

**Istanbul Sabahattin Zaim University  
International Student Guide  
2022-2023**



Prepared by  
**International  
Office**

BUILDING NO	CODE	BUILDING NAME
1	G1	Halkali Square Entrance
2	TR	Historical Building Rectorate
3	TD	Historical Building Classrooms
4	TL	Historical Building Classrooms
5	TM	Historical Building Museum
6	PA	Administrative Units
7	PG	Research Laboratories
8	P3	Parking 3
9	PB	IT Department
10	PM	Architecture Workshops
11	PK	Laboratories
12	PL	Drawing Workshop
13	PH	Nursing
14	G2	North Entrance
15	P4	Parking 4
16	EK	ISEFAM
17	EG	Educational Sciences
18	DL	School of Languages
19	C3	Dilek Cafe
20	OM	Student Center
21	G3	West Entrance
22	KT	Library
23	M1	Square
24	CM	Mosque
25	TK	Ancient Village
26	TP	Technopark
27	HB	Hobby Garden
28	CF	Mini Farm
29	KA	Male Student Guesthouse
30	SA	Stadium A Block (Health-Culture)
31	SB	Stadium B Block (Sports)
32	S3	Golf course
33	S2	Tennis Courts
34	SC	Indoor Gym
35	KD	Girls' Guesthouse
36	MA	Guesthouse
37	MN	IZU Practice Kindergarten
38	MA	Guesthouse
39	B1	Fruit garden
40	P2	Car park
41	C2	Ezgim Cafe
42	P1	Car park
43	R1	Service Area
44	C1	EspressoLab Cafe
45	DR	Central Classrooms Building
46	LB	Sabri Ülker R&D Center





*A Campus  
University  
within the City*



12. Strada Universitatii din Iasi, Romania



# Contents

<i>President's Welcome Message</i> .....	7
<i>Greetings From International Students Coordinator</i> .....	8
<i>The International Students Office</i> .....	9
<i>International Office Staff:</i> .....	9
<b><i>Istanbul Sabahattin Zaim University</i></b> .....	10
<i>From A Noble Past to Bright Future</i> .....	10
<i>A Founding Foundation Which Is Veteran in Education</i> .....	11
<i>Education Integrated with History and Nature</i> .....	11
<i>A Young and Dynamic Academic Staff</i> .....	12
<i>All the Colors of The World Are at Izu</i> .....	12
<i>Educational Opportunity for Our Students On 3 Continents</i> .....	13
<i>Zaim Technopark</i> .....	13
<i>Technology Transfer and Projects</i> .....	14
<i>Entrepreneurial University, Entrepreneurial Youth</i> .....	14
<i>Leading Research Centers of The Region</i> .....	15
<i>Izu For A Successful Career</i> .....	15
<b><i>Studying at IZU</i></b> .....	16
<i>Academic Calendar</i> .....	16
<i>Academic Calendar</i> .....	17
<i>School Of Languages</i> .....	18
<i>Language Prep Class</i> .....	18
<i>How Can I Be Exempt From The Compulsory Prep School?</i> .....	18
<i>"IZU Graduates Can Speak At Least 3 Languages", How is This Possible?</i> .....	18
<i>Minoring and Double Majoring</i> .....	19
<i>What is Double Major (DAP)?</i> .....	19
<i>When Can I Apply for a Double Major Program and What are the admission requirements?..</i> 19	19
<i>What is a Minor Program?</i> .....	19
<i>When Can I Apply for a Minor Program and What are the admission requirements?</i> .....	19
<b>GRADING SYSTEM</b> .....	20
<b>HOW DO I UPGRADE MY SCHOLORSHIP?</b> .....	21
<i>What are the Other Grants and Discounts?</i> .....	21
<i>Sibling / Spouse Discount</i> .....	21
<i>Student Support Scholarship</i> .....	21
<i>How Do I Select My Courses?</i> .....	22
<b>INFORMATION TECHNOLOGIES</b> .....	25
<i>Campus Information System</i> .....	25
<i>Basics of the "Kampus" System</i> .....	25
<i>How to Connect to the Internet at IZU Campus?</i> .....	25
<i>Wiriless Settings (Eduroam)</i> .....	25
<i>IZU Webmail and Free Microsoft Office</i> .....	25

<b>Legal Procedures</b> .....	29
1. Student Residence Permit .....	29
How To Apply For A Residence Permit? .....	30
Step 1: Obtain Your Tax Number .....	30
Step 2: Make Online Residence Permit Application .....	31
Step 3: Pay Your Residence Permit Card Fee .....	32
Step 4: Prepare Your Documents And Show Them To IO For The Last Check .....	33
Required Documents List .....	34
Step 5: Submit Your Documents And Give Your Fingerprints .....	34
Step 6: Register Your Address .....	35
What Should I Do Before Leaving Türkiye? .....	36
What If My Information (Address, Passport Information, Or Cell Phone Number) Changes? ...	36
Leaving The University, Freezing The Term Or Graduation .....	36
What If I Lose My Residence Permit Card ...? .....	37
How To Prolong My Residence Permit? .....	37
2. High School Diploma Equivalency (Denklik Belgesi) .....	37
How To Obtain My Equivalency Certificate? .....	38
Option 1 - From The Local Turkish Embassy/Consulate Where You Live .....	38
Option 2 - Obtaining Your Equivalency In Türkiye .....	38
Required Documents For The Equivalency Application .....	39
3. Health Insurance .....	40
4. Phone Registration .....	40
5. E-Devlet Portal .....	40
6. Opening A Bank Account .....	41
<b>Life at IZU</b> .....	42
A Campus University in The City .....	42
A Wonderful Campus in The Shadow of Century-Old Sycamores .....	42
Active Student Life .....	43
International Students Club .....	43
Outdoor and Indoor Sports Facilities .....	44
Comfort, Peace and Safety: Izu Guesthouses .....	44
Fully Equipped Research Library .....	45
Health Center .....	46
<b>Life in Istanbul</b> .....	47
Well connected Cosmopolitan (Public Transport) .....	48
Cost efficient (For students) .....	50
Turkish Culture .....	50
Diversity .....	50
Student City .....	50
Festivals and Concerts .....	51
Opportunity to learn a new language .....	51
Useful Apps .....	51

## University President

In the world and the country we live in, everything changes rapidly. Among the most prominent factors playing a crucial role in this transformation is “knowledge and science.”

Established by the “good people” enamored of the path of science and knowledge, Istanbul Sabahattin Zaim University’s main priorities are to provide its students with higher education and training of world standards and to offer a wide research basis for its academic personnel in their related fields.

Istanbul Sabahattin Zaim University (IZU) has been growing at an exciting pace and reaching new frontiers. We are continually improving our infrastructure and facilities while establishing new academic programs. We are incredibly proud of our capable, experienced, and ever-growing academic staff, consistently demonstrating the highest academic standards. Our constant desire to expand and enhance our academic team stems from our conviction that our students deserve the best. Furthermore, our beautiful campus has always been a warm home to our students, where they feel safe and confident and find all the facilities and support they need to pursue their academic and personal goals.

Our dear students, welcome to a new academic year that we hope will further enrich your lives and minds and better prepare you for what will come next. As your university president, I wish you all the best.

**Prof. Dr. Ahmet Cevat ACAR**  
President





## Head of International Office

Welcome to your new home in Türkiye.

Our dear international students make IZU a truly unique and diverse university. They also make Istanbul a veritable world capital. Our university's international office is here to help and serve you in this fascinating academic journey. For many of our students, studying at university is the most memorable chapter of their lives, and our goal is to make sure that they genuinely feel this way.

The international office will always be here to help you with whatever issues you face as an international student in Türkiye. We want to be a friend, a helping hand, and a source of support during those years away from home.

We are proud of our considerate and resourceful staff that has accommodated the different cultures and languages we have at IZU. This beautiful mix has always been a pride for our university administration and, of course, the international office.

You should never feel unsure or hesitant about coming to us, and always remember that the staff at the international office is here to help you.

**İlhan YALIM**  
Coordinator



## THE INTERNATIONAL STUDENTS' OFFICE

IZU International Office is the leading destination for international students. Our office helps international candidates through their admission to the university, guiding them step by step to complete their application and answering all their inquiries not to leave any question marks. It does not end with the admission letter, but our monitoring continues to navigate decisions and assist students in their new journey in Istanbul specifically and Türkiye generally. From enrolment to engagement with the department, from equivalency certificate to residence permit, and from dormitory accommodations to life in Istanbul. With our expert staff team, we try to provide the best recommendations and solutions for every situation our student faces. Under different circumstances, we assist and encourage our dear students to endure hardship and carry on the path they have drawn for themselves at their first step at IZU. The International Office is, basically, the bridge between university life and the students.

### INTERNATIONAL OFFICE STAFF:

**İlhan YALIM** / Coordinator

**Muhammet Mustafa TUNA** / Vice Coordinator

**Ahmet GİRĞİN** / Vice Coordinator

**Nesibe ALOUDATALLAH** / Specialist

**Aslı TOPÇU** / Assistant Specialist

**Elif ERDEMİR** / Assistant Specialist



### CONTACT INFORMATION:

**E-mail:** [international@izu.edu.tr](mailto:international@izu.edu.tr)

**Telephone:** +90 212 692 96 22

**WhatsApp:** +90 (505) 182 4316

### Follow Us on Social Media:

[f](#) [You Tube](#) [t](#) [i](#) /zaimglobal



# Istanbul Sabahattin Zaim University

## FROM A NOBLE PAST TO BRIGHT FUTURE

The campus where our university is located has hosted education and trainings for 131 years. This campus started schooling as Halkalı Agriculture and Veterinary High School, which is one of the first steps of industrialization and development, and is where many scientists and intellectuals have been trained who have shaped the society, especially our National Poet Mehmet Akif Ersoy. IZU trains the scientists, educators, entrepreneurs, and professionals of the future with the power it draws from its noble past.





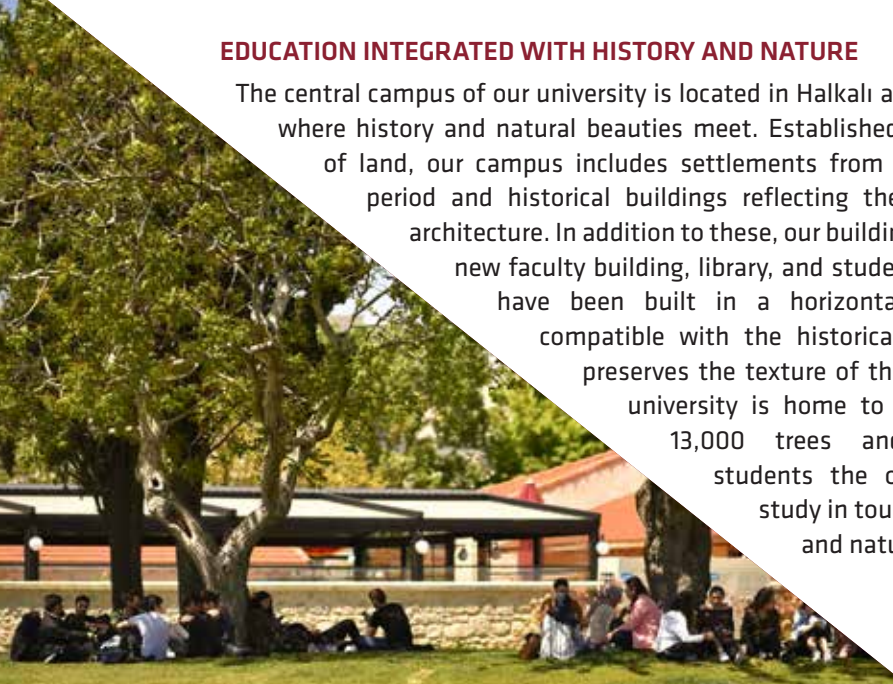
## A FOUNDING FOUNDATION WHICH IS VETERAN IN EDUCATION

The İlim Yayma Foundation (Foundation for the Dissemination of Knowledge) is the base foundation of our university and has a history of more than half a century. Since its establishment in 1973, our foundation has provided support to students at all levels of education, supported scientific studies, and conducted scientific publications. The İlim Yayma Foundation established Istanbul Sabahattin Zaim University in 2010 in order to carry out these studies more comprehensively and consistently.



## EDUCATION INTEGRATED WITH HISTORY AND NATURE

The central campus of our university is located in Halkalı and is the point where history and natural beauties meet. Established on 650 acres of land, our campus includes settlements from the Byzantine period and historical buildings reflecting the 19th-century architecture. In addition to these, our buildings such as the new faculty building, library, and student guesthouse have been built in a horizontal architecture compatible with the historical texture that preserves the texture of the campus. Our university is home to approximately 13,000 trees and offers its students the opportunity to study in touch with history and nature.



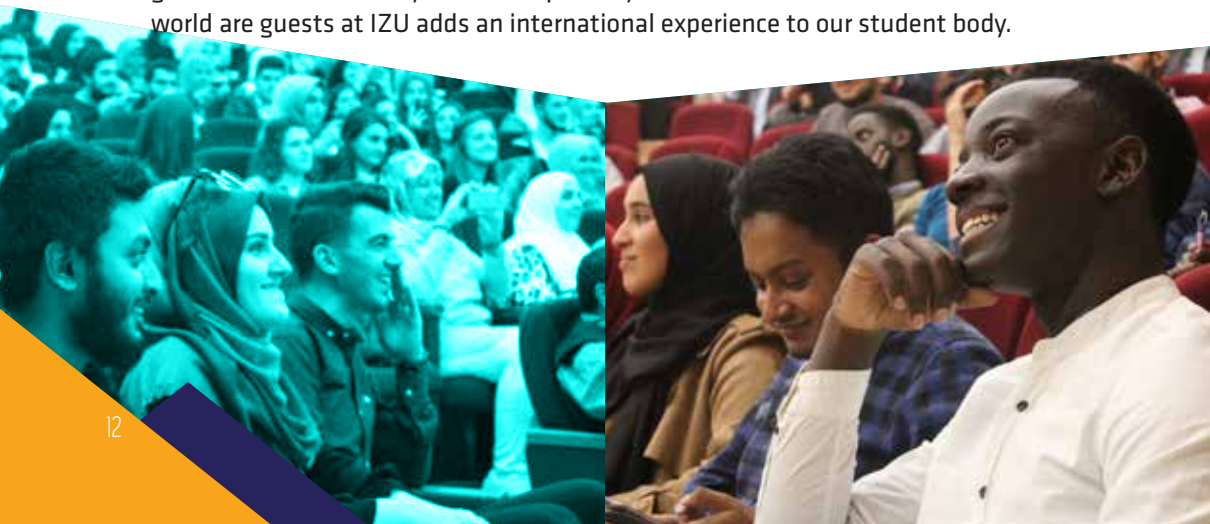
## A YOUNG AND DYNAMIC ACADEMIC STAFF

IZU is a university that brings together a young and dynamic academic staff under the same roof with its experienced professors. Most of our faculty members have doctorate degrees from abroad, and our academic staff contributes to the literature with their scientific publications. Strengthening its staff day by day, IZU offers its students the opportunity to work closely with a dynamic academic staff and to benefit from their experiences.



## ALL THE COLORS OF THE WORLD ARE AT IZU

IZU hosts approximately 2,300 international students from 90 countries. In addition to many Turkish academicians with doctorates from abroad, our university staff includes expert lecturers and researchers from 35 different countries. While international students become experts in their fields with the education they receive, they can also get to know our country and be inspired by our riches. The fact that all colors of the world are guests at IZU adds an international experience to our student body.



## ZAIM TECHNOPARK

Zaim Technopark was established on 72 decares of land on our Halkalı Campus and is the first technopark in Istanbul within the scope of foundation universities. Our technopark aims to be a pioneer in many fields, will accelerate the realization of our academicians' and students' outstanding projects, and will provide internships to our students as well as qualified job opportunities for our graduates. Our Technopark plans to serve in the thematic fields of Energy, Defense Industry, Food, Informatics and Health. Zaim Technopark will be among the technoparks that highlight countries in the field of technology and innovation in the 21st century, will ensure the commercialization of innovative ideas, and will contribute to the economy of our country by increasing university-industry cooperation in our region.



## TECHNOLOGY TRANSFER AND PROJECTS

The IZU Technology Transfer Office aims to assist in the application and commercialization of information and technology produced within our university in many fields. Under the leadership of our academicians and Technology Transfer Office Coordinatorship, projects are being developed to bring various innovations brought by technology and science to the university, sector, and society. Projects from institutions such as İstanbul Development Agency (İDA), European Union, TÜBİTAK, KOSGEB, Ministry of Youth and Sports, YTB and TİKA are carried out at our university. Students with an entrepreneurial spirit can incorporate by taking advantage of the opportunities of the Incubation Center.



## ENTREPRENEURIAL UNIVERSITY, ENTREPRENEURIAL YOUTH

The IZU Entrepreneurship and Incubation Support Unit provides infrastructure and consultancy services for project writing and commercialization to people who have original ideas to become entrepreneurs, especially academicians and students. During their university education, our students are provided with various trainings that enable them to turn their ideas into practice and that aim to have them graduate as entrepreneurial individuals. In addition, our young people who transform their ideas into products are assisted in obtaining patents and establishing companies. With many entrepreneurship courses in the curriculum, the KOSGEB entrepreneurship certificate and opportunity for grant support are provided to all our students.



## LEADING RESEARCH CENTERS OF THE REGION

Academic studies conducted in 18 different research centers within our university are accepted as an important reference source in Türkiye and the world and also add value to society. These research centers have seen more than 70 projects carried out with the support of TÜBİTAK, KOSGEB, and IDA. Among our main research centers are the International Islamic Economics and Finance Research and Application Center, Silk Road Civilizations Research and Application Center and Mehmet Akif Ersoy History, Literature and Civilization Application and Research Center, Nuclear Sensors and Robotics Application and Research Center, Special Talented Children Education Research and Application Center, Distance Education Research and Application Center and CIGA (Center for Islam and Global Affairs).



## IZU FOR A SUCCESSFUL CAREER

The IZU Career Center organizes activities to create career awareness in our students from the first year they start university. Our goal is to train well-equipped, preferred, highly employable, and leader graduate candidates in our country and in the world. In this context, the managers and human resource units of Türkiye's leading companies provide various trainings and seminars on our campus at the career fairs and events held throughout the year and also offer internship opportunities to our students.



# Studying at IZU

## Academic Calendar of 2022-2023

<b>Academic Calendar of 2022-2023 Academic Year Undergraduate Programs</b>	
<b>Fall Semester</b>	
<b>Academic Activity</b>	<b>Date</b>
Beginning of Applications for Inter-institutional Transfer	Monday, 4 July, 2022- Friday 22 July 2022
Major/Minor program and Program-change applications	Monday 22 August 2022- Friday 26 August 2022
Last Day of Announcing Weekly Course Programs	Monday 22 August 2022- Friday 26 August 2022
Course Registrations / Advisor Approvals	Monday 22 August 2022- Friday 26 August 2022
<b>COURSES BEGINNING / ENDING</b>	Monday 22 August 2022- Friday 26 August 2022
Add - Drop Period / Advisor Approvals	Monday 22 August 2022- Friday 26 August 2022
Additional Exams (For Undergraduate Students Who Have Completed the Maximum Study Period)	<b>Monday 19 September 2022- Friday 14 October 2022</b>
Republic Day	Friday 28 October 2022, (no classes ) Hliday : Saturday 29 October 2022
Deadline for Announcement of Midterm Exam Dates	Monday 21 October 2022
Midterm Exam	<b>Monday 31 October 2022- Sunday 6 November 2022</b>
MAKEUP Exams	Monday 7 November 2022 – Friday 18 November 2022
Deadline for Announcement of Midterm Exam Grades	Friday 18 November 2022
Last Day for Course Removal (For Undergraduate Programs Only)	Friday 25 November 2022
Deadline for Announcement of Final Exam Dates	Friday 16 December 2022
<b>New Year's</b>	Sunday 1 January
<b>Final Exams</b>	<b>Monday 26 December 2022- Saturday 7 January 2023</b>
Last Day of Announcing the Final Exam Scores	Friday 13 January 2023
Make-up Exams	Monday 16 January 2023- Friday 20 January 2023
Last Day of Announcing the Make-up Exams Scores	Monday 23 January 2023
Last Day of Announcing the "Missing" Scores for the Fall Semester	Monday 23 January 2023
Graduation Exam	Monday 23 January 2023 – Friday 3 February 2023
<b>END OF SEMESTER HOLIDAY</b>	Monday 23 January 2023
Last Day of Submitting the Results to the student affairs	Friday 03 February 2023
Last Day of Delivery the Exams Envelopes to Faculty / Institute Secretariats	Friday 3 February 2023
<b>Spring Semester</b>	
<b>Academic Activity</b>	<b>Date</b>
Double Major/Minor program and Program-change applications	Monday 16 January 2023 – Wednesday 25 January
Last Day of Announcing Weekly Course Programs	Friday 20 January 2023
Course Registrations / Advisor Approvals	Monday 3 January 2023 – Friday 3 February 2023
<b>Courses Beginning / Ending</b>	<b>Monday 6 February 2023 – Saturday 20 May 2023</b>
Add - Drop Period / Advisor Approvals	Monday 6 February 2023 – Friday 10 February 2023
Additional Exams (For Undergraduate Students Who Have Completed the Maximum Study Period)	Monday 6 February 2023 – Friday 3 March 2023
Deadline for Announcement of Midterm Exam Dates	Friday 10 March
Midterms	<b>Saturday 18 March 2023 – Sunday 26 March 2023</b>
Makeup exams	Monday 27 March 2023 – Friday 7 April 2023



Feast of Ramadan	Arafe : Thursday 20 April 2023 – There Will Be No Classes Holiday: 21 , 22, 23 April Friday , Saturday , Sunday 2023
National Sovereignty and Children’s Day	Sunday 23 April 2023
Deadline for Announcement of Midterm Exam Grades	Friday 7 April 2023
Last Day for Course Removal (For Undergraduate Programs Only)	Friday 14 April 2023
Labor and Solidarity Day	Monday 1 May 2023
Deadline for Announcement of Final Exam Dates	Friday 12 May 2023
Commemoration of Atatürk, Youth and Sports Day	Friday 19 May 2023
<b>FINAL EXAMS</b>	<b>Monday 22 May 2023 – Saturday 3 June 2023</b>
Last Day of Announcing the Final Exam Scores	Friday 9 June 2023
Eid-al-Adha	Arafe : Tuesday 27 June 2023 ( Ther Will Be No Classes) Holiday : 28 , 29 , 30 June , 1 July 2023 Wednesday , Thursday , Friday , Saturday.
Last Day of Announcement of Make-Up Exam Dates	Monday 5 June 2023
MAKEUP Exams	Monday 12 June 2023 – Friday 16 2023
Last Day of Announcement of Make-Up Exam Grades	Monday 19 June 2023
Last Day of Announcing the “Missing” Scores for The Spring Semester	Monday 19 June 2023
Last Day of Submitting the Results to the student affairs	Friday 23 June 2023
Last Day of Delivery the Exams Envelopes to Faculty / Institute Secretariats	Friday 23 June 2023
Graduation Exams	Monday 19 June 2023- Friday 7 July 2023
<b>Summer School</b>	
<b>Academic Activity</b>	<b>Date</b>
Deadline for Notification of the Courses to be Opened by the Deans/Directorates to the Rectorate	Friday 9 June 2023
Course Pre-Registration	Monday 19 June 2023 – Wednesday 21 June 2023
Deadline for Announcement of Courses to be Opened and Weekly Course Schedules	Thursday 22 June 2023
Course Registrations / Advisor Approvals	Friday 23 June 2023
Democracy and National Unity Day	Saturday 15 July 2023
<b>COURSES BEGINNING / ENDING</b>	<b>Monday 3 July 2023 – Friday 18 August 2023</b>
Victory Day	Wednesday 30 August 2023
<b>FINAL EXAMS</b>	<b>Monday 21 August 2023 – Friday 25 August 2023</b>
Last Day of Announcing the Final Exam Scores Last Day of Submitting the Results to the student affairs	Friday 1 September 2023
Last Day of Delivery the Exams Envelopes to Faculty / Institute Secretariats	Friday 1 September 2023

## **School of Languages**

The purpose School of Languages is to raise our students above the B2 level at the European Common Language Framework Criteria level. In this context, its goal is to improve our students' understanding, speaking, reading comprehension, and writing skills in Turkish, English, and Arabic.

## **Language Prep Class**

If you do not have a proficiency in the language of instruction of your department, then you have to study in a prep class for two semesters until you reach B2 level proficiency. The prep class consists of 5 modules A1, A2, B1, B1+ and B2.

## **How Can I Be Exempt From the Compulsory Prep School?**

To be exempt from the compulsory prep school, you must certify your proficiency in the language of instruction (Turkish/English/Arabic). You can also attend the proficiency exams made by IZU just before the beginning of the academic year. According to our score list, a minimum of 72 from TOEFL IBT or 60 from YDS is required for exemption from the prep class. IELTS is not accepted by the university. Students who certify that they finished a B2 level language preparatory class at another university can be exempted from language preparatory classes if the relevant faculty approves their certificate.

## **“IZU Graduates Can Speak At Least 3 Languages”, How is This Possible?**

IZU provides its students with the opportunity to graduate speaking at least 3 languages. At IZU, particular importance is given to English as it inevitably must be learned for any individual who wants to take part in the globalized world, Arabic as it is one of the most important and most-used languages in the geography where we live, and Ottoman Turkish as it will enable us to better understand our civilization and our past. In addition to these languages, we offer global languages such as Spanish, Russian, and Chinese as electives free of charge to our students as an elective course during a semester. The courses are given approximately three times a week, totaling 9 hours of lecture in the evening. Since it is an elective course, you will receive credits.

## **Minoring and Double Majoring**

### **What is Double Major (DAP)?**

It is a program that allows students who successfully carry out their undergraduate programs to receive a diploma by simultaneously taking courses in a second undergraduate program of their interest.

**When Can I Apply for a Double Major Program and What are the admission requirements?**

The student can apply to the second major diploma program in the 4-year major undergraduate diploma program at the beginning of the 3rd semester at the earliest and at the beginning of the 5th semester at the latest, provided that he/she meets the necessary conditions. The student who will apply for a double major must have successfully completed all the courses he took in the major until the semester he applied for, and the student's overall grade point average in the major diploma program must be at least 3.00 in the quadruple system at the time of application, and he must be in the top 20% in terms of success in the relevant class of the major diploma program. (Students who are not in the top 20% of the major diploma program in terms of success in the relevant class, but whose overall grade point average is 3.00 and above, and those who have the same type of score, not less than the base score of the program in which the double major will be made, can also apply to the double major program. In order for a student to graduate from a double major program, their GPA must be at least 2.72 out of 4.00. During double major program, the student's overall grade point average may be reduced to 2.72 out of 4.00, for one time only. Students whose Cumulative Grade Point Average falls below 2.72 out of 4.00 for the second time can no longer attend the double major program.

### **What is a Minor Program?**

It is a program that allows students who successfully carry out their undergraduate programs to receive a certificate by taking simultaneous courses in a second undergraduate program of their interest.

### **When Can I Apply for a Minor Program and What are the admission requirements?**

Students can apply to the minor program at the beginning of the 3rd semester at the earliest and at the beginning of the 6th semester at the latest in the 4-year major undergraduate diploma program, provided that they meet the necessary conditions. The student who will apply to the minor program must have successfully completed all the courses taken in the undergraduate program until the application period and the student must have a minimum GPA of 2.50 in the major program at the time of application and they must have a cumulative point grade average of at least 2.50 in their major programs in order to continue. Those who fail the criteria are no longer entitled to attend a minor program.

## GRADING SYSTEM

GPA is the main tool in assessing a student's success. In other words, your GPA is commonly used as a measurement of your academic performance. When you apply for a scholarship, master's or Ph.D. program, job and so forth; your GPA will be a great factor in the evaluation. In addition to your academic performance, it is always a criterion when measuring your diligence, determination and reliability. You will get exam scores and letter grades which correspond to a coefficient. The coefficient is calculated towards your GPA.

4 Point System	Letter Grade	ECTS Letter Grade	Definition	IZU Grades
4.00	AA	A	Excellent	90 - 100
3.50	BA	B	Very Good	85 - 89
3.00	BB	C	Good	80 - 84
2.50	CB	D	Satisfactory	75 - 79
2.00	CC	E	Sufficient	70 - 74
1.50	DC	-	Conditionally	60 - 69
1.00	DD	-	Conditionally	50 - 59
0.50	FD	FX	Fail	40 - 49
0.00	FF	F	Fail	00- 39
0.00	DZ	-	Fail	00-00

The instructor may prefer using the Curve System to calculate the letter grade by looking at various factors especially the average score of the class.

**FF, FD:** The Grade (FF) is given to students who fail the course. Student has a chance to pass the course by succeeding in the retake exam. Otherwise, student is required to retake the entire course in the upcoming year. Student will be automatically registered for the retake exams when S/he fails.

**DD, DC:** The Grades (DD,DC) are given to students who pass the course conditionally. Conditionally passing means that student's GPA should be at least 2.00 to graduate. In case student's GPA is below 2.00, S/he has to retake the conditionally passed courses.

**High Honor:** If student has a GPA of at least 3.50 without a disciplinary penalty record, S/he will achieve the high honor status. If student's GPA is between 3.00-3.49, S/he will be awarded with a certificate of honor

## **HOW DO I UPGRADE MY SCHOLORSHIP?**

The success during the year is awarded at our university. Students who have a weighted grade point average of at least 3.40 or above and who are in the top three in their class (including full scholarship students) are given an academic success scholarship of 100% to the first-place student, 75% to the second-place, and 50% to the third-place, in terms of the tuition fees to be paid in the following academic years. The academic success scholarship continues during the normal education period for as long as the student's weighted grade point average is 3.00 or above for each subsequent semester.

## **What Are the Other Grants and Discounts?**

### **Sibling / Spouse Discount**

A discount of 10% is made on the tuition fee to be paid to each brother/sister and spouse, who are studying at the same level diploma programs at our university. This discount is valid as long as the students are studying at the same time. To be able to reflect the fees of your sibling or spouse discount to the tuition fee, you need to submit a petition to the General Secretariat with documents, proving your relationship. Submission should be done during the registration and before making a payment. The petition should be given to Office Records and Correspondence. A copy of the passport must be attached to the petition for the sibling discount. However the documents which indicate that they are married (marriage certificate etc.), must be added to the petition for the spouse discount. Applications submitted after the registration date will be taken into consideration starting from the next academic year.

### **Student Support Scholarship**

A very limited number of monthly stipends are available for students who experience a major change in their family income. Therefore, you can apply for it during the second year. The stipends are provided by İlim Yayma Foundation and you can apply at the Department of Health, Culture, and Sports (SKS).

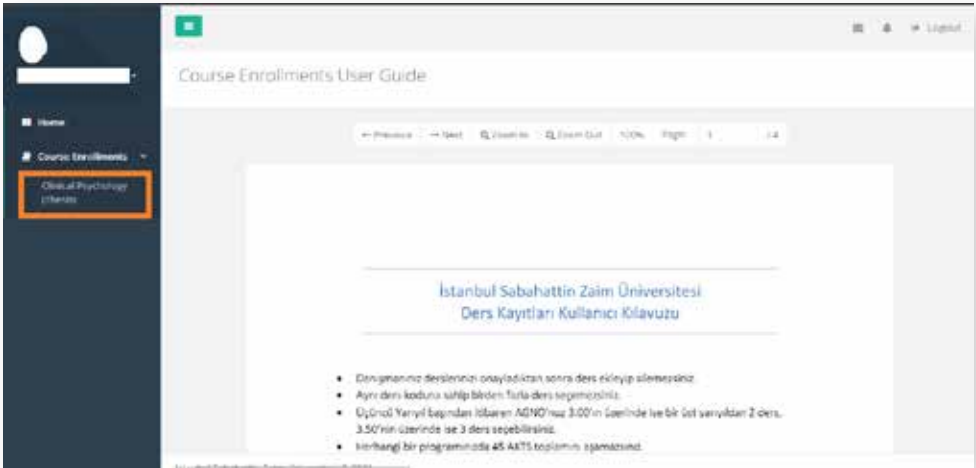
## How Do I Select My Courses?

### Course selection

- For the selection of the courses visit <https://derskayit.izu.edu.tr/Login>
- You can change the language according to your preference.
- Login to the website with the IZU Webmail and password.
- Then choose your department from the Course Enrollments.

### Istanbul Sabahattin Zaim University Course Registrations User Manual

- You cannot add or delete courses after the advisor has approved your courses.
- You cannot select more than one course with the same course code.
- If your CGPA is higher than 3.00 at the start of the semester, you can select two courses from the next semester, and three courses if it is higher than 3.50.
- You cannot exceed the total of 45 ECTS in any of your programs.
- You cannot exceed 60 ECTS in your Major + DMP programs.
- You cannot exceed 45 ECTS in your Major + Minor programs.
- Courses that occur on the same day and at the same time will not be available to you. Consult with your advisor.



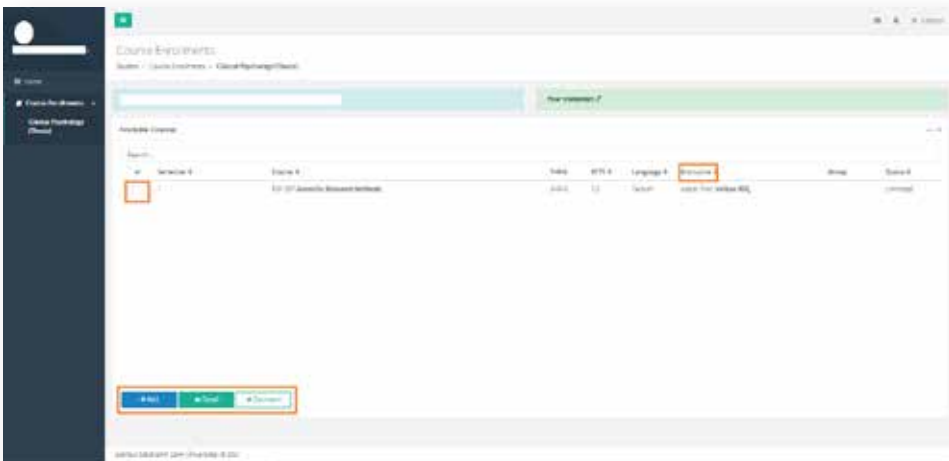
Picture 1

- There are active programs that you can enroll in classes for.



Picture 2

- You can find information about the program you have chosen to register for the course.
- Your transcript of your relevant program is included.
- There are mandatory courses for your associated program that you can choose from.
- Search is made according to any text among the courses you can choose.
- It allows you to select the lesson you marked by adding it to the box.
- Displays the details of the course you ticked, such as Campus, Building, Classroom, Day, Hour, Occupancy rate. (Picture 4)
- The courses you have selected with the add operation (6) are displayed here.
- Deletes the course which box you have checked from among the courses you have selected.
- Displays the total ECTS of the courses you have selected.



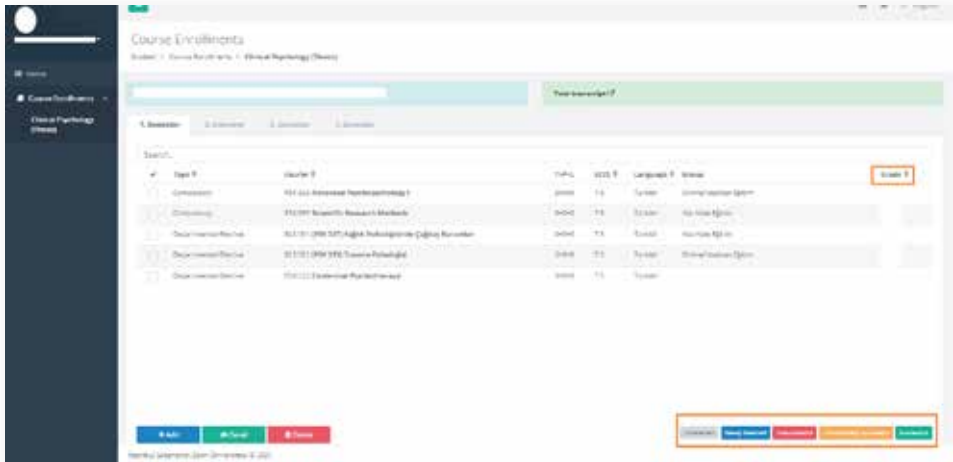
Picture 3

- Displays the elective courses (Example: BLS, FKS, UNS, IZU-COMMON, etc.) that you ticked the box among the courses you can choose.
- Allows you to return to the list of required courses again.



Picture 4

- The quota occupancy rate of the relevant course and details such as course code, course name, lecturer, etc. are included.



Picture 5



# Information Technologies

## “Campus” Information System

The Student Information System allows you to access your database at the university.

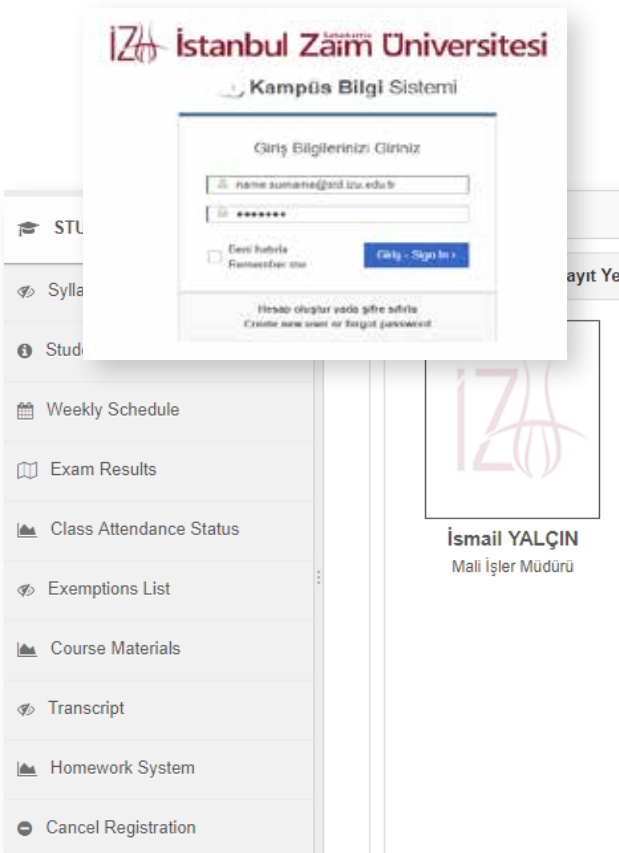
You will receive your student e-mail with your own password by messages to your mobile phone. If you did not receive it, or if you think there is any error with your phone number, please make sure to notify us (International Office) to correct it.

Campus System lets you access your marks, schedules, lectures, transcripts, homework and all your study related tasks.

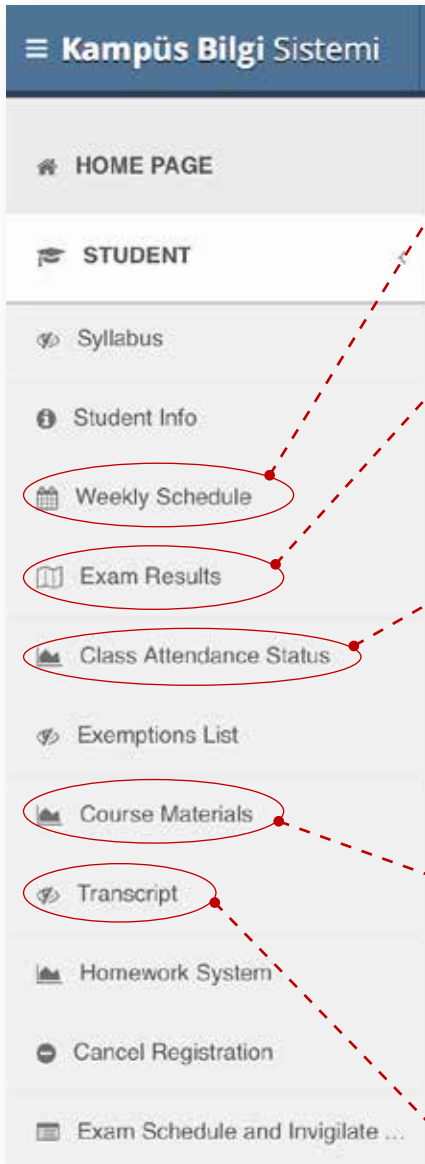
You can use the Application section in your system to apply for Dorms, scholarships... Etc.

This email and password make you able to enter the Eduroam Wi-Fi network, the PC devices in the campus and the library

PC's (Make sure to not share it with anyone).



# Basics of the “Kampus” System



## Weekly Schedule:

With this option you can see which classes you have planned weekly. You will be able to see the time and room number of each class.

## Exam Results:

This option will show you the results of your exam for each class, the average that the class took and at the end of the semester your final grade.

## Class Attendance Status:

This option will show you the number of times you attended the classes, what your attendance percentage is, and on which dates you attended. Not to forget that the attendance rate of the students must be at least 70%, otherwise, they cannot sit the final exam.

## Course Materials:

You can find the materials that your instructors upload for each class. These are the tasks/documents assigned to you for your studies. Please do your homework.

## Transcript:

You can check your grades and final GPA through your transcript. Keep up the good work and keep your GPA high.

# How to Connect to the Internet at IZU Campus?

## Wireless Settings (Eduroam)

IZU has one of the fastest internet connections in Türkiye. With the Eduroam connection you will also have the privilege to connect wireless networks of universities, libraries, and institutions around the world. You need to follow the steps listed and shown on pictures below in order to connect to Eduroam using the Wi-Fi settings of IOS and Android phones.

Go to your settings.

Choose the Eduroam Wi-Fi network.

Enter your username (name.surname@std.izu.edu.tr) and password.

For Android: Choose PEAP as your EAP. For your ID verification chooses MSCHAPV2.

For IOS: After logging in with your user- name and password, choose Trust in order to connect.



## IZU Webmail and Free Microsoft Office

Using your email is very important. All notices and instructions will be sent to your student webmail. All students at IZU can use their student webmail in order to download the Microsoft Office tools for free. You will receive your student e-mail with your own password by messages to your mobile phone. If you did not receive it, or if there is an error with your number, please make sure to notify the international office for correction. The steps you must follow: First, you have to go to [www.IZU.edu.tr](http://www.IZU.edu.tr) At the end of the webpage, you have to choose student webmail. After logging in you will have the option to download Office 2016.



# Legal Procedures

Please read this guideline carefully and follow the relevant steps for both your residence permit card and equivalency certificate applications. If you have any questions about the issues which are stated in this guideline (residence permit, equivalency, health insurance, telephone registration, etc.), please contact us.

**international@izu.edu.tr**

## 1. STUDENT RESIDENCE PERMIT

Please be aware that this information is the summary of previously gained experience. Every student has to read the Immigration Office official web page and follow the updates about Law on Foreigners and International Protection, as regulations might change frequently: <http://en.goc.gov.tr>

Students who are enrolled in an academic program in Türkiye 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 Türkiye 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 Türkiye. 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.

However, it is your responsibility to prepare all the documents listed below 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. If you do not provide all the documents on time, then you will have to submit them to the Immigration Office later. For this reason, your card may arrive late and you may encounter legal problems such as paying fine or deportation.

### Important Notes:

- An application can be only made after entering Türkiye 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 Türkiye.
- Turkish citizens / blue cardholders do not need to get a residence permit. If you have Turkish citizenship or blue card, please let us or student affairs know via email.
- Students cannot leave Türkiye before obtaining the residence permit document. Departing from Türkiye before the residence permit application may be evaluated results in rejection. Your application may get 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. (We recommend that your passport be for at least 5 years. In this way, it is possible to obtain a longer residence permit.)

- If you already have a short-term residence permit, you can make a "transfer application" for the student residence permit. Please let us know via email.

- If you are coming from another university in Türkiye to Istanbul Sabahattin Zaim 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 proof of leaving your university before joining Istanbul Sabahattin Zaim University.

- The International Office checks the documents before you submit them to the Immigration Office. Please get in contact with the International Office for showing your documents before your document submission to the Immigration Office.

- Missing documents can lead your card's evaluation to be late and your card's arrival may be late for this reason. Avoid this especially if you have little time left before your visa expires. You may encounter legal problems such as paying fine or deportation.

## HOW TO APPLY FOR A RESIDENCE PERMIT?

### STEP 1: OBTAIN YOUR TAX NUMBER

The tax number is necessary for important payments and processes, such as the residence permit fee, opening a bank account, and/or registering your mobile phones. Once you receive your residence permit card, you will have your foreign ID number on it. You can use your foreign ID number for all legal issues; however, until you receive it, the tax number is the ID number you will be using. Thus, you need to obtain a tax number upon your arrival.

There are two ways to obtain a tax number:

- **Online Application:** Visit the official web page of Tax Office at

<https://ivd.gib.gov.tr>

Click on the **Application for Non-Citizen's Potential Tax Number button on the bottom of the page.**

- The application form has English explanations, and it requires you to upload your passport ID scan. The system will give you a Tax ID number once you submit the form. Please enable cookies and pop-ups 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. Enter the building and go to the “YABANCILAR İÇİN VERGİ NUMARASI” or “SİCİL İŞLEMLERİ” desk. The personnel might not be able to speak English. Therefore, you can bring this message to anyone, and they will help you:

“Merhaba! Ben İstanbul Sabahattin Zaim Üniversitesinden geliyorum. Yabancı uyrukluymum. Vergi numarası almaya geldim. Yardımınız için teşekkürler.” (Hello! I study at Istanbul Zaim University and I am foreigner. I came here to obtain a tax ID number. Thank you for your help in advance.)

See below the address of the Tax office:

→ Halkali Tax Office: Ziya Gökalp Mah. Turgut Özal Cad. İ.O.S.B. Dolapdere Sanayi Sitesi Maliye Kompleksi İkitelli, Başakşehir/İSTANBUL

Note: If you already have a tax number or Foreign ID Number, you do not have to get a Tax Number again.

## **STEP 2: MAKE ONLINE RESIDENCE PERMIT APPLICATION**

Warning! If you are abroad, you cannot apply for the residence permit!

It is necessary to upload your biometric photo in ICAO standards taken within the last six months to the form. Please have your biometric head-shot photograph in the JPEG version available on your computer.

Click <https://e-ikamet.goc.gov.tr/ikamet/OnKayit> to start your online application. Once your online application is complete, you should print it out, sign the signature line on the first page at the bottom, and add it into your file along with your other documents. You must prepare all required documents by yourself and please make sure that you do not have any missing documents.

Your appointment date and time will be sent by the Immigration Office to you as SMS/email message and it may take 5 or 7 days to receive it. Please be patient. If you do not receive after 5-7 days, you can send email to [international@izu.edu.tr](mailto:international@izu.edu.tr)

### **IMPORTANT!!!**

**DUE TO HIGH NUMBER OF APPLICATIONS, WE SUGGEST YOU TO COMPLETE THE ONLINE APPLICATION AT THE EVENING, OUT OF THE WORKING HOURS.**

### STEP 3: PAY YOUR RESIDENCE PERMIT CARD FEE

You can make the payment online by the below instructions:

1. Visit [//ivd.gib.gov.tr/](http://ivd.gib.gov.tr/)
2. Click on the “Harç ve Değerli Kağıt Bedeli Ödeme” button.
3. Click on the “Göç İdaresi İkamet Tezkeresi Harç Ödeme” button.
4. Type the Tahakkuk no (Accrue no) into the “Başvuru Numarası” box and then the verification code as seen below in the “Güvenlik Kodu” box.
5. Your accrue no is indicated in your residence permit online application form (1st page).
6. Please make sure you allow cookies and popups for this webpage to be able to download the receipt.
7. Please download and print out the receipt once you are done with the payment.
8. Please note that you should pay only the card fee (160 ₺).

#### **If you cannot pay online:**

You must first obtain a tax ID number and then pay it via either Tax Office, Ziraat Bank, Halk Bank, or Vakıf Bank with the 9207-reference code. If you already have a residence permit card before, you can use the old residence card number as a tax number. If you are below 18, you are not authorized to pay the card fee for yourself. Therefore, you may ask for a relative or a friend of yours to pay your card fee in your name with your tax ID number. Please note that the payment of the card fee must be in your name with your tax ID number.

See below the address of the Tax office:

Halkali Tax Office: Ziya Gökalp Mah. Turgut Özal Cad. İ.O.S.B. Dolapdere Sanayi Sitesi Maliye Kompleksi İkitelli, Başakşehir/İSTANBUL

Make sure to have more than 160₺ cash with you when you go to pay. The personnel might not be able to speak English. Therefore, you can bring this message to anyone, and they will help you:

“Merhaba! Ben İstanbul Sabahattin Zaim Üniversitesinden geliyorum. Yabancı Uyrukluyum. İkamet kart ücreti ödemeye geldim. Yardiminiz için teşekkürler.” (Hello! I study at İstanbul Sabahattin Zaim University and am a foreigner. I came here to pay my residence card fee. Thank you for your help in advance.)

**If you pay your residence card fee via bank, please make sure you have a stamp on the receipt.** If not, please ask for a stamp (in TR.: Makbuza mühür basar mısınız?)

**Never throw away the original payment document as you have to deliver it to the Immigration Office along with other documents, keep the original document. Otherwise, you will have to pay again.**



## **STEP 4: PREPARE YOUR DOCUMENTS AND SHOW THEM TO THE IRO FOR THE LAST CHECK**

Once you finish your online application and payment, submit the required documents below to the Immigration Office:

### **REQUIRED DOCUMENTS LIST:**

1. The Receipt of Residence Permit Card Payment: If you paid the fee (160₺) at the tax office or bank, submit the original receipt.
2. The printout of the Residence Permit Application Form: Do not forget to sign the signature section on the first page.
3. The printout of your Passport ID page
4. The printout of your Passport Last Entry Stamp Page of Türkiye
5. If exists, Visa Page or e-Visa copy
6. Four (4) Biometric pictures: Full face, front view with a plain white background, taken within 6 months, in size 4x6.
7. Student Certificate. (Obtain this form from the Student Affairs) Address Certificate: Download it on <https://www.izu.edu.tr/docs/default-source/international/a1.pdf>. After printing out the document, fill it out with your own handwriting.

### **8. Address Document:**

- Please get a notarized rental agreement of your residency or water/electricity etc. bill under your name and use its copy as the address document. Keep one copy for yourself in order to use it for address registration step later. (Also, there are several addresses that can not be used for the residence permit address registration. You can check these addresses on <https://www.goc.gov.tr/mahalle-kapatma-duyurusu-hk2>
- If you stay with your friends and relatives, please ask your friend or relative to come with you to the notary. You have to get a letter of commitment (Taahhütname) via their help. Keep one copy for yourself in order to use it for address registration step later.
- The Health Insurance Compliance Document: Download it on; <https://www.izu.edu.tr/docs/default-source/international/sgk-declaration.pdf>. Should be filled and signed by the applicant.

**Please keep in mind that you will give your fingerprints during your document submission. That is why you have to be there physically.**

**For the notaries in İstanbul: <https://portal.tnb.org.tr/istanbulNoterOdasi/Sayfalar/BagliNoterlikler.aspx>**

## STEP 5: SUBMIT YOUR DOCUMENTS AND GIVE YOUR FINGERPRINTS

After the last check of International Office, you have to submit your documents to the Immigration Office and give your fingerprints. Ensure that you collected all documents.

You need to take your documents to your Immigration Office choice which you made on your online application form.

Please keep your passport and student ID card with you all the time.

**All document preparation step is entirely your responsibility. The follow-up of card's status belongs to you.**

Appointment date and time information will be sent by the Immigration Office in 5-7 days. **The follow-up of your SMS or email messages regarding this information is entirely your responsibility. If you miss your appointment, you have to create a new online application on the system.**

In case of any missing documents, your application may be rejected or put aside until you bring your missing document. For this reason, we suggest you check the application status page regularly after your document submission.

The related page is <https://e-ikamet.goc.gov.tr/ikamet/DevamEdenBasvuruGiris>. If you face any trouble during the submission of your documents, please contact us.

Please keep a copy of your residence permit application form for yourself so that you can track your residence permit application status.

### WHEN DO I GET MY RESIDENCE PERMIT CARD?

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.

As the International Office, we are only responsible for providing the related information regarding your residence permit card application.

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 mail carrier 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.

You can see the result on <http://e-ikamet.goc.gov.tr/ikamet/DevamEdenBasvuruGiris> only after the evaluation of the immigration authority.

Login to the system by entering your mobile number or your e-mail address and passport number that you used in the application along with your application number. The result of your application evaluation (positive or negative) will appear on the screen. If your application is approved, click on the “post tracking” link on the same page to find out the printing status of your card. If your card has not been printed yet, the barcode number will give an error. If it is printed, you can follow the delivery stage of your card according to the barcode number.

Please be aware that tracking your residence permit card during the posting process is **fully your responsibility**. To receive your card, make sure you provide the correct address on the application form.

Be aware that the Immigration Administration might ask for some extra documents depending on your situation. **After receiving your residence permit card, please bring it to the Student Affairs.**

If your application is rejected or your missing documents are requested by the immigration administration, visit the Immigration Office that you have submitted your documents before with your passport and provide your missing documents.

**Attention:** You cannot leave Türkiye without obtaining your residence permit card. If you do so, you will receive a penalty depending on your case; moreover, your application will be cancelled by the Immigration Office.

### **STEP 6: REGISTER YOUR ADDRESS**

After your residence permit card is prepared, the Immigration Administration asks students to go to the nearest Immigration Office and register their address. For this reason, you must register the address where you live with your residence permit card and passport. You do not need to make an appointment for this procedure. You can register by going to the nearest Immigration Office between 09:00 in the morning and 17:00 in the evening, on the day and time you are available.

#### **Required documents for address registration:**

1. Residence permit card
2. Passport
3. Address proof:

- If you are staying in the dormitory, dormitory address certificate given by the dormitory management

- If you are living off-campus, rental agreement (notarized), or water / electricity bill showing your name and address.

- If you are living at a friend's or relative's house, a letter of commitment (Taahhütname) which is prepared at the notary can be used for address registration. You have to go there with your friend or relative who are having their address registration at this residency.

## WHAT SHOULD I DO BEFORE LEAVING TÜRKİYE?

In case you need to leave Türkiye before you receive the residence permit card (we do not suggest this unless it is an emergency), please make sure you have an Approval Document (Müracaat Belgesi) and the residence card payment receipt with you at the airport that proves your application for the residence permit.

This document allows you to travel and stay outside Türkiye for up to 15 days during your residence permit evaluation period. Yet, this document becomes available only after you receive a notification saying that your application has been evaluated positively. The evaluation of a residence permit application may take approximately 15 days after you submit them to the authorities.

To get Approval Document (Müracaat Belgesi), you need to visit the same website that you checked your application status. If your application is evaluated positively, you can download it as a PDF version or you need to visit Istanbul Department of Immigration (İstanbul İl Göç İdaresi) with your passport and submit it to the Room 204 (Student Residence Permit Room) on the first floor and request the Approval Document. Please make sure to get this document at least 5 days prior to leaving the country.

Once again, you are allowed to leave the county only for 15 days, even with the Approval Document.

## WHAT IF MY INFORMATION (ADDRESS, PASSPORT INFORMATION, OR CELL PHONE NUMBER) CHANGES?

If your address or passport information is changed, after you receive your card, you must inform the Immigration Authority within 20 days. You must visit the Information Update Room (Bilgi Güncelleme Odası) within the Istanbul Provincial Directorate of Immigration Administration building.

- Website and Address: <https://istanbul.goc.gov.tr/iletisim>
- Working hours: 09:00-17:00

## LEAVING THE UNIVERSITY, FREEZING THE TERM OR GRADUATION:

You should leave Türkiye within 10 days once you leave the university or freeze the term, as your card becomes invalid as of your leave or freezing date. If you stay more than 10 days, you may have to pay a penalty fee at the airport when you leave Türkiye.

If you graduate, your residence permit card is canceled as of your official graduation date, regardless of its duration. You can stay in Türkiye for 10 days after the official graduation date. You can apply for a short-term residence permit application depending on your purpose of stay, before your student residence permit becomes invalid.

## WHAT IF I LOSE MY RESIDENCE PERMIT CARD?

You have to go to the nearest police center as soon as possible and get a report about losing your card. Then you have to pay your residence card fee (160 TL in cash) at the tax office and keep the receipt. Then, you have to go to the Kumkapı Immigration Office with the report, payment receipt and your passport to apply to get a new residence permit card (You do not need to get an appointment date before going there). Immigration Office officials will accept your application and will send your new card to the address you have mentioned.

## HOW TO PROLONG MY RESIDENCE PERMIT?

If your studies continue past the expiration date of your card, then you have to prolong your residence card. 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.

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 59 days at earliest before the expiration date. If you miss the date, then you can still apply within 10 days of expiration, which might bring penalty payments too. If you miss the ten-day period, you must leave the country.

## 2. HIGH SCHOOL DIPLOMA EQUIVALENCY (DENKLİK BELGESİ)

As part of registration rules and regulations, all international undergraduate students are required to submit their High School Diploma Equivalency Certificate (Denklik Belgesi) together with other registration documents.

**\*Equivalency certificate:** The equivalency certificate verifies that your high school diploma / certificate is equivalent to those obtained in Türkiye. If you have a Turkish high school diploma, you are not required to submit this document.

The High School Diploma Equivalency can be obtained before arrival in some countries where there is an Education Attaché at the Consulate / Embassy of the Republic of Türkiye. However, please bear in mind that since not every Turkish consulate issues the Equivalency Certificate, it is important to check with the consulate in the specific country. If the Education Attaché at the Consulate provides this service, you should make sure that you obtain your equivalence certificate before arriving in Türkiye and submit it during registration.

Students can also obtain the Equivalency Certificate from the Provincial Director of National Education in Istanbul by applying with their high school diploma / transcripts and graduation exam results (with requirements varying from country to country); but evaluation process takes longer in Istanbul.

- Your university registration **will not be completed** until you submit the equivalency certificate to the University.

- Please bear in mind that students who receive an equivalency certificate rejection are not allowed to legally register to any university in Türkiye.

- Rules and regulations regarding the equivalency certificate are subject to change by the Turkish Ministry of Education.

- Applying for the equivalency certificate is solely the student's responsibility. The International Relations Office can guide you through the process, if you have any questions.

### **HOW TO OBTAIN MY EQUIVALENCY CERTIFICATE?**

#### **OPTION 1 - FROM THE LOCAL TURKISH EMBASSY/CONSULATE WHERE YOU LIVE**

It is better and easier for you to apply while you are in your country. Please visit <http://abdigm.meb.gov.tr/www/yurt-disi-temsilciliklerimiz/icerik/27> to see the list of the educational attachés in your country. If there is an educational attaché where you live, we recommend that you contact the attaché in your country by phone or mail prior to your application. You may need to take an appointment and get information in advance. You can find the required document list below. After receiving the equivalency certificate, you have to submit all the original documents as soon as possible to the Student Resources to complete your registration.

#### **OPTION 2 - OBTAINING YOUR EQUIVALENCY IN TÜRKİYE**

If there is not an Educational Attaché in your home country or they did not provide any services about it, you should apply for the certificate as soon as you arrive in Türkiye. You must make an online application, upload your documents and make an appointment from the Ministry of Education Office.

Here are the steps to obtain the equivalency certificate by online application.

- Please visit <https://edenklik.meb.gov.tr/> to make an online application.

- Enter your personal information. Make sure you enter a valid Turkish mobile number, as the appointment will be sent to your phone via SMS.

- After entering personal information, please upload the required documents below.

- Select the Equivalency Center: If you are in Istanbul, select "BÜYÜKŞEHİR"

The Ministry of Education Office (Milli Eğitim Müdürlüğü) is located in: Eski Toptaşı Caddesi Eski Adliye Binası D:1, 34122 Sultanahmet/Fatih/İstanbul.

- Select an Appointment Date. After selecting the appointment date, the system will generate a Registration Number. Take a screenshot of the page and write down the registration number. Print it out if possible.

- After completing your online application, please prepare all the original documents, and go in person to the equivalency center on your appointment date.
- The staff at the equivalence center will return all your original documents to you after verifying the authenticity of your documents.
- After your documents are verified, you will be able to check your application by entering the Registration number on the online application system and then will be able to download your “Equivalency certificate” .pdf file to your computer.
- After downloading your result .pdf file, please bring it to the Student Affairs.

### REQUIRED DOCUMENTS FOR THE EQUIVALENCY APPLICATION

- Application form. Download it on;  
[https://edenklik.meb.gov.tr/documents/denklik\\_basvuru\\_formu.doc](https://edenklik.meb.gov.tr/documents/denklik_basvuru_formu.doc)
- Fill out the application form.
- Passport ID page copy
- Diploma or document that states that the applicants are entitled to receive a diploma - With apostille, in the absence of apostille, approved by the ministry of education, the ministry of foreign affairs, or the embassy. (These documents must be completely uploaded in a way that approval / seal will appear clear. Otherwise, the equivalence procedures will be cancelled during the application.
- Transcripts (must cover ALL high school years and must be stamped by Ministry of Education or Foreign Affairs or by the embassy.

**Note 1:** For **Apostille Convention Signatory** countries, see list on;

[www.hcch.net/en/instruments/conventions/status-table/?cid=41](http://www.hcch.net/en/instruments/conventions/status-table/?cid=41) )

Your high school diploma and transcripts must be apostilled (mandatory according to Turkish Ministry of Education regulations). For countries who are not **Apostille Convention Signatories**: your high school diploma and transcripts must be approved/ stamped by the Ministry of Education or Ministry of Foreign affairs or the embassy.

**Note 2:** The notarized translation of the diploma and the transcripts is required only when the documents are not in one of the following languages:

- Arabic
- English
- German
- French

**Note 3:** Students who have completed the A- and O-level track for the GCE (British Education System) must fulfil one of the following options:

- Two A-Levels, One AS-Level and Two O-levels
- Three A-Levels and One O-Level
- Two A-Levels and Three O-Levels

**Note 4:** If your original diploma and other documents are at the equivalency office during your equivalency process, you can come to the university registration with a notarized copy of the original documents.

### 3. HEALTH INSURANCE

Foreign students who are studying in Türkiye are required to have health insurance from a Turkish insurance company, as a prerequisite for obtaining a student residence permit in Türkiye.

According to Turkish law, all the residents are required to obtain health insurance valid for at least one year, so that they can obtain a short-term residence permit in Türkiye, including the students.

### 4. PHONE REGISTRATION

If you have brought your own mobile phone to Türkiye, you must register it within 120 days after your last entry date to Türkiye. If you do not, your phone will be blocked after 120 days.

You will need to submit your residence permit card during the phone registration. If you register without a residence permit card, your phone will be blocked after 6 months.

In order to register your phone to the system, first you need to pay the mobile phone registration fee (currently 2170 TL). You can pay your fee via online banking, by going to the nearest tax office, or to any bank branch. (The fee may change annually.)

Whether you pay your fee online or in person, you will be asked to provide the IMEI number of your mobile phone. After making the payment, please take the receipt and keep with you.

If you do not know the device's IMEI number, you can learn it by dialing these digits:

\*#06# After you learn your IMEI number, please write it down to a paper.

Paying the registration fee does not mean registering the phone. You must register your phone through the e-devlet portal. (<http://www.turkiye.gov.tr>)

**PS: As the cost of registering your phone is almost equal to a new phone cost, we suggest buying a new phone instead of going through all these bureaucratic processes.**

### 5. E-DEVLET PORTAL

E-devlet is a website offering access to all public services from a single point. You can register your IMEI Number, download your criminal record or student certificate or address document.



If you are an internet banking customer of a Turkish bank, you do not need to obtain an e-devlet password. You can enter the platform with your internet banking credentials. Once you enter the e-devlet website, you will see an internet banking option to enter the platform. Select that option, choose your bank and proceed. Otherwise, you do need an e-devlet password. To get your password, you have to visit a PTT branch (post office) with your active Turkish cell phone, passport and residence permit card.

## **6. OPENING A BANK ACCOUNT**

In order to open a bank account in Türkiye the following papers and documents are required;

- Tax number
- Student certificate or student identification card
- A rental agreement or an invoice with your name and address on it (An invoice: electricity, water or gas bills).
- Passport

# LIFE AT IZU

## A CAMPUS UNIVERSITY IN THE CITY

Located in the center of Istanbul metropolis, IZU offers its students the advantage of studying in a peaceful environment in the city with its Halkalı and Altunizade campuses. Located in the middle of important points such as the Istanbul Airport and the E-5 and TEM (European Highway) highways, İZÜ provides easy access to every part of Istanbul with its proximity to transportation services such as the metro line, metrobuses, and Marmaray line.



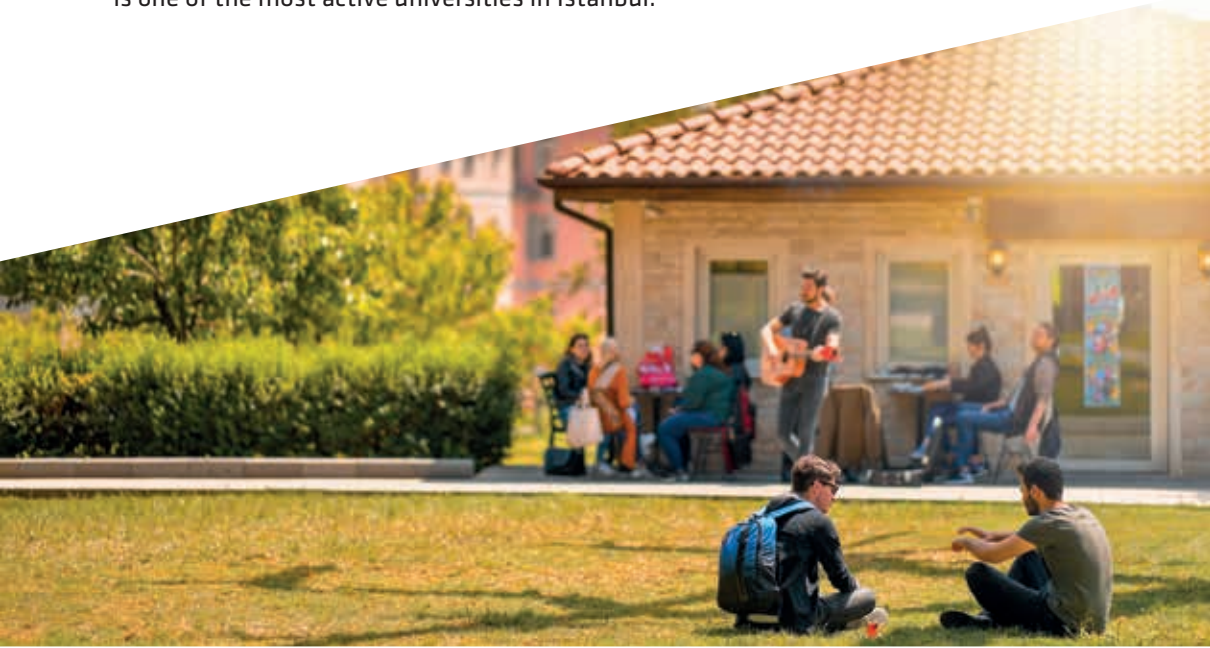
## A WONDERFUL CAMPUS IN THE SHADOW OF CENTURY-OLD SYCAMORES

You can experience a peaceful university life on the IZU campus away from the chaos and noise of the city in the shadow of centuries-old sycamore trees. While studying in a quiet environment, you can taste organic fruit in the garden, which has about **30 varieties of fruit**, and share your food with our lovely friends (parrots, rabbits, cats, lambs, and squirrels) who live on our campus.



## ACTIVE STUDENT LIFE

In addition to **65 active student clubs**, IZU has many communities and platforms. Our students organize many activities on and off campus, adding value and color to the society. Programs such as volunteer-based and original sounding seminars, trainings, excursions, sports tournaments, and poetry recitals are carried out under the leadership of our students. With **more than 650 events** throughout the year, IZU is one of the most active universities in Istanbul.



## INTERNATIONAL STUDENTS CLUB

IZU International Student Club organizes, promotes and/or supports cultural, social and sportive activities like country presentation days, friendship wall day, trips, picnics and many more, representing its members who are from diverse cultures. Students from more than 91 countries around the world already joined the club, you are more than welcome to join the International Students Club too.

 /IZUintrnational  /IZUinternational  
 /IZUinternationalstudents



## **OUTDOOR AND INDOOR SPORTS FACILITIES**

There are many sports facilities and social areas at IZU that allow our students to socialize and pass time. Courses in sports branches such as golf, basketball, fitness, football, volleyball, Taekwondo, tennis, rowing, handball, wrestling, and traditional or olympic archery are provided for our students in indoor and outdoor sports complexes, with many national degrees and championships having been won in these fields. Meanwhile, courses such as zumba, pilates, and other activities organized throughout the year offer a healthy and stress-free student life.



## **COMFORT, PEACE and SAFETY: IZU GUESTHOUSES**

In addition to providing safe and comfortable accommodation for our female and male students in the guesthouses located on our campus, many activities are organized that will contribute to their personal and social development. Our guesthouses also have movie theaters, cafeterias, fitness rooms, handicraft workshops, and computer laboratories built in the Apart system.



## FULLY EQUIPPED RESEARCH LIBRARY

IZU libraries serve seven days a week with their extensive collections and expert staff. In addition to our two existing libraries, our 13,500 square-meter central library with a capacity of 1 million books and 1,500 researchers has been put into service as **one of the largest library in Istanbul**. Our central library with its rich collection, international academic databases, and individual and group study rooms provides service 7 days a week, 24 hours a day during midterms and finals.



## HEALTH CENTER

The Health Center has been established to address the personal health issues of employees and students. In case you experience a health issue, you may directly visit the Health Center. If the health unit deems it necessary, you will be referred to more comprehensive institutions. All sorts of examinations and emergency services are free of charge at the Health Center. The Health Center provides services with one specialist doctor and one nurse. The nurse is available full-time on the weekdays. The doctor is available on some weekdays on campus; for more details, please contact the Health Center.



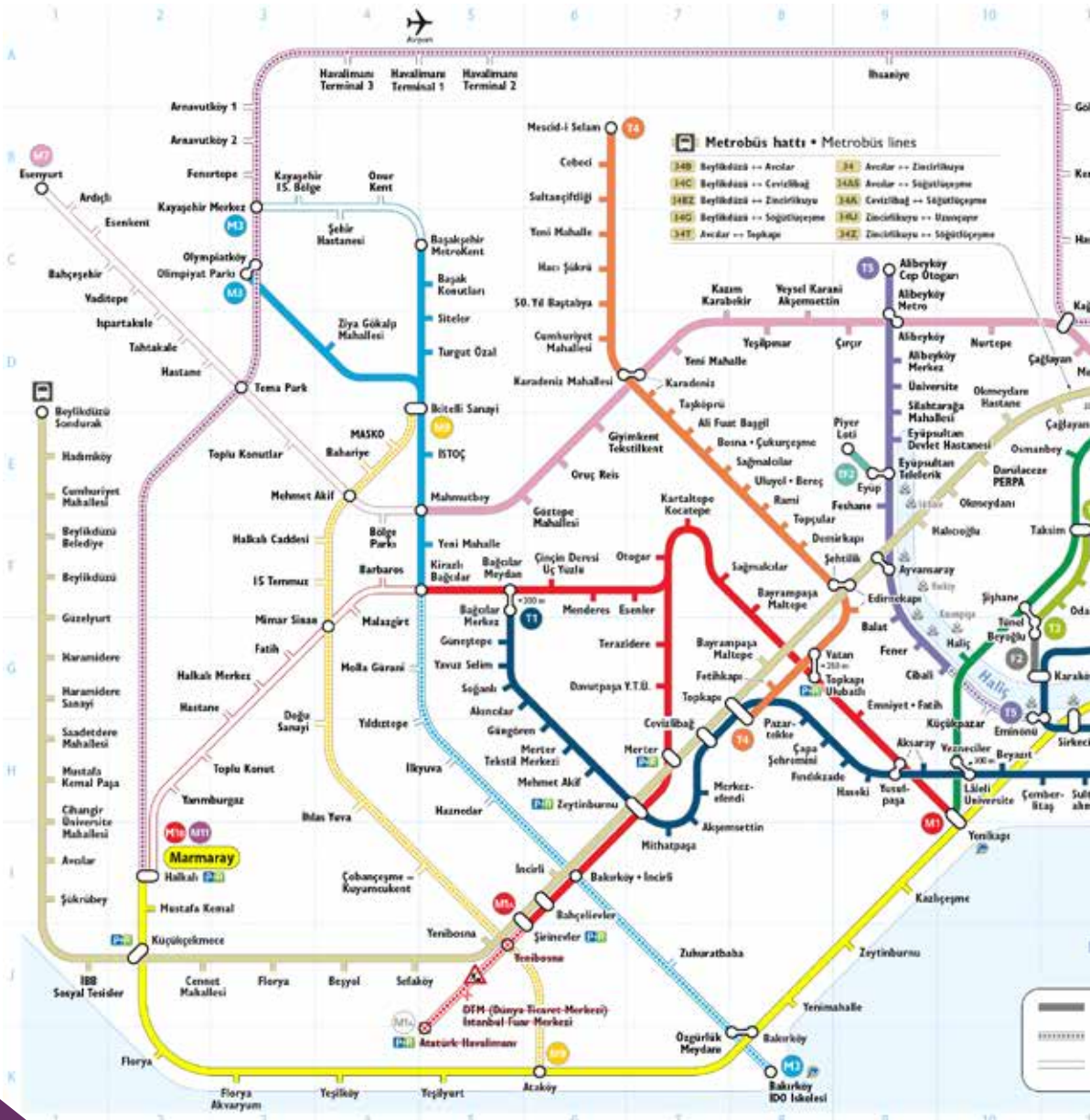
# LIFE IN ISTANBUL

Istanbul is truly a world city, a city which everyone should visit at least once in their lifetime. It is an enchanting blend of Eastern and Western culture, a vibrant, modern city, with a unique identity. Its rich past coexists alongside its youthful energy. Even though no longer the capital of Türkiye, Istanbul still remains the country's cultural and business center. It is the only city in the world that sits on two continents: Europe and Asia. The city lies on both sides of the Bosphorus channel and the Sea of Marmara, which connects the Black Sea to the Mediterranean. On the European side of the Bosphorus, old Istanbul developed on the western side of the narrow Golden Horn, a canal about 4 miles in length that empties into the Bosphorus.

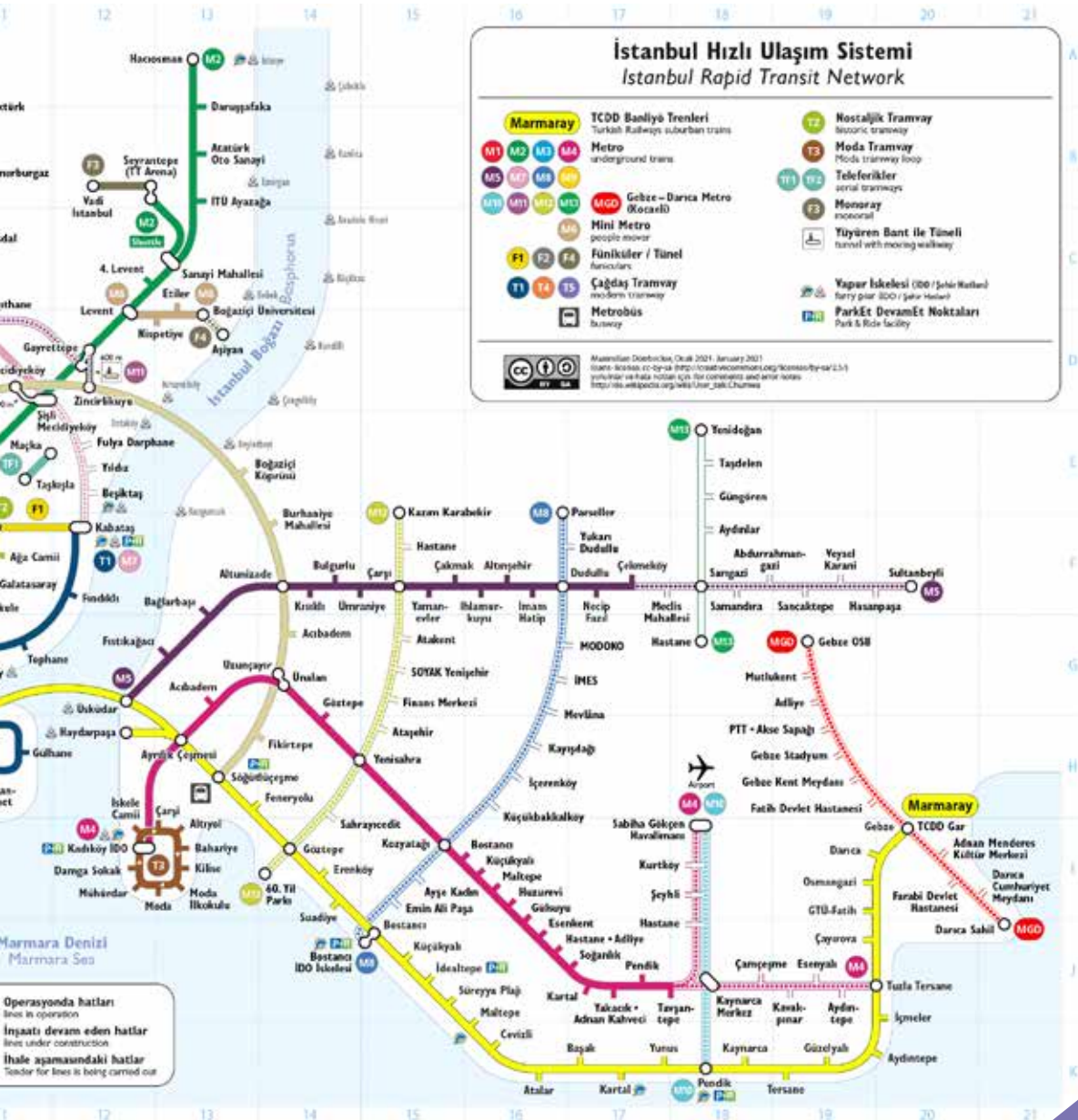


## Well connected Cosmopolitan (Public Transport)

Istanbul is a fairly large and colorful city with so many different places to explore, but it can be a little confusing to get oriented in the beginning. With each area seeming completely different from the next one, the municipality of Istanbul (Istanbul Büyükşehir Belediyesi) has done a great job connecting them. There are over 10 metro lines, ferries, and an underwater train crossing right through the bosphorus sea, that let's you cross over from Asia to Europe in 2 minutes.







## İstanbul Hızlı Ulaşım Sistemi Istanbul Rapid Transit Network

- |  |  |   |
|--|--|---|
| <p><b>Marmaray</b><br/>TCDD Başıly Trenleri<br/>Turkish Railways suburban trains</p> <p><b>M1-M4</b><br/>Metro<br/>underground trains</p> <p><b>M5-M10</b><br/>Gebze - Darıca Metro<br/>(Kocaeli)</p> <p><b>M11-M13</b><br/>Mini Metro<br/>people mover</p> <p><b>F1-F4</b><br/>Füniküler / Tünel<br/>funiculators</p> <p><b>T1-T5</b><br/>Çağdaş Tramvay<br/>modern tramway</p> <p><b>Metrobüs</b><br/>busway</p> | <p><b>TZ</b><br/>Nostaljik Tramvay<br/>historic tramway</p> <p><b>T3</b><br/>Moda Tramvay<br/>Moda tramway loop</p> <p><b>T1.1-T1.2</b><br/>Teleferikler<br/>cable tramways</p> <p><b>F3</b><br/>Motoray<br/>motorail</p> <p><b>Tünel</b><br/>Tüyören Bant ile Tüneli<br/>tunnel with moving walkway</p> <p><b>Yapı İşçileri (İDO / Şehir Hattı)</b><br/>ferry pier (İDO / Şehir Hattı)</p> <p><b>Park &amp; Ride Noktaları</b><br/>Park &amp; Ride facility</p> | <p><b>M25</b><br/>Yapı İşçileri (İDO / Şehir Hattı)<br/>ferry pier (İDO / Şehir Hattı)</p> <p><b>Park &amp; Ride Noktaları</b><br/>Park &amp; Ride facility</p> |
|--|--|---|

Marmaray Dönüşüm, Ocak 2021, January 2021  
 İstanbul - İstanbul, 22-01-2021 (PDF) <https://www.marmaray.gov.tr/konu/22-01-2021>  
 İstanbul - İstanbul, 22-01-2021 (PDF) <https://www.marmaray.gov.tr/konu/22-01-2021>  
[http://www.wikipedia.org/wiki/İstanbul\\_Hızlı\\_Ulaşım\\_Sistemi](http://www.wikipedia.org/wiki/İstanbul_Hızlı_Ulaşım_Sistemi)

**Operasyonda hatlar**  
 lines in operation  
**İnşaatı devam eden hatlar**  
 lines under construction  
**İhale aşamındaki hatlar**  
 tender for lines is being carried out

### **Cost efficient (For students)**

Istanbul is one of the most affordable metropolitan cities in the world. With the Turkish Lira being an affordable currency, foreigners coming to Türkiye find things to be much cheaper than the locals. It goes one step further for students, who are entitled to student discounts all over the city. Starting from extremely cheap access to all the public transport, to museum entries, discounts on restaurants, and almost any other store you could try your luck on.

### **Turkish Culture**

Turkish Culture is arguably the best part of Türkiye. Turkish people are warm, friendly and open people who love interacting with people from other cultures. Turkish Culture is uniquely beautiful and consists of traditions from hundreds of years of Ottoman history. From Turkish Hamams to the Evil Eye (Nazar) hanging everywhere in Türkiye, Turkish hospitality is likely the most remarkable aspect of the culture, where Turkish people frequently wish to treat you to a cup of tea, food, or offer you a place to stay. As a student, it is extremely fun to constantly discover the beauty of this culture, and appreciate the diversity within Türkiye itself.

### **Diversity**

Istanbul is the most diverse city in Türkiye for the mere reason that it serves as the urban hub for the country. Turkish people from all over Türkiye come to Istanbul in search of employment and a better living standard. Istanbul is also home to many Europeans, Asians and residents of other Middle Eastern Countries, outside of Türkiye who come to the city for education, employment or tourism.

This exposes you as a student, to people from so many different regions at an early age of your life, that allows you to explore different cultures, mix and interact with different people from all over the world, giving you the unique opportunity to become internationally acquainted and grow.

### **Student City**



Istanbul is the city with most universities in Türkiye. It is the educational hub of Türkiye with around 50 universities in the city. Istanbul has many international students registered to be studying here from all over the world pursuing undergraduate degrees, masters degree and PHD's. It is also the city with the most exchange students in Türkiye from Europe, USA, South America and Asia because it has most of the highest ranking universities in Türkiye and the most agreements with international universities. You will never stop meeting new students in this city as an "Istanbulian" and this makes the student life even more enjoyable.

## Festivals and Concerts



There are frequent Festivals occurring throughout the year in Istanbul starting from Private University festivals to Turkish Music festivals and other annual fests that go on for entire weeks. As a famous metropolitan city, Istanbul attracts many international artists who give out concerts in different parts of the city, at affordable prices. Students have an opportunity to indulge in these activities outside of their academic life during vacations, post mid-term exam breaks and spring breaks. There are social events taking place in Istanbul at all times, outside of festivals and Concerts which students are always free to explore.

### Opportunity to learn a new language

Finally, the reason an international student would want to study abroad is to experience a different culture. The Turkish culture and the Turkish language go hand in hand. Turkish is one of the easiest and sweetest languages to learn. It is nearly impossible not to learn Turkish as an international student because you hear it everywhere on the streets and in every shop.

Turkish people get extremely happy when a foreigner speaks even a little bit of Turkish. Locals are extremely helpful and are ready to help you with learning this language at every go. This is a unique opportunity to enhance your linguistic skills in your student life and is definitely something that you could add to the CV. Learning Turkish is definitely going to make it easier to get a job in Istanbul.

### Useful Apps

We recommend you to download some applications onto your phones to make the life easier for you in İstanbul.

**Getting around:** Trafi, Mobbiett, Yandex and İBB Ceptrafik, Bitaksi, Martı



**Order-in:** Yemeksepeti, Trendyol, Getir





İSTANBUL ZAIM ÜNİVERSİTESİ



**Istanbul Zaim University**

Halkalı Street, 34303 Küçükçekmece / İSTANBUL  
Telephone: 444 97 98 Fax: +90 212 693 82 29

[www.izu.edu.tr/en](http://www.izu.edu.tr/en) - [international@izu.edu.tr](mailto:international@izu.edu.tr)

[f](#) [t](#) [v](#) [i](#) [i](#) /zaimuniv