
### Welcome to ITU!

ITU, being a pioneer through the ages in science and arts, offers you global opportunities through a brand new perspective. Clearly, you are in the heart of civilizations, which will inspire your intellect and enrich your way of thinking. Our multicultural living environment and distinct academic opportunities are exciting and will challenge you in new and different ways. Your academic success at ITU is our priority; so study hard but don't forget to enjoy yourselves!

### ITU History and Traditions at a Glance

Founded in 1773 with the name "Mühendishane-i Bahr-i Hümayun" (Imperial School of Naval Engineering) during the reign of Mustafa III, Istanbul Technical University is a prominent and pioneering university of engineering and architecture with many innovative studies in science, technology, research and development. The historical timeline below shows how ITU has evolved through the ages.





## The Bee

The ITU logo “Bee” was developed by the ITU Students’ Association. It symbolizes the intelligence and productiveness of the ITU family.

ITU offers 39 graduate programs at 13 faculties, 39 postgraduate and doctoral programs at 6 institutes on five different campuses, all of them located in the heart of Istanbul.

Here in ITU; there are 360 laboratories and 13 research centers. With 23 accredited engineering programs, ITU has the most ABET accreditation in the world. Students participating in the International Joint Bachelor Program are eligible for dual diplomas by completing half of their training at accredited universities in the USA. ITU,

which offers double major and minor facilities in many departments, has the most Erasmus exchange program of Turkey with more than 900 agreements.



## **City of Istanbul and ITU Neighborhood**

Located in the center of the Old World, Istanbul is one of the world's greatest cities famous for its historical monuments and magnificent scenic beauties. It is the only city in the world, which spreads over two continents: it lies at a point where a narrow strait - the Bosphorus, separates Asia and Europe. Istanbul has a history of over 2,500 years, and ever since its establishment on this strategic junction of lands and seas, the city has been a crucial trade center.

The historic city of Istanbul is situated on a peninsula flanked on three sides by the Sea of Marmara, the Bosphorus and the Golden Horn. It has been the capital of three great empires, the Roman, Byzantine and Ottoman empires.

ITU is a large city university with its campuses located at the central points of Istanbul: Ayazağa, Gümüşsuyu, Maçka, Taşkışla and Tuzla. All campuses are centrally located and are in walking reach to hospitals/health centers, post offices, banks, shopping centers, markets and hotels/hostels. Museum, cultural centers and stadiums can easily be accessed via public transport.

As in all major cities, it is advised to be cautious when traveling in and out the city. Please advise your friends of your whereabouts if you are traveling somewhere new and alone.

### **Money for your arrival**

When you arrive in Istanbul, you will need enough money for immediate expenses such as transportation, accommodation, food and other related costs. We advise you not to bring large amounts of cash.

ATMs: Cash is available immediately from Automatic Teller Machines. There may be a daily limit and fees for using the service. There are ATMs at all campuses.

International Credit Cards: All major credit cards and debit cards are accepted in most places.

Wire transfers: This is the safest way to transfer money. There are two branches of banks and ATMs at Ayazağa Campus.

Currency exchange facilities: Currency exchange in Turkey is common and can be done at various exchange bureaus.

Checks and Traveler's checks are not used in Turkey.

## Transportation

All ITU campuses are located at points that offer public transportation alternatives. There are ITU stops between the routes; there are 8 bus lines in Europe and 2 bus lines in Anatolia. ITU metro stop is located in front of the main campus in Ayazağa, and Taşkışla and Gümüşsuyu campuses can be reached within a few minutes' walk from Taksim metro station. Taksim - Maçka cable car line is the transportation option between Taşkışla and Maçka campuses. Thanks to the fact that all the campuses are located in the city center and the public transport facilities are linked to each other, it is possible to easily reach other urban travel alternatives such as ferryboat, metrobus, and tramway.

We do not have a shuttle to pick up international students from the airport. Students are expected to make their own way to their dormitory or residence. Istanbul is a metropolitan city and there are buses, trains and tubes (metro) to and from ITU and other areas in the city until late hours.

There are two major airports in İstanbul.

From Atatürk Airport:

By metro;

To travel by metro, you must obtain an "Istanbul Card" from the information desk or the machines provided. Card fee is approximately 5.00 TL; additionally you will need to load credits to access the metro service. 1 metro pass costs approximately 3.00 TL.

The metro station is inside of the International Ataturk Airport (M1 metro line). Transfer to M2 metro line at the final station (Yenikapi). "Istanbul Teknik Üniversitesi – ITU Ayazağa" is the final destination.

It takes around 1.5 hour to reach the main campus from Ataturk Airport.

By HAVATAŞ shuttle;

It would be best to take the HAVATAŞ airport shuttle which is the most convenient way to travel to the city center, Taksim Square. You can find Havataş shuttles right in front of the airport exit gate. This bus would cost approximately 15.00 TL.

Once arrived in Taksim, you can take metro to get to ITU Ayazağa station. Follow the ITU signs and you will find yourself at the entrance of ITU.

By taxi;

When you arrive to the airport you may take a cab that will cost about 90.00 TL to go to Taksim Square, where you can take the metro.

From Sabiha Gökçen Airport:

Sabiha Gökçen airport is the furthest and second major from the City.

By HAVATAŞ shuttle;

As mentioned above, you can take the HAVATAŞ airport shuttle at the airport exit gate to arrive in the city center, Taksim Square. The bus would cost approximately 20.00 TL . Once arrived in Taksim, you can take metro to get to ITU Ayazağa station. Follow the ITU signs and you will find yourself at the entrance of ITU.

By taxi;

When you arrive to the airport you may take a cab that will cost about 150.00 TL to go to ITU Ayazağa Campus.

**On Google Maps:**

Main Campus: <https://goo.gl/maps/C2SEVgqiEG72>

Architecture Building: <https://goo.gl/maps/uBYb2Gq2dQK2>

Mechanic Faculty: <https://goo.gl/maps/ztCrfSimZTk>

Maritime Faculty: <https://goo.gl/maps/wZHGVBivVL22>

Macka Campus: <https://goo.gl/maps/zKkcVPEEnmi12>

**Housing**

ITU provides 4 thousand-bed capacity housing facilities to its local and international students. In total, there are 13 dormitories at Ayazağa and Gümüşsuyu campuses, with comfortable conditions. The rooms are fitted with 3 bed, 2 bed and single bed. In addition, there are separate working stations, tv rooms, canteen and security services. All students have telephone and internet access. Exchange student are more likely to be placed in our Gölet or Arıoğlu dormitories.

### Contact Information:

Gölet Student Dormitory:  
İstanbul Teknik Üniversitesi,  
Maslak Ayazağa Kampüsü  
Gölet Yurtları 3. Blok Yurt Müdürlüğü  
Tel: 0212 285 70 37-38

Arıoğlu Student Dormitory:  
İstanbul Teknik Üniversitesi, Maslak Ayazağa Kampüsü  
Tel: 0212 285 70 37-38

### Dormitory Fee:

Gölet Dormitory 750.00 TL per month, 1.500 ₺ deposit  
Arıoğlu Dormitory 680.00 TL per month, 1.200 ₺ deposit

The first dormitory fee and deposit must be paid to the account number to be obtained from the dormitory management and the original of the receipts must be given to the dormitory directorate.

Payments must be made to the bank, which is located on the campus, on the day of check-in.

Because of the high demand in the dormitories in our university, we are unable to provide dormitories for our visiting students. Off-campus housing options can be found via our Erasmus Office (<https://www.facebook.com/groups/153908324757441/>) or individually.

For students who stays at ITU Dormitories,

The moment has arrived when you have progressed to a point where you are moving out of the dorm!

This could mean that you have reached the end of your semester. In order to get your deposit back, most dormitories require that you leave your room in pretty much the same way you found it when you moved in. The purpose of a deposit is to cover any damages that may have occurred while you lived in the room. Your goal should be to leave everything looking good and working well.

You can open account from Vakıf Bank after you received tax number. You will need this account number to get your dorm deposit back. It is necessary to start the paper work for your refund 20 days prior the day that deposit to be received.

In order to open an account in Türkiye İş Bankası or Vakıfbank, students should obtain the residence paper from the dormitory management and take the sample of the identity register copy from the nearest Civil Registry (Nüfus Müdürlüğü) and give this document to the bank.

\*Bank Information:

ITÜ Strateji Gel. Daire Başkanlığı Vakıflar Bankası – Maslak Branch, Branch No: 401

Account Number: 001580072 968 55662

IBAN No: TR07 0001 5001 5800 7296 8556 62

### Orientation

Welcome NewBees!

During the orientation you will be advised on the rules and regulations with an information package to guide you for your adaptation to ITU and Istanbul. Orientation dates may vary each academic year.

**IMPORTANT NOTE:** Please consider ITU working hours when planning your arrival to ITU. These are Monday-Friday between the hours of 09.00-17.00. Additionally, please refer to the public holidays given below and the academic calendar for the relevant year.

Below are the details, which will be covered during orientation for your guidance:

- Welcome address

Introduction to ITU and Istanbul

- Student certificates

Two student certificates are provided upon your registration. You need this document to apply for Istanbul Kart and Residence Permit.

- Dormitories and bursaries

ITU houses over 4000 students at the dormitories You can apply for dormitories after completing your registration however; there is no guarantee for placement.

ITU also provides various bursaries; such as dining bursary, based on merit to students in need of financial assistance. Please refer to the Dormitories and bursaries office for further information.

- Residence Permit Application

The application procedures are discussed in detail.

- Health Insurance

It is required for all degree-seeking international students to have a health insurance; of which details are given below.

- Bank Account

You can apply for bank account once you have received your unique Turkish ID number after a successful residence permit application.

- Student ID cards

Students are required to apply ITU Card Processing Office with a student certificate and a photo.

- ITU user account information for e-mail and internet access

After your registration, students are required to apply IT Office for ITU username and password to access ITU accounts and internet.

Student ID card can be used for the admission to a library, book check-out and cafeteria.

Email: Students can apply for their email ID with the Student ID.

Internet Access: Wireless Internet Access is available on campus and LAN access is available in the dormitory rooms.

- Use of dining facilities

After obtaining their student IDs, students need to load money to use ITU dining halls. Lunch costs in addition, there are various cafes and restaurants in all campuses.

- Use of library

After obtaining their student IDs, students are required to apply at the Mustafa İnan Kütüphanesi, which is the main library located at the Ayazağa Campus.

- Use of sports facilities

After obtaining their student IDs, students can use all sports facilities with a certain amount of fee, which varies each academic year.

- Student transportation card

Student Transportation Card provides you discount on any public transportation vehicle in Istanbul. In order to get one all students should:

- Choose the Application Center (Closest ones: Taksim, Beşiktaş, Karaköy, Topkapı, Gayrettepe)



Required documents:

- Official ID (passport and student ID of ITU)
- Student certificate
- Photo
- Card Fee: 10.00 TL
- YOKSİS number( ITU IO provided at orientation)

Please note that graduate level visiting students cannot obtain Student Transportation Card only Istanbul Card.

### Residence Permit

All international students are required to apply for residence permit following the enrollment at ITU.

Residence permit is a legal document, which indicates that you are a legal resident in Turkey. The provincial directorate of migration management issues this document.

Please follow the steps below for residence permit application:

1. Go to <https://e-ikamet.goc.gov.tr/> and choose "I LODGE AN APPLICATION FOR RESIDENCE PERMIT FOR THE FIRST TIME"
2. Fill out sections marked in red.
3. Choose date for appointment.
4. Use address information below for delivery of your residence permit:

**Province:** İstanbul

**District:** Sarıyer

**District/Village:** Reşitpaşa

**Mainroad:** İstinye Bayırı Cad.

**Apartment:** İstanbul Teknik Üniversitesi (any place inside the campus)

**Section:** you may choose anyone

5. Print out your application and sign
6. With your print-out and student certificate, you are required to go to the Tax Office to apply for your tax number where you can also pay your residence permit card fee. Please keep your receipt for further reference.

You may go to any Tax Office however you are advised to go to the Beyoğlu Tax Office.

Once you have completed the above steps, you will be notified to submit documents regarding

your application to the relevant office at ITU. The dates of submission will be announced at a later time to the students' ITU e-mail addresses.

#### **Documents for Residence Permit**

- Passport
- Passport copies of the photo page, first page, visa and entry stamp pages
- Printed Residence Application Form
- 4 biometric photos (must be taken within last six months and with white background)
- Student Certificate obtained from Student Registrar's Office after your courses are registered by Mr. İlyas Mollaoğulları.
- Statement of Income ( ITU IO provided at orientation)
- Statement of Insurance ( ITU IO provided at orientation)
- Receipt of Residence Permit Card Fee
- Receipt of Tax Number
- Acceptance letter in Turkish ( ITU IO provided at orientation)

#### **IMPORTANT NOTES:**

1. Although you will need a minimum 60 days on your valid passport, you will only be given a 60-day residence. For this reason, you are advised to renew your passport before your arrival to Turkey. If you change your passport during your time in Turkey, it is necessary to re-apply for a new residence permit.
2. Documents provided by all students from their country with the aim of applying for a residence permit in Turkey are required to be with Apostille or to be approved by the consulate of your country in Turkey. If you present the documents issued in your country with Apostille, you need to have it translated and notarized. However, if you present the document without Apostille, you are required to have the document approved by the Embassy or the Consulate of your country in Turkey.
3. You are required to have a passport or a travel document valid at least 60 (sixty) days beyond the duration of the requested residence permit.
4. Additional necessary documents if you are under the age of 18 you are required to provide the documents below:
  - a) Letter of Consent: You are required to have the permission of your parents to study and reside in Turkey and therefore it is required to hold a letter of consent issued by competent authorities in your country.

b) Birth certificate

5. If you already have a valid residence permit and wish to extend it, you are required to enter the website of the Immigration Office and choose "I Apply For The Extension of The Duration of Residence Permit". You are required to apply in person with all necessary documents at the Immigration Office.

For further information and inquiries, please contact:

The Immigration Office [www.goc.gov.tr](http://www.goc.gov.tr)

### *Health Services*

Students are required to have an insurance plan. However; the insurance plans provided in Turkey to international citizens are found to be more comprehensive.

Students, who arrive in Turkey without an insurance plan, are required to sign the "Immigration Administration Sigorta Form" issued by the Provincial Immigration. By signing this form, you agree to purchase a valid insurance plan within 3 months of your university registration date.

You are required by Turkish law to have a health insurance in Turkey covering your whole placement. There are a few kinds of insurances you can have:

- Insurance covered by International Agreement (applicable to national hospitals)
- Government Social Security Insurance (applicable to national hospitals)
- Private health insurance (applicable to private hospitals)

In addition, all international students and scholars are offered free medical care at the İTÜ Medical Centers located at the relevant campuses.

The Department of Health Services, which is affiliated to the Health, Culture and Sports Department of our university, provides first hand health services to students, academic and administrative personnel and their immediate family members.

Ayazağa Health Services has a pediatric specialist, practitioners, dentist, psychologist, cardiologist, gynecologist, radiologist, biochemist, nursery, emergency specialists and ambulances and laboratory specialists.

Total blood count, sedimentation, fasting and satiety blood glucose, OGTT, Urea, Creatinine, Uric Acid, AST, ALT, ALP, GGT, Triglyceride, Total Cholesterol, HDL and LDL Cholesterol, Iron, Total Iron Binding Capacity (TIBC), Insulin Resistance (HOMA IR) and CRP are carried out. Blood Group and Total Urinary Incubation (TIT) are performed in patients with chronic hepatitis B, HbA1C, T4, TSH and Total PSA.

There are Operation and Observation Room, Nurse Room, USG Room, X-ray Unit, Dental Unit, Blood Collection Room, Biochemistry Laboratory, Polyclinic Rooms and Bureau, where dressings, injections and other medical interventions are carried out.

### **Enrollment for Classes and Curriculum**

Course registration for exchange and visiting students is held every year on the first week of the semester. Course changes can be made in the following week. If the courses that the students want to take are seemed to be full in the system, they can make the course registration to Mr. İlyas Mollaoğulları by taking the acceptance letter from the instructor. Visiting students can register courses by paying the course fee. The procedure is the same for the guest students too. If the course quota in the system seems full, the course may be accepted by the instructor and the course registration may be made by the Student Affairs Department, Mr. İlyas Mollaoğulları.

You can find your program's curriculum here: <http://www.sis.itu.edu.tr/eng/curriculums/>  
Course offers vary every term, final curriculum announcement is made one month before the semester starts.

### **Special Activities**

The ITU Culture and Art Association (KSB) was established on November 22, 1987 with the aim of organizing cultural and social activities in ITU, where engineering education is predominant, and to develop their personal talents in a scientific environment with active participation of the students. In the framework of the special regulation, the clubs established by the students are guided and supported by the successful artists and experts in their field if necessary. In the clubs affiliated to the Culture and Art Union, all ITU exchange and visiting students are free to join and benefit from all possibilities.

ITU KSB has more than 300 student club where you can easily find your place. There are good places to make friends and experience new things especially when you are an international student. We encourage you to take part of our student clubs and have local friends to share your experiences with.

## Weather

In İstanbul, the summers are warm, humid, dry, and clear and the winters are long, cold, windy, and partly cloudy. Over the course of the year, the temperature typically varies from 3°C to 30°C and is rarely below -1°C or above 32°C.

The warm season lasts for 3.2 months, from June 9 to September 15, with an average daily high temperature above 25°C.

The cool season lasts for 3.9 months, from November 28 to March 25, with an average daily high temperature below 12°C.

### Summer

In İstanbul, summer comes in June and stays until September with regular temperature of more than 40 °C. July appears as hottest month with usual temperature of 47 °C. Although, summer is extremely hot, the climate of İstanbul cannot be considered as strictly Mediterranean since there has not been any record of summer draught. All over the season, the winds remain fast with an average speed of 17 km/h and air temperature may climb more than 30°C. The city witnesses little downpour during these months and air remains humid.

### Autumn

Autumn emerges as longest season in İstanbul. During this time, morning fog makes the skies so bright. However, in the months between September and October, the weather becomes crisp, cloudy and therefore not bright and sunny. The weather in İstanbul appears unreliable during this time, for the whole region climate is an overwhelming combination of lands and seas. The morning fog disappears gradually at noon as the sun shines the sky.

### Winter

During winter, nights in İstanbul become cooler and the day temperature fluctuates between 10°C to 12°C. Tourists may experience a little snow but it would not be more than two weeks in the whole wintertime.

### Spring

Spring appears particularly in April and lasts till May. It is the best time to visit İstanbul since the weather remains comfortable for tourists with enjoyable temperature, 15°C to 25°C. Officials adorn the parks and gardens in İstanbul with tulips and some other flowers.

## Where to Shop

ITU has 2 big grocery stores within. Migros and Sok, can provide ITU students almost everything they may need. Also, there is Gratis, where you can shop for mostly personal hygiene and beauty products.

Moreover, within 20 minutes' walk, you can find Istinye Park, a big and well known shopping mall if you feel like to take a look at stores.

There are also several stationaries in every faculty building for any classroom supplies you may need, including lecture notes and questions from the previous midterms. There are also computers available in these stationaries.

### **Useful links**

ITU official website

[www.itu.edu.tr](http://www.itu.edu.tr)

Student Registrar's Office

[www.sis.itu.edu.tr](http://www.sis.itu.edu.tr)

+902122853400

Dormitories and Bursaries Office

[www.yurtburs.itu.edu.tr](http://www.yurtburs.itu.edu.tr)

For dormitories;

+902122857058

ITU Libraries

[www.library.itu.edu.tr](http://www.library.itu.edu.tr)

Istanbul Municipality

[www.ibb.istanbul/en](http://www.ibb.istanbul/en)

Istanbul Metro Information

[www.metro.istanbul/en](http://www.metro.istanbul/en)

Airport Shuttle Services

[www.havabus.com](http://www.havabus.com)

Ministry of Culture and Tourism

[http://www.kultur.gov.tr/?\\_dil=2](http://www.kultur.gov.tr/?_dil=2)

### **Emergency Telephone Numbers**

|              |     |
|--------------|-----|
| Ambulance    | 112 |
| Police       | 155 |
| Fire Brigade | 110 |

### Public Holidays

|               |   |
|---------------|---|
| January 1 st  | New Year Day                            |
| April 23 rd   | National Sovereignty and Children's day |
| May 1st       | Labor Day                               |
| May19th       | Day of Commemoration of Atatürk         |
| August 30 th  | Victory day                             |
| October 29 th | Republic day                            |

### Before you leave

Please inform your coordinator and the International Office of your departure date. – Leave your correspondence address with the International Office if you wish for your official transcript to be sent to you instead of the home institution. Please leave your ITU Student Card to the International Office.

Sibel GÜÇKIRAN –International Student Exchange Mobility

International Office  
Istanbul Technical University  
Ayazaga Campus  
Student Registrar's Office 2nd floor  
Maslak, 34469 İstanbul / Turkey  
E-mail: [guckirans@itu.edu.tr](mailto:guckirans@itu.edu.tr) / [intoffice@itu.edu.tr](mailto:intoffice@itu.edu.tr)  
Tel: +90 212 285 6600

