

TÜRKİYE CUMHURİYETİ
AVRUPA BİRLİĞİ BAKANLIĞI



REPUBLIC OF TURKEY
MINISTRY FOR EU AFFAIRS



Erasmus+



YILDIZ TEKNİK ÜNİVERSİTESİ
YILDIZ TECHNICAL UNIVERSITY
TR ISTANBU07



WELCOME GUIDE for ICM (Incoming Students)



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A. Welcome

Dear Students,

It is a pleasure for us to be able to welcome you at YTU for your mobility program. 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.

Please, read the **Welcome Information Guide** carefully, which includes invaluable information for a foreigner.

We hope this guide will give you full awareness about living and studying at YTU.

You are more than welcome at YTU and Erasmus+ Program Unit to ask any questions you may have or consult in any matter, where you will always find a friendly face.

All the best from Erasmus+ Program Unit Staff

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Fax: +90 212 383 56 56

Web: www.eu.yildiz.edu.tr

E-mail: icm@yildiz.edu.tr

Address: Yıldız Teknik Üniversitesi, Uluslararası İlişkiler Koordinatörlüğü
Erasmus+ Program Unit, Davutpaşa Kampüsü, Taşkışla Binası A-1003
34220 Esenler / İSTANBUL TURKEY

1- Istanbul

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

The historic city of Istanbul is situated on a peninsula flanked on three sides by the Sea of Marmara, the Bosphorus and the Golden Horn. It has been the capital of three great empires, the Roman, Byzantine and Ottoman empires, and for more than 1,600 years over 120 emperors and sultans ruled the world from here. No other city in the world can claim such a distinction. During its development, the city was enlarged four times, each time the city walls being rebuilt further to the west.

Surrounded by 5th century Roman city walls and stretching over seven hills, Istanbul is adorned by the masterpieces of Turkish art, the great mosques of the Sultans that crown the hills. The city presents an exquisite, majestic and serene silhouette from all directions. The Golden Horn, which is a very secure natural harbor, has played a significant role in the development of the city.

Fortune provided such advantages to Istanbul as a location at a junction where the main overland routes reach the sea, an easily defensible peninsula, an ideal climate, a rich and generous nature, control of the strategic Bosphorus, and a central geographical position in the ancient world.

As a capital of empires, the city was not only an administrative, but also a religious center. The Patriarchate of Eastern Christians has been headquartered here since its establishment, and the largest early churches and monasteries of the Christian world rose in this city on top of the pagan temples. Within a century after the city was conquered, it was enriched with mosques, palaces, schools, baths and other architectural monuments that gave it a Turkish character, while some of the existing churches in ruins were repaired, altered and converted into mosques. Between the 16th century when the Ottoman sultans acquired themselves the title of the "Caliph of Islam" and 1924, the first year of the Republic, Istanbul was also the headquarters of the Caliphate. More Jews settled in Istanbul than any other port, and here they built themselves a new and happy life after they were rescued from Spain by the Turks in the 15th century. Istanbul has always been a city of tolerance where mosques, churches and synagogues existed side by side. The city was adorned with a large number of dazzling and impressive works even during the period of decline of the Ottomans.



During this time, the influence of European art made itself felt in the new palaces, while the northern slopes of the Golden Horn, Galata and Beyoğlu districts assumed a European character. Even when the Empire, which was a party to World War I, collapsed and the young Republic that replaced it moved the capital to Ankara, Istanbul did not lose its significance.

In the 1970s, Istanbul's population rapidly increased, causing the city to expand into the nearby villages and forests, eventually creating a major world metropolis. Today its population is over 14 million and still increases constantly. It continues to be the commercial and cultural center of Turkey.

Istanbul's many historical areas were added to the UNESCO World Heritage list in 1985. In addition, because of its status as a world rising power, its history, importance to culture in both Europe and the world, Istanbul has been designated the European Capital of Culture for 2010 by the European Union.

2- Yıldız Teknik Üniversitesi (YTU)

Since being founded in 1911 Yıldız Technical University has been a beacon for knowledge in the technical field. It has since been evolving for both country and the city. Since starting as a major engineering school, it has been increasingly becoming a major center for knowledge with highly professional staff and many learning activities. The university's mission has been stated as "Our mission is to create a university which pioneers education, scientific research, technological development and artistic work aimed at the progress of society and the increase of the quality of life within an understanding of national and international solidarity; and educates creative, enterprising, questioning and ethical students equipped with universal values, who constantly renew themselves, aim for lifelong learning and are capable of analysis and synthesis."



Currently Yıldız Technical University has three campuses Yıldız Central Campus, Maslak Campus, Davutpaşa Campus.

List of Faculties:

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

Libraries are accessible to all students with their student ID. The main library is located in Davutpaşa Campus. Main library is home to our university's ever growing collection. It has five floors and capable of holding over 600 people. There is another library at Yıldız Campus, as well.



In order to enable the students to be integrated with each other at the faculties and departments, and to grant them with the competition excitement, competitions are organized between the Faculties in the fields of Basketball, Table Tennis and Volleyball; and moreover course programmes are provided in various sport fields such as Aerobics, Badminton, Bowling, Dance, Folk Dance, Korfbal, Taekwondo, Tennis and Volleyball.

Yıldız Campus	Davutpaşa Campus	Ayazağa Campus
1 Basketball Field (Outdoor)	1 Multi-functional Sport Saloon 1 Fitness Saloon 2 Tennis Court 3 Basketball Field (Outdoor) 1 Swimming Pool (Outdoor) 1 Swimming Pool (Indoor)	2 Indoor Saloons (Non-standard) 1 Football pitch (Mini) 4 Wrestling Saloon 1 Table Tennis Saloon

3- YILDIZ-TÖMER

It is the institution, located in Yıldız campus, providing Turkish language instruction to all individuals who have chosen Turkish as their medium of communication for academic or professional pursuits which will enable them to achieve personal, academic and career success, and to promote international and intercultural understanding. You can contact TÖMER for any administrative issues: application, acceptance, lectures, information etc.

Phone: +90 212 383 23 60

Fax: +90 212 383 23 59

Web: www.tomer.yildiz.edu.tr

E-mail: tomer@yildiz.edu.tr

Address: Davutpaşa Kampüsü

4- Erasmus Student Network (ESN) YTU:

YTU is a member of ESN (Erasmus Student Network) and ESN YTU will help out incoming students in social matters: City guide, accommodation, transportation, student facilities, student events, etc.

Web: www.ytu.esnturkey.org

E-mail: esnytu@esnturkiye.org

facebook.com/yildizerasmussociety

twitter.com/esnytu

instagram.com/esnytu



B. Arrival in Istanbul

There are currently two airports in Istanbul; Atatürk Airport (on European Side) and Sabiha Gökçen Airport (on Anatolian Side). Most of the international flights take place at Atatürk Airport.

Please remember there are many transportation alternative in Istanbul. The below choices are done so as not to change many vehicles. If you want to get to your destination quicker, you may prefer to use more vehicles

To get to the city from the airports to a few central areas;

From Atatürk Airport to Taksim	Subway; situated exactly below the airport
	Taxi; opposite to the exit door
	Havataş (shuttle); opposite to the exit door Timetable: http://www.havatas.com/
From Atatürk Airport to Besiktas	You can take taxi directly or after you get to Taksim take a local bus.
From Atatürk Airport to Kadıköy	You can take taxi directly or after you get to Taksim take a local bus. Another way is to get to Bakırköy first (10 min. taxi run) and take the ferry to Kadıköy.
From Sabiha Gokcen to Kadıköy	Local Bus; opposite to the exit door No: E-10 or E-11 Another way is to get to Kartal first and take the metro to Kadıköy. Timetable: http://www.iETT.gov.tr/en
	Taxi; opposite to the exit door
	Havataş; opposite to the exit door Timetable: http://www.havatas.com/
From Sabiha Gokcen to Besiktas	You can take taxi directly or after you get to Kadıköy take a local bus or boat.
From Sabiha Gokcen to Taksim	You can take taxi directly or after you get to Kadıköy take a local bus. Another way is to get to Karaköy first by boat from Kadıköy and take a bus or minibus.

1. Residence Permit

If your stay will be more than 90 days, you need to apply for residence permit **within 30 days after your arrival** by following the steps below;

Before starting to online application for residence permit, please:

- Read this guide and the notifications carefully,
- Make sure that there is a printer connected to the computer since you have to print out the online application document,
- Provide passport photo in a .jpeg format to upload to the online application system (not bigger than 500 kb)
- Provide a telephone number from an operator in Turkey since the system will send SMS for notifications when your residence permit card is prepared or if there is a problem (you may request your buddy to use his/her telephone number if you do not have one yet)

!!! Remember that this document is prepared only for information. Thus, students have to follow the procedures as explained on www.e-ikamet.goc.gov.tr .

- 1- Go online to complete your e-residence application within 30 days after your arrival.
The date of your application is important for declaring the duration of your stay in Turkey. Thus, do not feel stressed if the system gives you an appointment date later than that 30-day period.

Application link: <https://e-ikamet.goc.gov.tr/>

- 2- Choose **“First Application”** if you do not have a residence permit.
- 3- Fill the pre-registration form and confirm the verification number that is sent to either your Turkish mobile number or valid e-mail address.
- 4- Choose the type of residence permit you will apply, which is **“student”**.
- 5- Fill out the online application form and upload your **photo** which is not bigger than 500 kb.
You may need the following information to fill out the online form.

-Choose **“Istanbul”** as the province for the residence permit and complete **“Information on address of the school and contact”** as the followings;

Province	İSTANBUL
District	BEŞİKTAŞ
Quarter/Village Quarter	YILDIZ MAHALLESİ
District, Street, Avenue, Square (DSAS)	YILDIZ TEKNİK ÜNİVERSİTESİ YOLU SOKAĞI
Block	38- Kamu – Ana giriş - Bilinmeyen
Single Space	1- Okul, Üniversite - Kamu – Bilinmeyen
Phone	(0212) 383 56 54

-As for the “Education Information (Continuing), use the information regarding your Erasmus period at YTU.

Student Number	See your ID Card/Enrolment Letter
Type of School	State
Beginning/Ending Dates of study	See your Letter of Acceptance

-As for “Income information”

Income information	No income
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Source of income	Grants
Current occupation	Student

-As for "Student residence permit information"

Reason of stay	Those who come as a student within the scope of other International Exchange
Requested period	1 year

- 6- After you have completed the whole form correctly.
- Click "Make/Change the Appointment"
 - Choose "I would like to make an appointment only for myself."
 - Place of Appointment, choose: İstanbul İl Göç İdaresi Müdürlüğü
 - Click "make an appointment"
 - Save and print the document
 - Keep this document to submit to the Immigration Management Officers
- 7- Before your appointment day, please go to "Gelir İdaresi Başkanlığı" (Revenue Administration Directorate), shortly Tax Office, get a tax number and to pay the card fee which is 63 TL, to the Pay Desk in the same building. Keep the fee receipt to submit the migration officers. Note that you should have your passport and a copy of your passport and fill out a form you will be given at the Tax Office.

GELİR İDARESİ BAŞKANLIĞI (VATAN CADDESİ) Address: Akşemsettin Mahallesi Adnan Menderes Bulvarı (Vatan Caddesi) No:56 Fatih / İSTANBUL	How to go there: Take the metro (red line) in the direction to Aksaray-Yenikapı and disembark the train at "Emniyet-Fatih" station
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- 8- On the date and in the time of appointment, be present and ready with all required documents at the immigration office to submit the required documents in the table below.

Required Documents	Explanations	Check
Residence Application Form	to be obtained as a pdf document at the end of the online application (must be signed by the foreigner and/or his/her legal representative)	
Original Passport or a document substituting a passport and copy of it	Its validation date has to be 60 days longer than the requested residence permit period Pages containing identity information and photo, pages showing the last entry and validation, also processed pages	
4 photos	taken within the last 6-month (frontal, clear face, in a way that the foreigner can be recognized easily) with a white background and as biometric (Do not upload family, selfie, unrecognizable, non up-to-date or black and white photos into the system, otherwise residence permit document shall not be issued!)	
Financial Support Document	If you receive a grant from your university/country, you can get this paper from the granting institution. Remind Unit one week before your appointment for the financial support document so that it can be prepared for you. You will be sent an email to stop by Erasmus+ Program Unit to get it.	
Health Insurance	<p>One of the following insurances is accepted:</p> <p>1) A document confirming that you can benefit from the medical services in Turkey based on a Bilateral Agreement signed between the two countries concerning the Social Security</p> <p>(If Turkey and your home country has a social security agreement, visit the social security body in your country to get a document called <i>formulary</i> and further information. After your arrival in Turkey, have this document approved by Turkish Social Security Office which will give you a paper in return. You can use this approved <i>formulary</i> as your insurance)</p> <p>Here you can find the list of Social Security agreements:</p> <ul style="list-style-type: none"> - Germany T/A 11, T/A 9, T/A 20 - Holland N/TUR 106, N/TUR 111, N/TUR 121 - Belgium B.T.8, BT 16 - Austria A/TR 3, A/TR 4 - France SE 208-01 FT, SE 208-02 FT SE 208-30 FT, SE 208-06 A FT, SE 208-28 FT, SE 208-09 FT - T.R.N.C. T.R.N.C. /R.T. 3, T.R.N.C. /R.T.6 - Romania R/TR 3, R/TR5, R/TR 6 - Bosnia and Herzegovina BH/TR 4, BH/TR 6, BH/TR 7 - Czech Republic CZ/TR 111 - Macedonia MC/TR 4, TR/MC 6 	

	<p>- Luxemburg TR/L 3, TR/L 5 - Albania AL/TR 4, TR/AL 5</p> <p>2) A document issued by the relevant institutions of your home country confirming that the medical expenses which will occur during the exchange period will be met by that institution. The policy should cover the dates you are planning to stay in Turkey as an Erasmus student and include the following statement or the company should sign the minimum policy content letter (See Appendix):</p> <p><i>“İşbu police 6/6/2014 Tarih ve 9 Sayılı İkamet İzni Taleplerinde Yaptırılacak Özel Sağlık Sigortalarına İlişkin Genelge’de Belirlenen Asgari Teminat Yapısını Kapsamaktadır.”</i></p> <p>which means “This policy covers the minimum coverage stipulated in the circular no 9, dated 06/06/2014, on private health insurance required to be taken out for residence permit applications.”</p> <p>3) Notification letter which enables the applicant to apply to the Social Security Institution to become a general health insurance holder. This letter will be given to you by EU Office, you are supposed to apply to Social Security Institution in Turkey, in 90 days upon your arrival. You can only benefit from governmental hospitals with this type of insurance, not private ones.</p> <p>4) Private health insurance in Turkey</p> <p>If you need to buy your insurance in Turkey, here is the list of Insurance Companies in business in Turkey: http://www.tsb.org.tr/non-life-companies.aspx?pageID=965</p>	
Student Enrolment Letter	Remind Erasmus+ Program Unit one week before your appointment for the enrolment letter so that it can be prepared for you. You will be sent an email to stop by Erasmus+ Program Unit to get it.	
Fee Receipt	Showing that you paid for card fee which is 63 TL	
Consent Letter of the parents	In cases where the person concerned is under the age of 18	
Certificate of Birth	In cases where the person concerned is under the age of 18	
Name Equivalence Certificate	If name and surname are not written separately in passport, it is required that you to submit document to be taken from your own country representatives showing clear identity information to administration.	
The administration may always ask for additional information and documents concerning your residence permit request.		

2. Bank Account and Grant

The grant can only be transferred to a Euro Account opened at a branch of Ziraat Bank, in Istanbul. Thus, you are supposed to go to a branch of Ziraat Bank with your passport and tax number (you will already have it for residence permit) and open a Euro Account as soon as you arrive in Turkey. Then please submit your IBAN number to European Union Office so that your grant contract will be prepared.

After your grant contract is prepared by the European Union Office, you will be sent the contract so that you can check it at first. If the contract is correct please follow the below steps, if not inform the Erasmus+ Program Unit by replying the e-mail.

- Print out the contract (4 pieces)
- Sign the places where your name is written
- Bring all the copies to EU Office

After the contract is signed by the institutional coordinator, the transfer of the grant will be done and you will be informed by e-mail. You will receive the total travel support (100%) and 80% of the individual support for the planned mobility duration. When the duration is about to over, you are supposed to bring the copy of your flight ticket to home so that the real duration can be calculated. According to the real duration, the total amount will be calculated again and you will be transferred the rest of the amount accordingly. For example;

The amount of grant (monthly): 800 €	
The planned dates: 01.01. 2017 – 01. 06. 2017 (5 months 1 day) The total amount according to the planned dates: 4027 € 80% of the total grant: 3221,6 € 20% of the total grant: 805,4 € (4027-3221,6=805,4)	The real dates: 01.01.2017 – 25.05.2017 (4 months 25 days) The total amount according to the planned dates: 3867 € You have been already transferred the amount according to the planned dates. 20% of the total grant: 645,4 € (3867-3221,6=645,4)

3. Student ID card

- Fill in the below table and send it to Erasmus+ Program Unit by e-mail. (icm@yildiz.edu.tr)
- Attach your photo in .jpeg format (passport size) to the e-mail as well.
- You will be sent an e-mail when your ID card is ready so that you can pick it up from the EU office.

Ad (Name)	
Soyad (Surname)	
Doğum tarihi (Date of birth)	
Pasaport numarası (Passport number)	
Fakülte (Faculty)	
Bölüm (Department)	
Sınıf (Year of Study)	
Başlangıç-Bitiş Tarihi (Start-End date)	
E-posta (E-mail)	
Cep telefonu (Mobile phone)	
Adres (Address)	

4. Transportation

In order to get Student Transportation Card which provides you some discount, you should go to an office of Istanbul Public Transportation Institution (İETT) upon your arrival with the following documents or make an online application via <http://istanbulkart.iETT.istanbul/en/istanbulkart/pages/student-card-application/420>. The officer will ask you a number which is called as YOKSIS. You can only get it from Erasmus+ Program Unit when your enrolment has been completed.

- A head-shot photo
- 10 TL (as a deposit)
- Student Enrolment Letter (to be handed out by EU office)
- Passport

There are many application centers all around Istanbul, you can choose the closest one to your home. Please check Istanbulcard Application Centers: <http://istanbulkart.iETT.istanbul/en/istanbulkart/pages/application-centers/443>

İETT Web: <http://www.iETT.gov.tr/en>

Bus prices for students are as follows;

Fixed rate per trip	2,30 ₺
with a student card	1,15 ₺
Transfer fees	0,50 ₺

You can also buy a monthly card which will enables you to ride 200 times for only 80 ₺.

If you like to explore the city there is an application for your phone, there is also a website that you can visit. You can see the bus routes and how often they depart and arrive. <http://www.iETT.gov.tr/> or install İETT mobile application to your phone.

5. Wi-Fi

Set up your device according to the guidelines below (you may need some help, since the document is in Turkish) :

<http://kalite.yildiz.edu.tr/login/sys/admin/subPages/img/KL-046-YT%C3%9C%20Kablosuz%20A%C4%9Fa%20Ba%C4%9Flant%C4%B1%20K%C4%B1lavuzu-T%C3%BCm%20Cihazlar.docx>

Your username and password will be given by Erasmus Office when received from IT department.

6. Turkish Language Course

If there is sufficient number of students willing to take, Turkish Language Courses will be organized for the incoming Erasmus students;

- for free
- in exchange of 6 ECTS (may be added to the Learning Agreement - course code ERA0001)
- at different levels: Beginner, Pre-Intermediate, Advanced

The detailed programme about Turkish Language Course will be announced upon the start of the semester.

7. Museum Card (Müzekart)

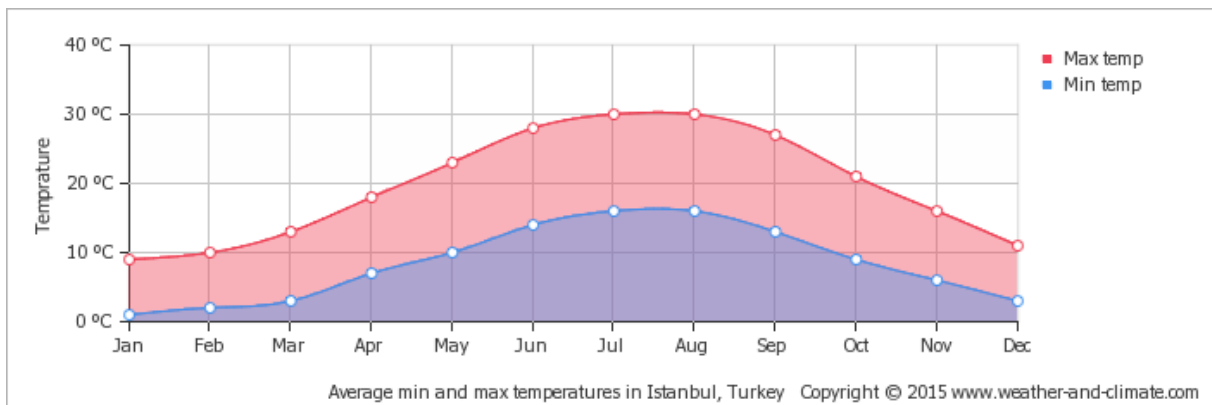
In order to visit museums, you can buy Museum Card (Müzekart) in front of Topkapı Palace, Ayasofya and İstanbul Arkeoloji Müzesi. The students can buy the museum card with a 50% reduction in the fee. In order to prove that you are a student, you can show one of your student id cards, transportation cards, or a student confirmation document to the authorized person.

8. Weather/Clothing

Istanbul is located between two continents and city is divided by Bosphorus Strait which lets air streams from Balkans, Siberia and Marmara (south). Maybe that's why locals say; you can never trust Istanbul weather. Although dates differ from year to year, you can enjoy four seasons in Istanbul.

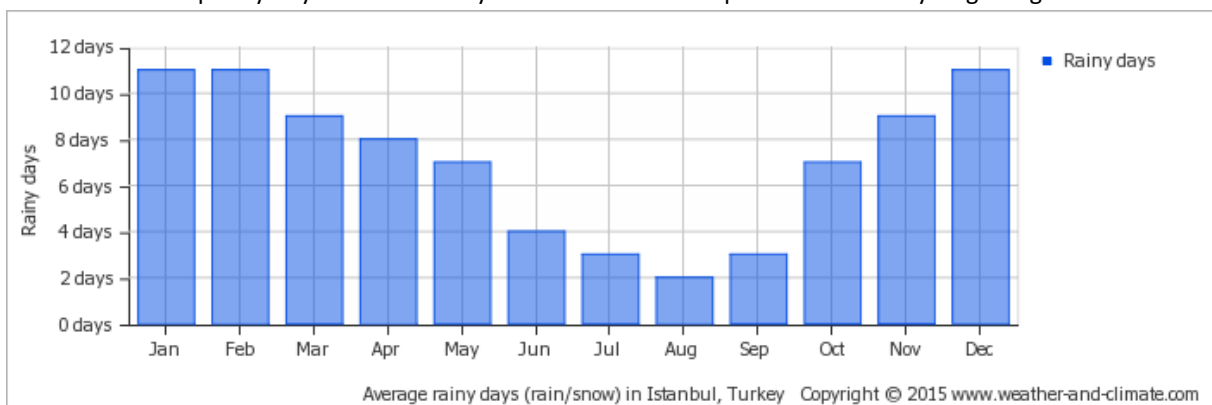
Spring: Starting from end of March, temperatures increase significantly. During day time averages at 20° C but nights are colder around 15° C. Tulip blossom time is around mid-April which is an indicator for spring. Rains are common and night temperatures are cooler than day time. Don't forget umbrellas and rain coats and get prepared for winds. You'll probably need a jackets or light coat.

Summer: Generally starting from July, weather is hot and humid. It is holiday season and most Istanbulers leave city for vacation. Light layers of clothing are perfect for this time of year. In July and August day temperatures are over 30° C and you can feel it much more combined with humidity. Bosphorus bank is most popular area for summer offering breezes.



Autumn: Temperatures do not decrease rapidly, in September and October you can still enjoy good weather most of days. Cloudy days or light rains are common and maybe you can consider a jacket for nights. In early November, the temperatures start to fall significantly but it's early for storms or snow.

Winter: Starting from December till March temperatures are around 5-10° C. Although it's not common for Istanbul, get prepared for (-) degrees C in some days. Snow and strong winds negatively affect city transportation especially ferries. People prefer shopping malls or covered areas in this season except New Year's Eve. Unluckily it didn't snow for plenty of years on that day but there are streets parties on that day forgetting cold weather.



9. Shopping Places/Hours

As home of The Grand Bazaar the world's largest covered markets in the world with more than 58 streets and 4,000 shops, Istanbul World's only Metropolis on Two Continents does not only maintains the monumental state of the bazaar, but also makes it a palace for shopping. Besides open bazaars like Grand and Spice Bazaar, there are many gorgeous streets like İstiklal and Bağdat Street. Moreover almost every neighbourhood has at least one mall of which are very popular like Mall of Istanbul, İstinye Park, Ak Merkez and so on. They are open between 10 am and 10 pm.

10. Hospitals/Drug Stores

Drug stores are usually open from 9:00 to 19:00 in the weekdays. At nights and at the weekends there are open stores in each neighborhood for emergency situations that may occur. This open establishment can be found online or in each pharmacy's billboards.

11. Cultural Activities

There are many opportunities to participate in cultural events and activities in YTU. There are symposiums, forums and many other formal events. Apart from these formal events there are also a lot of events that are organized by school's clubs. There are cinema nights, many sightseeing tours, theatre activities in which you can participate to star in a play or simply improving your acting skills.

You can also find many events in İstanbul as well as many places to visit.

<http://www.ibb.gov.tr/sites/ks/en-us/Pages/Home.aspx>

<http://www.timeoutistanbul.com/en/>

10. Miscellaneous Costs

Bus	2.30 ₺ (1,15 ₺ with student card)
Cinema	12 ₺ (may change on holidays, weekends etc...)
Lunch in University Canteen	2-5 ₺
Lunch in Fast Food Joints	10-15 ₺
Beer in a bar	5-10 ₺
Coke/ Beer bought from supermarket	3-4 ₺

C. Academic Issues

1- Before the Mobility

- 1) After you have been selected and nominated to YTU as an Erasmus student, you are supposed to complete your application to YTU (<http://www.eu.yildiz.edu.tr/page/14/Application-Procedures/275>).
- 2) Upon completion of application procedures including the required documents you will be sent a confirmation with required official documents.
- 3) Subsequently, you should check the visa requirements at the consulate of Republic of Turkey in your country.
- 4) Only after all legal and official procedures have been completed you should get ready to travel to Turkey.
- 5) You might wish to get in touch with ESN and be appointed a buddy from the department that you will study or who speaks the same language with you.

Please check;

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

For the departmental Erasmus coordinators <http://www.eu.yildiz.edu.tr/en/sayfa/8/Departmental-Coordinators/177>

ESN esnytu@esnturkiye.org

2- During the Mobility

- 1) As soon as you arrived Turkey, visit Erasmus+ Program Unit with your documents unless a specific date was given to you. YTU does not provide a Confirmation of Arrival form. If your university has such a form, please bring it to us for signature.
- 2) Upon your visit, you will be given a short information and the Grant Contract will be signed. Accordingly the financial (%80) and travel support (%100) will be transferred to your account in a few weeks.
- 3) The students accepted for a study period, are responsible for fulfilling the tasks agreed on the Learning agreement and Grant contract.
- 4) Some of the courses you have chosen before the mobility may not be available when you arrive, thus, you are supposed to edit your Learning Agreement (During the Mobility part) in Add/Drop week, and submit your final Learning Agreement to EU Office, signed and stamped by both university in one month.
- 5) You can consult to your departmental Erasmus coordinator about the courses and schedules as well as get help from ESN people.

How to Change the Subjects in the Learning Agreement

- Erasmus+ Learning Agreement is available to download at:
<http://www.eu.yildiz.edu.tr/page/14/ICM-Students-Forms/276>
- Section to be completed **DURING THE MOBILITY** should include the changes that you have made on the previously-listed subjects.
 1. Fill out the document and sign it.
 2. Send to your home university by e-mail and have it signed and stamped.
 3. After you receive the signed document from your home university, print it and have it signed by the Departmental Erasmus Coordinator at YTU.
 4. Following the signature of your departmental coordinator, submit it to Erasmus Office.
 5. Following the signature of the Erasmus Office, you can pick up your paper.

Departmental Coordinators

For academic issues (courses, study programs, Learning Agreement & Changes, transcript of records, etc.) please contact your departmental coordinator.

The list of Departmental Erasmus Coordinators can be found at

<http://www.eu.yildiz.edu.tr/images/files/B%C3%B6l%C3%BCm%20Koordinat%C3%B6rleri%20Listesi-31-01-2017.xlsx>

Turkish Language Course

If there is sufficient number of students willing to take, Turkish Language Courses will be organized for the incoming Erasmus students;

- for free
- in exchange of 6 ECTS (may be added to the Learning Agreement - course code ERA0001)
- at different levels: Beginner, Pre-Intermediate, Advanced

The detailed programme about Turkish Language Course will be announced upon the start of the semester.

3- After Mobility

- 1) As soon as you decide the date of leaving Turkey, you are supposed to bring the copy of the travel documents so that the balance of the grant calculated again according to the real dates will be transferred to your account before you leave. Otherwise, you need to manage your account via online banking and there may be some banking cost.
- 2) When the mobility has been completed, it is better for you to remind your lecturers to send your scores to the departmental Erasmus Coordinator, so that a transcript can be prepared as quick as possible.

- 3) If the **transcript of records** is ready before you depart, it and a **certificate of attendance** will be given to you. If they are not ready, they will be sent to you by e-mail and can be posted to your address at home country upon your demand.
- 4) If your university has such a form, please bring it to the Erasmus Office as close as possible to your departure date.
- 5) Lastly, you will be sent an online survey by European Commission, which is mandatory for each participant.

BEFORE YOUR ARRIVAL		
What	Explanation	✓
Learning Agreement	Section to be completed before the mobility	
Letter of Acceptance	Duly signed and stamped, sent by YTU	
Visa	Please contact the consulate about the requirements	
Passport	Make sure that you have a passport valid for 60 days longer than your Erasmus stay	
Health Insurance	Make sure that you have an adequate health insurance for your Erasmus stay before your arrival in Turkey	
Photos	A few passport-size photographs	
Erasmus Student Network	ESN YTU. For sociocultural issues contact : esnytu@esnturkiye.org	
UPON YOUR ARRIVAL		
Orientation	In the first week of the semester	
Confirmation of Arrival Form	<u>Not</u> provided by YTU. If your university has such a form, please bring it to the Erasmus Office for signature in the first week .	
Student Certificate/ Enrolment Letter	Provided by YTU	
Student ID Card	Provided by YTU	
Turkish Language	Detailed info to be given on the orientation day	
Transportation Card	Make your application to any IETT Application centre along with the required documents	
Office Hours	Mon, Wed, Fri : 10:00 – 12:00 Tue, Thu : 14:00 – 16:00	
DURING YOUR STAY		

Learning Agreement Changes	Section to be completed during the mobility	
Tax Number	Get a tax number for residence permit application	
Residence Permit	See the document for residence permit application	
Bank Account&Grant	See the document for bank account&grant	
BEFORE YOUR DEPARTURE		
Travel documents	At least 20 days before your departure, provide your travel documents to Erasmus+ Program Unit so that the rest of your grant can be calculated and transferred to your account.	
Transcript of Records	To be issued by your departmental coordinator. Please inform the lecturers to send your notes to your departmental coordinator.	
Certificate of Attendance	To be issued by EU Office	
Confirmation of Departure	<u>Not</u> provided by YTU. If your university has such a form, please bring it to the Erasmus Office for signature in your last week at YTU.	

D. Reminders

- Note that you will be informed for all announcement via e-mail so please provide a valid e-mail address to Erasmus+ Program Unit on the documents you submit and as soon as you have a mobile number from a GSM operator in Turkey and a permanent accommodation, share your mobile number and address with EU Office.
- Note that all of documents need to be the latest version which can be downloaded from <http://www.eu.yildiz.edu.tr/page/14/ICM-Students-Forms/276> and filled out electronically (no handwriting).
- Remember that YTU, unfortunately, cannot provide accommodation. You can consult to ESN (Erasmus Student Network) or can find your own accommodation.
- Please keep in mind that documents are signed at most in 5 workdays, so you may not receive the documents you left for signature on the very same day.
- If there is a «home university» section on the signature page of any document, please have the document signed by your home institution first; then, have it signed by your departmental coordinator at YTU, and finally submit it to Erasmus+ Program Unit for official signatures and stamp.
- Note that you will be paid the grant and travel support after your signing Grant Contract upon your arrival at YTU.
- Financial and travel support can only be transferred to the bank account opened at Ziraat Bank in Istanbul. (You will be assisted to open a bank account.)
- The participants are supposed to have a valid General Health Insurance covering the whole period of stay, from the first day to the last.
- For the ones to stay more than 90 days, residence permit is required (For detailed information: www.e-ikamet.goc.gov.tr).
- Keep in mind that you should save travel documents like tickets, boarding pass, stamped pages of passport etc. and give copies to YTU.

E. Erasmus+ Program Unit Hours

Monday	Tuesday	Wednesday	Thursday	Friday
10:00	14:00	10:00	14:00	10:00
12:00	16:00	12:00	16:00	12:00

If you want to meet with an office representative outside of office hours, please ask for an appointment through e-mail.

If you need any further information and assistance, please contact with Erasmus Office.

YTU Erasmus+ Program Unit Erasmus+ ICM Department

E-mail : icm@yildiz.edu.tr

Phone : +90 212 383 5654

Address : Yıldız Teknik Üniversitesi, Uluslararası İlişkiler Koordinatörlüğü
Erasmus+ Program Birimi, Davutpaşa Kampüsü, Taşkışla Binası A-1003
34220 Esenler / İSTANBUL

YTU Erasmus ESN Club

E-mail : esnytu@esnturkiye.org

Social network : facebook.com/yildizerasmussociety

twitter.com/esnytu

instagram.com/esnyu

F. Useful links

Yıldız Technical University: <http://www.yildiz.edu.tr/>

Erasmus+ Program Unit: <http://www.eu.yildiz.edu.tr/>

YILDIZ-TÖMER: <http://www.tomer.yildiz.edu.tr/eu/>

İstanbul Municipality: <http://www.ibb.gov.tr/tr-TR/Pages/AnaSayfa.aspx>

List of Consulates and Contacts: <http://www.mfa.gov.tr/fahri-konsolosluklar.tr.mfa>

G. Useful numbers

Fire Brigade- İtfaiye: 110

Police-Polis: 155

Emergency service-Acil Yardım: 112