



**YILDIZ TEKNİK ÜNİVERSİTESİ
YILDIZ TECHNICAL UNIVERSITY
TR İSTANBU07**



WELCOME GUIDE for ICM



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A. Welcome

Dear Participant,

It is a pleasure for us to be able to welcome you at YTU for your mobility programme. 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 internationalization at 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 being at YTU and living in Istanbul.

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

All the best from EU Office Staff

Phone: +90 212 383 56 55

Fax: +90 212 383 56 56

Web: www.eu.yildiz.edu.tr

E-mail: abakkoc@yildiz.edu.tr

Address: Yıldız Teknik Üniversitesi, Avrupa Birliği Ofisi

Davutpaşa Kampüsü, Taşkısla Binası A-1003

34220 Esenler / İSTANBUL TURKEY

1- İstanbul

Located in the centre of the Old World, İstanbul 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. İstanbul 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 centre.

The historic city of İstanbul 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, İstanbul 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 harbour, has played a significant role in the development of the city.

Fortune provided such advantages to İstanbul 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 centre. 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, İstanbul was also the headquarters of the Caliphate. More Jews settled in İstanbul 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. İstanbul 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.



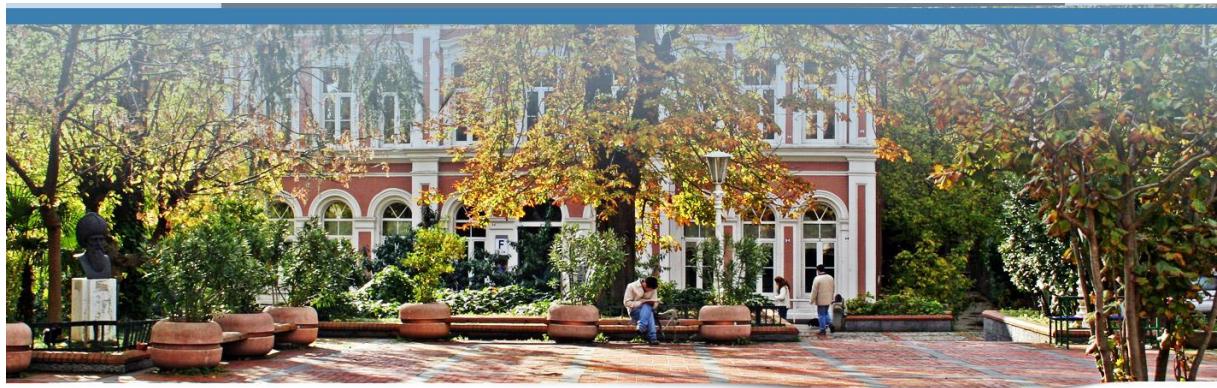
During this time, the influence of European art made itself felt in the new palaces, while the northern slopes of the Golden Horn, Galata and Beyoğlu districts assumed a European character. Even when the Empire, which was a party to World War I, collapsed and the young Republic that replaced it moved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

In the 1970s, İstanbul'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 centre of Turkey.

İstanbul'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, İstanbul 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	
Graduate Schools	Chemical and Metallurgical Engineering	
	Economics and Administrative Sciences	
	Art and Design	
	School of Foreign Languages	

Libraries are accessible to all students and staff with their student and staff 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, Korfball, Taekwondo, Tennis and Volleyball. All of the facilities are open to staff as well.

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: Barbaros Bulvarı 34349 Yıldız-İstanbul

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- Read the explanations and make sure that you have all requirements 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.
- 5- Choose “**Istanbul**” as the province for the residence permit.
- 6- Choose an appropriate day and time from the calendar in order to submit your documents in person.
- 7- Fill out the online application form and upload your **photo** which is not bigger than 500 kb. Please double check your information. 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

- 8- Print out the application form.

- 9- Before your appointment day, please go to the Tax Office of which the address is as below to get a tax number and to pay the card fee. Note that you should have the copy of your passport and fill out a form you will be given at the Tax Office.

GELİR İDARESİ BAŞKANLIĞI (VATAN CADDESİ) Address: Akşemettin 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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- 10- 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.

Required Documents	Explanations	Check
Residence Application Form	to be obtained as a pdf document at the end of the online application	
Original Passport or a document substituting a passport	Its validation date has to be 60 days longer than the requested residence permit period	
Copy of the passport	Picture Page, Pages showing the last entry and validation, Visa page	
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	
Student Enrolment Letter	You will be sent an email to stop by EU Office to get the Student Enrolment Letter one week before the appointment date	
Notification Letter for Health Insurance	You will be sent an email to stop by EU Office to get the Notification Letter one week before the appointment date	
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	
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.	
Fee Receipt	Showing that you paid for card fee which is 55 TL	
Financial Support Document	If you receive a grant from your university/country, you can get this paper from the granting institution	
Health Insurance	One of the following insurances is accepted: -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 -Private Health Insurance -A document issued by the relevant institutions confirming that the medical expenses which will occur during the exchange period will be met by that institution. 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	
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 get a tax number and open a Euro account at a branch of Ziraat Bank as soon as you arrive in Turkey. You should have a copy of your passport and fill out a form that will be given to you at the Tax Office. EU Office will accompany you to Tax Office and Bank on the first business day of your visit. Then please submit your IBAN number and the copy of your passport (the stamped page and ID page) 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 asked to sign and the institutional coordinator will sign it. When the transfer of the grant will be done and you will be informed by e-mail. You will receive the total travel support and 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 or send your boarding passes by e-mail.

3. Transportation

In order to get a Transportation Card which makes it easy to travel in Istanbul, you should go to an office of Istanbul Public Transportation Institution (IETT) upon your arrival or little Kiosks around the city almost everywhere (look for AKBIL sign). The charge for card is 10 TL, then you can top up credits to card and use it on any kind of transportation except dolmus (little buses) and taxis. You can also buy tickets from the machines available at metro stations for one ride, two rides or five rides as well.

IETT Web: <http://www.iett.gov.tr/en>

Bus prices for each person are as follows;

Fixed rate per trip	2,30 ₺
Transfer fees	1,65 ₺ (1 st) ; 1,25 ₺ (2 nd) ; 0,85 ₺ (3 rd)
Tickets	4 ₺ (one ride) ; 7 ₺ (two rides) ; 10 ₺ (three rides) ; 15 ₺ (five rides) ; 30 ₺ (ten rides)

Bus

Metrobus prices for each person are as follows;

Number of stops	Fare
1-3	1,80 ₺
4-9	2,80 ₺
10-15	3 ₺
16-21	3,15 ₺
22-27	3,25 ₺
28-33	3,40 ₺
34-39	3,55 ₺
40+	3,55 ₺

You can also buy a monthly card which will enables you to ride 200 times for only 185 ₺.

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.

4. Museums and historical places

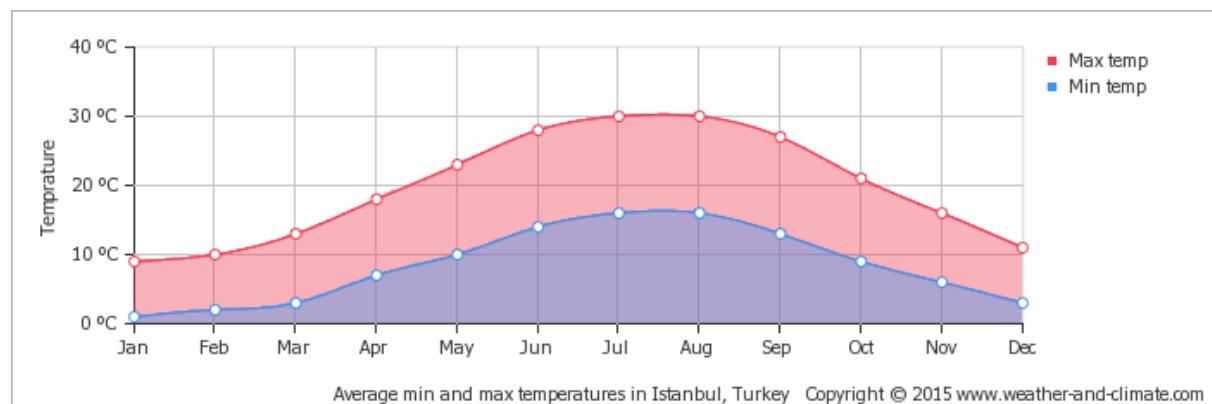
There are many museums and world famous historical places in Istanbul such as Topkapı palace, Blue Mosque and Hagia Sophia. Besides, you can visit modern museums as well like İstanbul Modern or Toy Museum. You can either buy tickets or buy a tour like Historical Peninsula Tour to see these places.

5. 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.

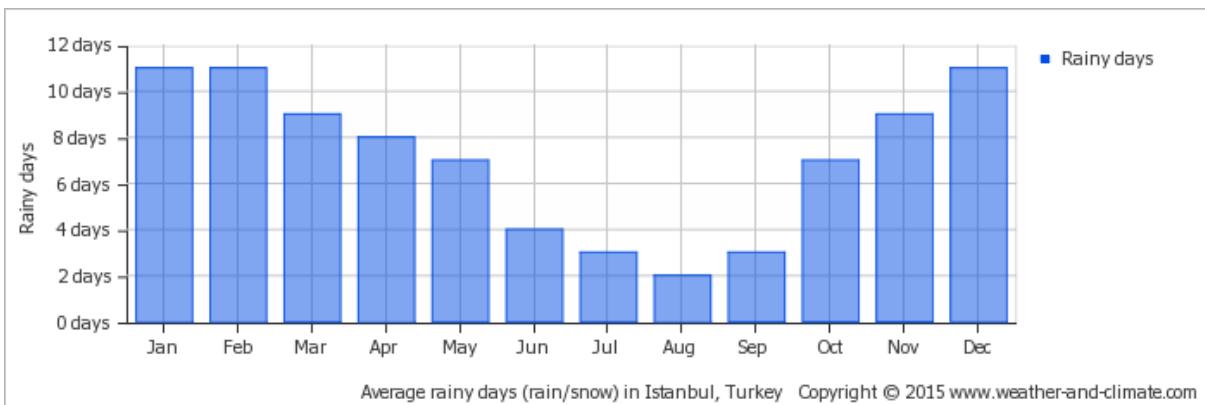
Spring: Starting from end of March, temperatures increase significantly. During day time averages at 20' C but nights are colder around 15' C. Tulip blossom time is around mid-April which is an indicator for spring. Rains are common and night temperatures are cooler than day time. Don't forget umbrellas 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 Istanbullers 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.



6. 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.

7. 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 neighbourhood for emergency situations that may occur. This open establishment can be found online or in each pharmacy's billboards.

8. 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/>

9. Miscellaneous Costs

Bus	2.30 ₺
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, you are supposed to complete your application to YTU (<http://www.eu.yildiz.edu.tr/page/14/Application-Procedures/277>).
- 2) In order to plan the dates and the content of the mobility, you should get in touch with the responsible people. For a teaching mobility, you should get in touch with the departmental Erasmus coordinator and for a training mobility you can directly contact with EU Office.
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>

- 3) Upon completion of application procedures including the required documents you will be sent a confirmation with required official documents.
- 4) Subsequently, you should check the visa requirements at the consulate of Republic of Turkey in your country.
- 5) Only after all legal and official procedures have been completed you should get ready to travel to Turkey.

2- During the Mobility

- 1) As soon as you arrived Turkey, visit EU Office with your documents written on the web page (<http://www.eu.yildiz.edu.tr/page/14/ICM-Staff-Forms/278>) unless a specific date was given to you.
- 2) Upon your visit, you will be accompanied to Tax Office and Bank to open an account. After the bank account was opened, the Grant Contract will be signed and accordingly the financial and travel support will be transferred to your account in a few days.
- 3) The staff accepted for a mobility period, is responsible for fulfilling the tasks agreed on the Mobility agreement and Grant contract.

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.
- 2) When the mobility has been completed, you will be given a certificate of attendance. If it is not ready at the time of your leaving because of the operational problems, they will be sent to you by e-mail and can be posted to your address at home country upon your demand.
- 3) Lastly, you will be sent an online survey by European Commission, which is mandatory for each participant.

D. Reminders

1. Note that you will be informed for all announcement via e-mail so please provide a valid e-mail address to EU Office on the documents you submit.
2. 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).
3. Remember that YTU, unfortunately, cannot provide accommodation.
4. Please keep in mind that documents are signed at most in 3 workdays, so you may not receive the documents you left for signature on the very same day.
5. 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, submit it to EU Office for official signatures and stamp.
6. Note that you will be paid the grant and travel support after your signing Grant Contract upon your arrival at YTU.
7. 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.)
8. The participants are supposed to have a valid General Health Insurance covering the whole period of stay, from the first day to the last.
9. For the ones to stay more than 90 days, residence permit is required (For detailed information: www.e-ikamet.goc.gov.tr).

10. Keep in mind that you should save travel documents like tickets, boarding pass, stamped pages of passport etc. and give copies to YTU.

E. EU Office 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 Office Erasmus+ ICM Department

E-mail : abakkoc@yildiz.edu.tr

Phone : +90 212 383 5654

Address : Yıldız Teknik Üniversitesi, Avrupa Birliği Ofisi
Davutpaşa Kampüsü, Taşkışla Binası A-1003
34220 Esenler / İSTANBUL

YTU Erasmus ESN Club

E-mail : esnyu@esnturkiye.org

Social network : facebook.com/yildizerasmussociety
twitter.com/esnyu
instagram.com/esnyu

F. Useful links

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

EU Office <http://www.eu.yildiz.edu.tr/>

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

Istanbul 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- Itfaiye: 110

Police-Polis: 155

Emergency service-Acil Yardım: 112