



APPLICATION GUIDE FOR INCOMING ERASMUS STUDENTS

2015-2016 Fall

Dear Students,

It is a pleasure for us to be able to welcome you at YTU in the upcoming semester. We all hope that your Erasmus period at YTU will be a unique adventure in your life and it makes an outstanding contribution to your life in terms of both academic and social aspects.

The number of international students incoming to YTU is increasing each year, which adds greatly to the multicultural environment on campus. In this respect, we would like to host you here with your cultural background, which will enrich the international atmosphere on campus.

About YTU and its Campuses:

Founded in 1911, Yıldız Technical University currently has 10 Faculties, 2 Graduate Schools, 2 Vocational Schools and a School of Foreign Languages which are located on three different campuses: Yıldız Campus (Main), Davutpaşa Campus, Maslak Campus.

List of Faculties:

Yıldız Campus	Davutpaşa Campus	Maslak Campus
Economics and Administrative Sciences	Electrical and Electronic Engineering	School of Vocational Studies
Mechanical Engineering	Education	
Architecture	Science and Letters	
Naval Architecture and Maritime	Civil Engineering	
Vocational School of National Palaces and Historical Buildings	Chemical and Metallurgical Engineering	
Graduate Schools	Art and Design	
	School of Foreign Languages	

For specific programmes offered at the faculties mentioned above, please visit our web site:

<http://www.bologna.yildiz.edu.tr/index.php?r=academicunit/index>

Contacts:

EU Office : It is the central Erasmus Office and located in Davutpaşa campus. You can contact EU Office for any administrative issues: application, acceptance, confirmation at institutional basis, etc. Contact e-mail: incoming@yildiz.edu.tr

Departmental Coordinator: S/he is one of the teaching staff at your registered department. You can contact her/him for any academic issues: courses, study programmes, learning agreement changes, transcript of records. (For contact details, please check the list of dept. Coordinators) [List of Departmental Coordinators](#)

Erasmus Student Network (ESN) YTU: A student club which helps out the incoming Erasmus students in social matters: City guide, accommodation, student facilities, student events, etc. Contact e-mail: esnytu@esnturkiye.org

Courses:

The course catalogue is available at www.bologna.yildiz.edu.tr

When you click on the code of each course, a detailed information about the course will be displayed. Please note that it is a catalogue, and it does not mean that each course available in the catalogue will be offered at a specific semester. The study programmes are set right before the start of the semesters. It will be possible for you to make a change on your proposed learning agreement after you arrive.

For specific questions about the courses, please contact directly with the relevant departmental coordinator.

Accommodation:

Unfortunately YTU does not provide accommodation at university dormitories. You can either search for private apartments, dormitories or share flats with other students. ESN YTU team will help you in finding accommodation.

Academic Calendar:

Fall Semester: Mid-September-Mid-January

Spring Semester: Mid-February-Mid June

Application:

Type:	Online
Link:	http://www.kimoerasmus.com/yildiz/default.aspx?id=5
Dates:	Fall: 15th May-15th July Spring: 15th October-15th December
Necessary documents:	-Learning Agreement (scanned in pdf format, and to be signed and stamped by the applicant and the home university) -Photo (headshot in jpg format) These documents will be uploaded as a scanned copy to the online system.
Technical Guide:	- Use the link: http://www.kimoerasmus.com/yildiz/default.aspx?id=5 - Register with your e-mail address -Activate the link sent to your e-mail -Login with your registered e-mail address and type your password -Fill out all of the information asked for -Choose the department/field that you will apply for -Attach the necessary documents (mentioned above) -Save -Send
Assessment Process:	-EU Office will check your application and send you a confirmation e-mail, and transfer the application for the assessment of the relevant departmental coordinator -The Departmental Coordinator will assess the application -In case of acceptance, Erasmus office will send you the scanned copies of your letter of acceptance along with the duly-signed copy of your Learning Agreement
Contact:	incoming@yildiz.edu.tr

Important reminders:

-Please note that in order for your application to be processed, you should be nominated by your home university before you complete your application. Nomination e-mails should be sent to: incoming@yildiz.edu.tr

-Applications should be completed through the online application system and the applications sent by e-mails are not considered as eligible.

-The online application system will be open on 15th May and closed on 15th July. It is not possible to receive an application outside of this period.

-Most of the courses (2/3) in your study programme should be from the department that you are registered.

-Before you start with your online application, please check with your home university that there is an Inter-institutional agreement with YTU.

Visa and Residence Permit & Insurance:

- Please contact with the Turkish Consulate in your home country about the requirements and apply for a student visa.
- For the residence permit, you need to get e-appointment from the website http://e-randevu.iem.gov.tr/yabancilar/dil_sec.aspx **within 30 days upon your arrival.**
- You need to complete the e-appointment **within 30 days after your arrival. You may not find an available date within your first 30-day stay in Turkey, but on condition that you have made your e-appointment within first 30 days, the actual date for appointment may be later than that.**
- In the drop-down menu for “the place of application”, you can either choose the Central Police Office in Fatih (YABANCILAR ŞUBE MÜDÜRLÜĞÜ VATAN) or the District Police Offices where you reside in Turkey.
- Following the submission of your e-appointment request, take a **print** of the document.
- After your residence permit is issued, the Police sends your permit directly to our University, and you’ll pick your residence permit up from the EU Office.
- You cannot leave Turkey before you receive your residence permit. Otherwise you will be asked to pay a fine and your visa may be cancelled.
- Documents to be submitted to the Police during the appointment:
 - 1) Residence Application Form
 - 2) 4 passport photos
 - 3) Original Passport
 - 4) Copy of the passport (Picture Page, Pages showing the last entry and validation)
 - 5) Student Enrollment Letter (to be handed out by EU Office)
 - 6) General/Private Health Insurance Policy : The policy should cover the “Minimum Policy Content”

The insurance that you will buy should be in compliance with the “Minimum Policy Content” (see attached) and that attached letter should be signed by the insurance company and enclosed to the policy. Therefore, thanks to that letter, our EU Office can give you a confirmation letter which approves, in Turkish language, that the policy covers the minimum criteria.

If you have already bought a Health Insurance covering the minimum criteria, please ask the insurance company to sign the attached “Minimum Policy Content” letter before your arrival in Turkey. Otherwise, you will need to make a notary-certified translation of the policy into Turkish Language, which will be somehow costly. If the policy that you have already bought does not meet the minimum criteria, then you’ll need to buy a new insurance in compliance with the requirements in order to get the residence permit.