

**İstanbul
Bilgi University**

LAUREATE INTERNATIONAL UNIVERSITIES

WELCOME GUIDE FOR INTERNATIONAL EXCHANGE STUDENTS

2018-2019

International Center

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INTRODUCTION

There is nothing like an international exchange experience to learn more about another country, language, or culture. Perhaps most important is that, students learn more about themselves as they gain confidence, independence, understanding, and respect for other people and cultures around the world.

We hope that your experience will enrich you, both academically and personally, during your stay in Istanbul, Turkey.

We highly recommend you to follow this “Welcome Guide” in order to learn significant information that will help you before and during your exchange period at BİLGİ.

It is a great pleasure to welcome you at Istanbul Bilgi University.

International Center and Istanbul Bilgi University Campuses



How to Get to Turkey?

Most of the airlines have direct flights to Istanbul from different parts of the world. Also, another option for you.

There are two main international airports which are located in Istanbul. These are:

- Atatürk International Airport (at the European Side) **RECOMMENDED**
You can find information about the airport, transportation to/from airport by clicking: <http://www.ataturkairport.com/en-EN/Pages/Main.aspx>
- Sabiha Gökçen International Airport (at the Asian Side)
You can find information about the airport, transportation to/from airport by clicking: <http://www.sgairport.com/homepage>

Facebook Group

Please, like our Facebook page which will help you to contact with the other exchange students. You can also ask your questions on there and find useful information about your stay in Istanbul.

<https://www.facebook.com/groups/Erasmus.BilgiUniversity>

Obtaining a Visa

Before your departure to Turkey:

According to new regulations, you do not need to get a student visa in order to study in Turkey as an Exchange student. On the website there is only one way to apply for visa. We list the visa requirements based on different citizenships below. You can also check the visa requirements on the following website <https://www.evisa.gov.tr/en/apply/> . In order to stay in Turkey more than 90 days, you need to apply for the Residence Permit. We will inform you in detail about the Residence Permit Procedure during the Orientation Day.

ARRIVAL

Be Present on the Orientation Day!

The Orientation day will be held on **6th of September 2018**. The program for the Orientation will be shared with you separately. The orientation will take place at **santrall**Istanbul campus. Your participation is **MANDATORY!** All the needed information about your Erasmus exchange will be given on this day.

We highly recommend you to arrive a few days before it so that you get acquainted with the city and settle into your accommodation.

The address of the **santrall**Istanbul Campus is:

Eski Silahtaraga Elektrik Santrali
Kazim Karabekir Cad. No: 2 /13,
Eyüp / Istanbul

You can also use shuttles from main locations to **santrall**Istanbul campus.

santrallIstanbul <> Beşiktaş
santrallIstanbul <> Kuştepe-Trump Towers
santrallIstanbul <> Dolapdere
santrallIstanbul <> Halıcıoğlu
santrallIstanbul <> santrallIstanbul Annex
santrallIstanbul <> Pangaltı (Next to Ramada Hotel - In front of Finansbank)
For the shuttle hours follow <https://www.bilgi.edu.tr/en/life-at-bilgi/transportation/shuttle/>

A volunteer buddy who is a student at BİLGİ will assist you. Remember, you can always contact with International Center about your concerns, as well.

STEP BY STEP WHAT YOU NEED TO DO!

1- Enrol to Istanbul Bilgi University

International Center will help you during your enrolment. Please, have the documents ready on your enrolment day. In order to be an official exchange student of BİLGİ, you must enrol as an exchange student through Student Information System (SIS).

We will inform you about enrolment date/place later.

Necessary Document for Enrolment:

- 2 photographs
- Original passport
- Copy of your passport –ID info page, visa or entrance stamp page
- If you have Turkish citizenship or blue card, please bring your Turkish ID or Blue card

After that, you will be provided:

- BİLGİ Student ID Card
- Personal user name and password for the access of BİLGİ Online Student Page, BİLGİ E-mail, BİLGİ Online Library Pages, and other online facilities.

Academic Calendar

- Please, click on the following links to see Academic Calendars:

Undergraduate Programs

<https://step.bilgi.edu.tr/tr/sayfa/lisans-onlisans-82/>

Graduate Programs

<https://step.bilgi.edu.tr/tr/sayfa/lisansustu-83/>

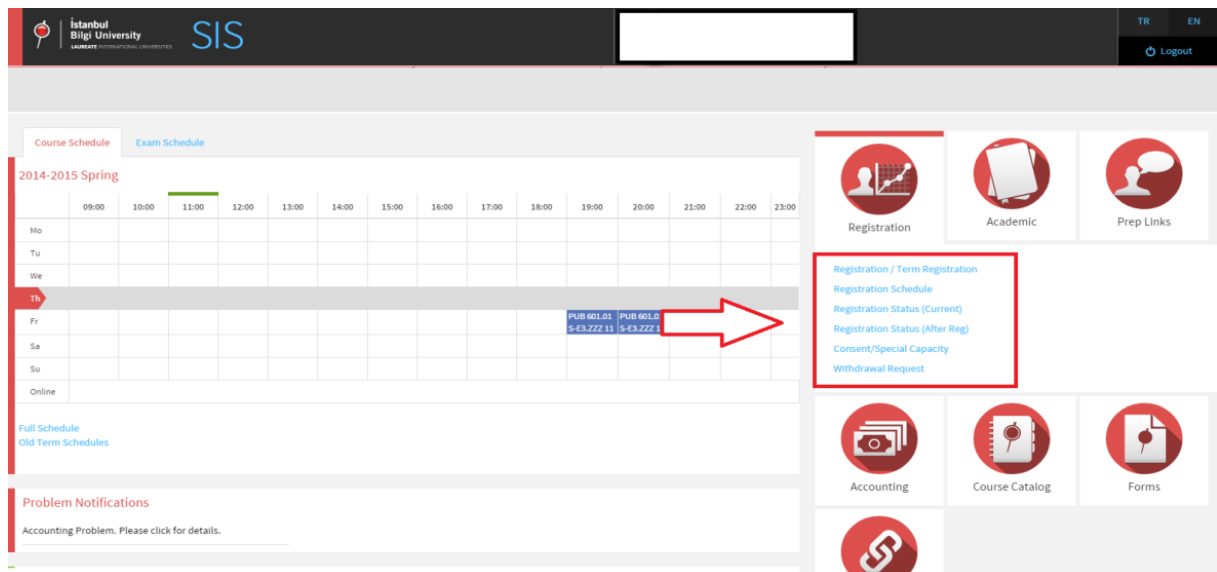
2- Course Registration

After enrolling to our system at the Student Affairs Office, you will be selecting your courses on the SIS. The dates for course registration will be in between **17-21 September, 2018*** for both undergraduate and master degree students.

After choosing your courses through your student page on SIS, you must print out your course schedule. There, you will see a digit number, which must be approved on the system by your advisor. IF NOT your course schedule **never will be valid!**

Here is the link for course list ; <https://ects.bilgi.edu.tr/course>

*You can search typing on search criteria as “recommended for international students”



Sample SIS Main Page

Departmental Erasmus (Exchange) Coordinators:

As soon as you complete your course registration, you need to get approval from your Department Coordinator/Advisor here, at BİLGİ. Please, find the Coordinator/Advisor of your department on the website at the following link:

<https://www.bilgi.edu.tr/en/international/international-center/outgoing/erasmus-programs/erasmus-study-mobility/department-exchange-coordinators/>

Classes:

The classes of fall semester begin on **September 24th, 2018*** and the last day of examinations is on **January 14th, 2018^{1*}**.

3- Residence Permit

After you arrived to Istanbul please, immediately make your appointment at this link;
<https://e-ikamet.goc.gov.tr/>

Within one month of your arrival, you have to apply for your residence permit ONLINE. It is not of high importance the date of the appointment for your residence permit in the Migration Office, as long you apply for it online during the first month of your stay in Turkey.

A Residence Permit is an official document stating registration with the Directorate General of Migration Management (İçişleri Bakanlığı Göç İşleri Genel Müdürlüğü).

When you apply online for residence permit you have to choose “Short Term Residence Permit”

After you finish your application on the website please gather all necessary documents before your appointment. If you even have one missing document, your application will be canceled. So it is very important to take all the necessary documents on the appointment day.

Important Notes!

*Once you complete and submit your online form, you cannot make any changes on it, so, please, be sure about the information you provide on the system. If you need any assistance, please, contact your advisor at BİLGİ International Center.

*When you fill up the online application form, please, use only English keyboard/alphabet.

*After you complete the form, please, print it in colour, as black-white print form is not accepted by the Directorate General of Migration Management.

*In case you complete the form and you cannot print it out, please, take a note of your application’s reference number.

¹If postponements occur due to any obligations during the Final Exams period, the exams will take place on the above mentioned period and in addition to previously declared hours.

Health Insurance

One of the requirements to obtain a residence permit is to have health insurance. Students must have a health insurance issued in Turkey in order to apply for the residence permit.

If you already have an international health insurance which is valid in Turkey, please get signatures and stamps from your insurance company's Turkish branch. If you don't get signatures and stamps from you're the Turkish branch of insurance company, Migration Office will not accept it as valid.

Here are the options for health insurance:

- **Option 1: Bring your health Insurance policy from your home country (Only valid for Erasmus Exchange Students)**

Starting Fall 2014, Turkish authorities ask for a proof of minimal health insurance coverage to issue the residence permits.

Minimum Coverage Table:

	Contracted Institutions		*Non- Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000. -TL	Insured: 40% Company: 60%	2.000.-TL	Insured: 40 % Company: 60%
Inpatient Diagnosis Treatment	Unlimited	Insured: 0 % Company: 100%	20.000.-TL	Insured: 20% Company: 80%

*Non- Contracted Institutions: Institutions (hospitals, physicians' offices, and the other health institutions) do not have an agreement with the insurer.

If you are bringing your own health insurance from your home country, it should cover the minimal coverage indicated above on the table. The coverage table has to be shown in your insurance policy explicitly. It, also, must be in compliance with the minimal requirements of the mandate for obtaining a residence permit in Turkey. Additionally, it **has to be translated in Turkish and approved by the Notary in Turkey.**

Please, be aware that this regulation is only valid for Erasmus Exchange Students.

- **Option 2: Social security agreement between Turkey and your home country**

If Turkey and your country have a social security agreement: You need to visit your social security office (not your private insurance company) in your country before you arrive. They will give you a document with the Turkish Social security Office's approval. You can use this approved form as your insurance, in your residence permit application. For further information about the security agreement, please, contact the International Center of home university.

Here you can find the list of agreements:

Germany **TA 11**

France **SE 208-06 A FT & SE 208-28 FT**

Belgium **BT 8**

Turkish Republic of North Cyprus **KKTC/TC 3**

Czech Rep **CZ/TR 111**

Luxembourg **TR/L 3**

Romania **R/TR 3**

Netherlands **N/TUR 111**

Austria **A/TR 3**

Bosnia Herzegovina **BH/TR 4**

Macedonia **MC/TR 4**

Albania **AL/TR 4**

- **Option 3: Private Health Insurance (Allianz)**

BİLGİ and Allianz have a special agreement for health insurance. If you want to use this option, you must be here in Istanbul and have a tax number in order to be able to complete your health insurance application.

You can get your tax number from the Tax offices. All you need is your passport and a photocopy of the passport page with your photograph on it.

Required documents to apply for Private Health Insurance (Allianz):

- Application form*
- Tax Number
- Photocopy of passport
- Student Certificate (Turkish Version)
- Payment receipt of the insurance policy**

Minimum Coverage Table:

	Contracted Institutions		*Non- Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000. -TL	Insured: 40% Company: 60%	2.000.-TL	Insured: 40 % Company: 60%
Inpatient Diagnosis Treatment	Unlimited	Insured: 0 % Company: 100%	20.000.-TL	Insured: 20% Company: 80%

For any questions, please, do not hesitate to contact the Health Insurance Company.

Contact Person:

Ms. Dilek Akkuş Allianz Health Insurance

E:mail: saglik@tanyildizisigorta.com

Office Phone Number: 0090 216 456 81 11

Mobile Phone Number: 00900541 782 65 84

4- How to apply for Istanbul travel card? (Optional)



Istanbul card helps you to get a %50 discount on public transportation. You can get your Istanbul card after you arrive to Istanbul.

Required documents:

- **Student Certificate** (Firstly, you need to be enrolled to BİLGİ University to request your student certificate. Then, you will be able to ask for it on your Student Page on SIS.

Sample SIS page for requesting document

- **10 Turkish Lira** (subject to change)

- **Passport**

- **YÖK number** (You need to visit the Student Affairs Office)

(Note: If you are a Turkish citizen your YÖK number is your TC ID number.)

Application Address: Istanbul Büyükşehir Belediye Başkanlığı İETT İşletmeleri
Genel Müdürlüğü
Şahkulu Mah. Erkan-ı Harp Sok. No:2 Tünel
34420 Beyoğlu / ISTANBUL

Note: The documents and fees are subject to change. Please, contact your Buddy for any queries you may have.

Istanbul Bilgi University was founded in 1996 as a private and non-profit institution in Istanbul. BİLGİ offers undergraduate and graduate programs in the social sciences, economics, business, communications, the arts, engineering, architecture, health, applied sciences and law. The language of instruction is in English in all programs (except Law and Health Sciences).

BİLGİ has 4 campuses and 1 additional building which are located at the heart of the city. Business, Architecture, Engineering, Social Sciences, Communication; Law and some graduates programs are in **santral** Istanbul Campus, , Health Sciences and Applied Sciences are in Dolapdere, and Vocational school, English Prep School are in Kuştepe Campus. All campuses are connected by a free shuttle service.

For more information: <https://www.bilgi.edu.tr/en/life-at-bilgi/campuses/>

<https://www.bilgi.edu.tr/en/university/laureate-international-universities-network/about-laureate/>



BİLGİ International

Internationalization and being a global citizen are the main focus at BİLGİ. Students are recommended to spend a semester or an academic year abroad, through Erasmus, Laureate or Bilateral exchange programs during their studies. BİLGİ has considerably vast collaborations with higher education institutions located around the world such as the US, Europe, Latin America, etc.

For more information: <https://www.bilgi.edu.tr/en/international/>

Studying at BİLGİ

BİLGİ offers around 1,000 undergraduate and 450 graduate courses every academic year. Courses which are recommended for International Exchange Students can be found on the Course Catalog, which can be reached by Online Student Pages. If you do not know Turkish fluently, you can only attend to these recommended courses.

For the Course Catalog, please, go to:

<https://ects.bilgi.edu.tr/course>

ECTS Credit Allocation

The ECTS credit load for courses at Istanbul BİLGİ University has been determined by keeping the “student workload” in mind. Programs have been designed in accordance with an annual workload of 60 ECTS. The calculation of the workload of a course is done by taking into consideration the total number of course activities required in a term and the required hours to complete them. Some of the activities are as follows: Lecture class hours, lab work, project design, project presentations, field work, discussion, problem solving, internships, exams, etc.

Course Registration: All BİLGİ students need to be registered in courses before the semester starts. Course descriptions and requirements can be found in the Course Catalog which is available on Online Student Pages. During the course registration, academic advisers help and give advice to students about their course choices. The course schedule needs to be approved by the academic adviser. Students can change their elective courses in Add/Drop week and these changed courses also need to be approved by the academic advisor. Students can withdraw from a course within the time period which is specified in the Academic Calendar.

- **Attendance and Examination:** Attending to lectures, classes, or other academic activities and exams are compulsory. At the beginning of each course, the course instructor gives information about course requirements, the effect of attendance to the final grade, weighted value of midterm exam course assignment, or final exam, etc. All of these requirements are depend on the course design.
- **Grades:**

Letter Grade	Numerical Value	Definition
A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Good
B	3.00	Good
B-	2.70	Good
C+	2.30	Average
C	2.00	Average
C-	1.70	Pass on Probation
D+	1.30	Pass on Probation
D	1.00	Pass on Probation
F	0	Fail

Other letters used to indicate the student's course status are:

Letter	Definition
I	Incomplete
NP	Not present at the final examination
R	Repeat course
NC	No credit granted
DP	Dissertation or project course without grade
L	Registration suspended or on leave of absence
NGR	Grade not submitted
T	Transferred course
W	Withdrew from course
E	Provisional course grade

Life at BİLGİ

- Student Clubs

Istanbul BİLGİ University offers its students a wide variety of extra- curricular activity to suit the varied interests of student body. Clubs range from athletic (snowboard, mountaineering, scuba diving, chess, etc.) to political interest groups and are always formed on the basis of student interest and participation. The University encourages all students to participate in student activities and clubs. The process for starting a club at BİLGİ is quite simple. Any group of ten students can apply to the Students Services Office requesting the recognition of their group by filling in a 'Student Club by Laws' form. All student clubs at Istanbul BİLGİ University are subject to the same code of ethics and regulations as specified in the By-laws of the University Student Clubs.

For more information: <https://step.bilgi.edu.tr/en/page/student-clubs-74/>

- Student Council

The student body at BİLGİ is represented by the Student Union. This elected body serves as a voice for student concerns regarding to academic and social life at the university. Elections are open to all registered students at BİLGİ. Students may contact the Student Union offices to voice their problems and suggestions about the university.

For more information: <https://step.bilgi.edu.tr/en/page/the-student-council-75/>

- Library:



BİLGİ libraries at three campuses offer an extensive system in support of university degree programs, research and teaching. An impressive collection of books, periodicals, e-books, e-journals, academic internet resources, music scores and other printed resources is available in the Library. Extensive audio-visual and sound recording collections are also available. The Library offers essential and supplementary resources for students in all academic disciplines. BİLGİ libraries have an extensive selection of electronic journal and e-book databases. Electronic journals and e-books are available via the BİLGİ homepage on-campus and off-campus. BİLGİ librarians and information managers provide assistance in using the Library's print and electronic resources, formulating research strategies and answering general and in-depth questions. Individual student instruction and classes and workshops are also available to help students use the library most efficiently.

Library Hours

Term: 09:00-20:00 Monday-Friday / 11:00-17:00 Saturday

Term Break/Summer Break: 09:00-17:30 weekdays

Study Hall Hours

08:30-22:30 Everyday

Library hours are extended during mid-terms and final exams. The Library is closed on public holidays.

For more information: <http://library.bilgi.edu.tr/>

- Studios

▪ Production and Post-Production Studios

The Production and Post-Production studios at the Kustepe campus were established to provide for the practical training needs of undergraduate and graduate students of the Faculty of Communication.

▪ Ensemble and Recording Studios

The Music Department has two ensemble studios which are equipped to enable the student groups to practice and a recording studio available for recording demos, soundtracks, student projects, and the like.

- Computers and the Internet

BİLGİ has nine computer laboratories at the Kustepe campus, twelve at the Dolapdere campus, and eight at the **santral**Istanbul campus. In addition to the laboratories, at Dolapdere there is a Center of Advanced Studies in cooperation with IBM.

Apart from the free labs that provide convenient and easily accessible spaces where students can do their assignments undertake research or just surf the net, there are also study halls at the Dolapdere and Kustepe campuses where students are free to use PCs for research and writing as well as surfing the net or playing games.

All computers are, along with the academic and administrative computers, connected to the internet and all three campuses are interconnected to function as one big intranet. Wireless Internet access is available to Students, Staff and visitors on all three campuses.

Every Istanbul BİLGİ University student has an e-mail address that they can keep even after they graduate. New students may acquire their own e-mail accounts during their registration process.

- Book Store

Textbooks for all classes at the university may be purchased at BİLGİ bookstores. In addition to textbooks, a limited amount of stationery supplies can also be purchased at the bookstores. The hours of operation are **08:30-17:30** Monday through Friday at each campus.

- Infirmery

The university operates free medical clinics in all campuses for all BİLGİ students. Facilities are open Monday through Friday, 09:00-17:30

- Doctors

Hulusi Orhangazili, MD

santralIstanbul Campus

hulusi@bilgi.edu.tr / +90 212 311 76 70

Mustafa Sülkü, MD

Dolapdere Campus, 111

mustafa.sulku@bilgi.edu.tr / +90 212 311 64 44

Nurses

Meryem Nalan Serter

santrallIstanbul Campus

nalan.serter@bilgi.edu.tr/ +90 212 311 **76 69**

Nurten Ulusaler

Kuştepe Campus

nurten.ulusaler@bilgi.edu.tr /+90 212 311 **63 14**

- Psychological Counseling

The University offers special assistance to students who feel the need for additional support in dealing with personal, social or academic difficulties. Psychological counselors are available by appointment for private consultations.

For more information: <https://www.bilgi.edu.tr/en/student/faq/psychological-counseling/>

- Printing Services and Bulletin Boards

The hours of operation for the photocopying centers are 08:30-17:30 at the Dolapdere Campus (Main Building-entrance) and at the SantrallIstanbul Campus (Building no: 19).

- Food Services

BİLGİ operates several facilities for the convenience of the students and staff on its campuses. The student canteens are popular and lively meeting places for both a relaxing meal and a social get-together with friends. The canteens operate Mondays through Fridays 07:30-19:30 at the Dolapdere Campus. The canteen is also open 09:00- 14:00 on Saturdays at the Dolapdere Campus serving fast-food, beverages and snacks. The canteen at the SantrallIstanbul Campus operates all week 08:00-22:00. Also three a la carte restaurants which host many cultural and art activities are available on the SantrallIstanbul Campus on weekdays and weekends.

- Transportation

Shuttle services are available for our students between three campuses and from different part of the city to campuses. For more information:

<https://www.bilgi.edu.tr/en/life-at-bilgi/transportation/shuttle/>



- No-Smoking Policy

In an effort to create a healthy, comfortable, dynamic and productive university atmosphere, BİLGİ has adopted a no-smoking policy, which applies to all students, staff and visitors. The success of this policy solely depends upon the thoughtfulness, consideration and cooperation of both smokers and non-smokers alike; therefore, the entire BİLGİ community must share the responsibility of adhering to and enforcing this policy.

- Green Electricity

Since February 2010, BİLGİ uses green electricity, which is produced from renewable energy resources, on all campuses.

- Social Media (please, click on the icons)

- Facebook: <http://www.facebook.com/IstanbulBILGiuniversitesi>
- Twitter: <https://twitter.com/BiLGiOfficial>

ACCOMODATION

For more information: <https://www.bilgi.edu.tr/en/life-at-bilgi/student-life/dormitories/?general-sec-co-unit-menu>

Health Insurance and Medical Conditions










We strongly recommend to International Exchange Students procure international health insurance which is valid in Turkey before they leave from their home countries. The policy must be translated into Turkish and notarized.

If you take any medicine regularly, please, bring it/them with you. While many pharmacies sell basic items for colds, headaches, or stomach-aches, you must see a doctor and get a prescription for many stronger medications. It is advisable to check with your local Turkish embassy with regard to medications that you can legally bring into Turkey.

If you are on special medication, have any disabilities that need assistance, or confined to a special diet for health related issues, please, make sure you provide proper documentation explaining your condition. Make sure you, also, bring your medication or any device that you need to assist you.

NOTE: Infirmary is available in all BİLGİ campuses in case of emergency.

Staff Members and Contact Information of the International Center

	International Center Director	Mrs. Hande Baltacı	hande.baltaci@bilgi.edu.tr
	Erasmus Institutional Coordinator Erasmus Office Team Manager	Mrs. Aybala Işık	aybala.isik@bilgi.edu.tr
	Erasmus Exchange Program Specialist /Outgoing	Ms. Tuğba Güven	tugba.guven@bilgi.edu.tr
	Erasmus Exchange Program Specialist /Outgoing	Aylin Atlı	aylin.atli@bilgi.edu.tr
	Erasmus Exchange Program Assistant Specialist /Incoming	Ms. Gözde Topraktepe	gozde.topraktepe@bilgi.edu.tr
	International Advising Office Team Manager	Mrs. Burçak Başaran	burcak.basaran@bilgi.edu.tr
	Laureate & Bilateral Agreements Assistant Specialist	Ms. Müge Aslanbay	muge.aslanbay@bilgi.edu.tr
	Bilateral Agreements Assistant Specialist	Ms. Duygu Ayhan	duygu.ayhan@bilgi.edu.tr
	Prep Abroad & Bilateral Agreements Specialist	Mr. Onur Güner	onur.guner@bilgi.edu.tr
<p style="text-align: center;">Address: Istanbul BİLGİ University / Eski Silahtarağa Elektrik Santrali/ Kazım Karabekir Cad. No: 2/13 International Center 34060 Eyüp Istanbul TURKEY</p>			