



Istanbul
Bilgi University



Guide for **BİLGİ** International Undergraduate Students 2020-2021

www.bilgi.edu.tr +90 444 0 428

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Rector's Message



Dear International Students,

Welcome to İstanbul Bilgi University.

By choosing to be one of the BİLGİ students, you have taken a significant decision for spending a certain period that will even be determinative in your life. Thank you for this. We hope that in your life of education and your career you have started by joining the family of BİLGİ.

İstanbul Bilgi University that embarked on its journey in 1996 with 12 academic programs and 1.500 students has now a significant place both in higher education and in Turkey's and İstanbul's intellectual life with its nearly 150 academic programs, 1.500 lecturers, hundreds of international educational opportunities and approximately 45.000 graduates. BİLGİ has situated its campuses in the center of the city and hosts almost 1.000 events on annual basis.

At BİLGİ, you will be taught by the leading academicians in your major you have chosen and will make use of their experiences. You will support your personal improvement in any area and have a rich campus life in intellectual, academic, and social grounds. We believe that you, as a BİLGİ student, will be able use such opportunities in the best possible way and take part in your classes and extracurricular events actively.

BİLGİ's stance that is libertarian, sharing, and interlaced with the society is as important as its educational quality that you will receive. We believe such lifestyle will provide you with the acquisitions that will guide you throughout your life. A university ambiance, in which you will feel how important it is to listen to, understand, and place yourself in the shoes of others anytime, awaits you.

Being a BİLGİ student means being a member of a privileged family. We expect you to render our customs permanent and deep-seated by using this privileged education and make use of those acquisitions for the society I welcome you once again on behalf of the BİLGİ family and I wish that you experience a university life that will fulfill your expectations to the utmost extent with success and happiness.

Warm regards,
Prof. Kübra Doğan Yenisey
Acting Rector



Istanbul Bilgi University



Founded in 1996 İstanbul Bilgi University (BİLGİ) has the motto **“Learning not for school but for life”** (Non scholae sed vitae discimus). With almost 1.000 academics, BİLGİ currently has 20.000 students and more than 45.000 alumni. As an English medium institution, BİLGİ offers more than 150 programs in its faculties of Architecture, Social Sciences and Humanities, Communication, Engineering and Natural Sciences, Law, Faculty of Business, in addition to its vocational and professional schools, and institutes.

BİLGİ is a city university with 3 campuses located in central city neighborhoods, offering easy access to the social and cultural activities in Istanbul. Students are encouraged to take part in university governance, participate in student clubs and engage in voluntary work. Numerous community development programs and courses bring students and faculty into direct contact with local communities. Innovative academic programs and their curricula allow students to take many elective courses and pursue their intellectual interests alongside their major fields of study.

International Student Advising Office

The International Student Advising Office aims to provide support to BİLGİ's international degree seeking undergraduate and graduate students, create platforms that facilitate a prosperous education period, enable satisfaction with the university in the duration of their stay, and to help them to return to their country as well-rounded cultural ambassadors. Furthermore, a goal the office thrives to achieve is the inclusion of international students in the BİLGİ community by providing equal access to cultural and social activities and participation in university events.

With projects like Academic Journey & Beyond, the office aims to give students specialized guidance regarding academic procedures, future planning and much more. They work with departments and units around the university to provide well-rounded assistance. Each semester, students will have at least one session to have a multidisciplinary look at their current status as a student and have guidance in taking steps to ensure that they get the most out of their years here at BİLGİ.

Address:

Global Talent Management Center Building, **santralistanbul** Campus

For general information please do not hesitate to write an e-mail to:

advising@bilgi.edu.tr

Opening Hours:

You can visit us with questions and concerns, please do so!
Mondays-Fridays 09.00 to 17.00

Website:

bit.do/advisingbilgi

Facebook Group:

BİLGİ International Students

Facebook Page:

BİLGİ International Student Advising Office

Instagram:

@bilgiadvising



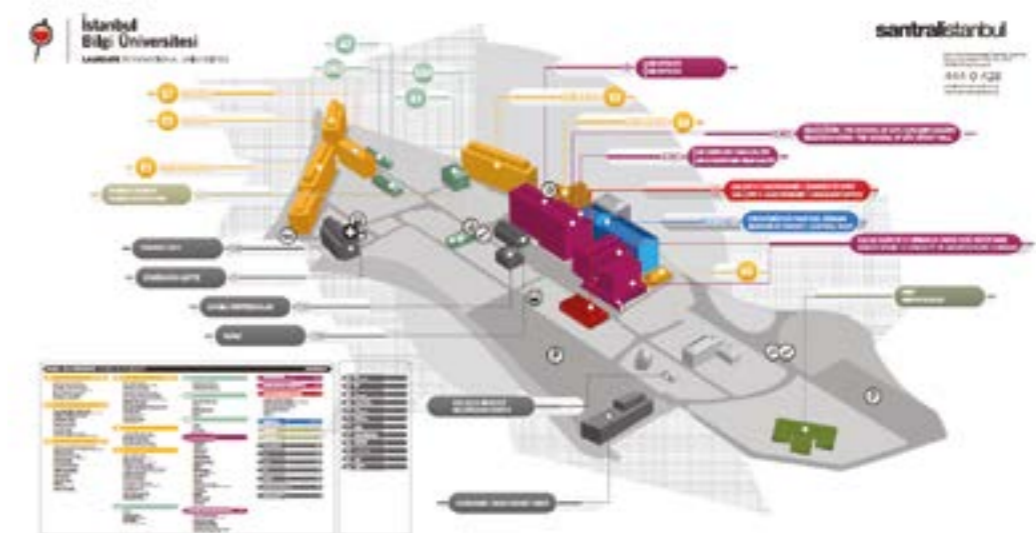
Campuses

BİLGİ has three campuses home to almost 1.000 events each year, in the heart of İstanbul: **santralistanbul**, and Dolapdere, and Kuştepe. BİLGİ campuses are equipped to provide for all the academic and extracurricular needs of students. Physical facilities comprise conference halls, film production, post-production, ensemble and recording studios, cinemas, a sports complex, computer laboratories and student cafeterias.

santralistanbul Campus is home to the the Faculty of Law, Faculty of Social Sciences and Humanities, Faculty of Communication, Faculty of Engineering and Natural Sciences, Faculty of Business, Faculty of Architecture and is also home to the Museum of Contemporary Arts and the Museum of Energy.

Dolapdere Campus is home to the School of Applied Sciences and the School of Health Sciences.

Kuştepe Campus hosts English Preparatory classes for all academic programs, the School of Advanced Vocational Studies and the Vocational School of Health Services.



International Students' Experiences

Here is what some former international students at BİLGİ think:

Salma Ahmed Fathi Abdelwahab Hassan, Egypt

Before applying to universities, studying in Turkey was a top - if not the first - option for me because I have always been fascinated by the country and its culture. I will not lie; the idea of studying abroad was terrifying for me that I almost backed out. Before starting university, if you had ever asked me how I see myself, I'd always say I'm a very introverted person who's not really great at communication when it comes to new acquaintances. Despite that, I remember the first time I stepped into the Santral campus and - with no exaggeration - it felt like home.

There is no doubt BİLGİ exceeded my academic expectations because the facilities, curriculum, and staff do absolutely everything to widen your horizon and enhances your ways of research.

Aside from the academic experience, the social life at BİLGİ is something that is still astonishing for me up till this day! I had a strong vision in mind 2 days before the orientation day that my university experience would be "class to dorm, and form to class", but this vision was broken exactly 2 weeks after the beginning of the academic year. I participated in events, clubs, went on trips, and challenged myself in every possible way and became a totally new person!

BİLGİ is definitely an experience I was scared of, but one that I am certainly glad and grateful I got to experience.

Shehu Huseini Kollere, Nigeria

First of all, I decided to do my graduate program (MBA) at İstanbul Bilgi university because I did enjoy my 4 years experiences as an undergraduate student. İstanbul is very beautiful city and İstanbul Bilgi University has been able to provide a conducive study environment for its students. The International Student Advising Office has been supportive, making we the international students feel at home by always coming to our aid if face any challenges. In addition, both academic and administrative staff at BİLGİ are very professional and dedicated in assisting and guiding students through their academic and social life.

Osama Rabe, Syria

BİLGİ is one of the universities that offers everything to everyone, here you can be what you want and what you chose to be. You can enter and leave BİLGİ with no absolutely no difference made on you, but also you can take every opportunity to meet someone new, and try something exciting and daring, you can attend your 9 to 5 classes, and go home, or you can stick longer to create something new, join a club, or help out with something.

I got the chance to meet a lot of international and local students, I got the chance to participate in club activities and events, and I gave myself the chance to get lost wondering between the books in the library, and I gave myself the chance to wander around the campus discovering new things, and new spots for hangouts.

BİLGİ will give you every chance to be who you want to be, give a hand in a project that is not in your curriculum, and grow by meeting new people from all around the world. Some things I would recommend to experience to get the most out of your BİLGİ experience are: interacting with as many students as possible, joining a club and organizing an event, spending a day in the library picking up random books, helping out in a senior project in your earlier years, having a discussion with a professor about a random topic outside your major, trying new things like going to a music class and playing the piano.

BİLGİ supports student clubs in which I got the opportunity to serve as the President of BİLGİ Worldwide (International Student Club) this gave me the chance to bring all international student together under one umbrella by making events inside and outside the campus for the purpose of fun and breaking cultural barriers. The graduate program has given me to the opportunity to increase my networks around the business environment in Turkey, all thanks to İstanbul Bilgi University.

Dilek Çalışkan, Bulgaria

Since I am an alumnus now, I can now confidently say that I made the right decision by choosing BİLGİ. When I look back at the years I spent at BİLGİ, I realize that I met many amazing people during these years, gained a lot of life experience and new perspectives.

As a student who graduated from the Psychology Department, I can say that I am very satisfied with the department and the education I received. Apart from the academic knowledge I have gained, I would like to say that my professors and my friends from the faculty have given me new ways of thinking and a view of life.

In addition to the good times and positive experiences I had on campus, I had more than one experience of studying abroad, thanks to the opportunities that BİLGİ has provided me. These experiences gave me unforgettable memories and life lessons.

Besides, I would like to add that area of freedom in BİLGİ and its cultural diversity made me feel belonged and helped me to fit in easily.

Lastly, I would like to thank my friends who shared this experience with me, my professors who gave me a lot of great knowledge and experience, and finally, the International Student Advising Office and university staff who were always there when I needed help.

I feel very lucky and privileged to graduate from BİLGİ and I will always be grateful to all the precious memories and unforgettable experiences I have at here, and carry them with me all my life.

Noha AlHassan, Morocco

Before coming to BİLGİ, I was scared because I was going to a new country where I did not know anyone. I even missed orientation because I came to İstanbul late. This meant that I was not able to meet people like me, who are new to the university too. However, I was able to make friends right away, that is how friendly and helpful people were. There were student clubs that I joined where I met people with similar interests as me.

I studied CDM in the Faculty of Communication. This faculty provides you with many opportunities and facilities. We had many fun rooms, BİLGİ radio, online magazines and many more. As for the courses, I love the fact that we are given the opportunity to take interesting electives from different departments. Besides the great education and professors that I will always cherish dearly, BİLGİ was full of amazing social events.

My friends and I had the opportunity to start 'BİLGİ Worldwide'. This student club gave us the opportunity to help international students and create a fun atmosphere for them with events. These events included BİLGİ Talent Showcase, Ramadan Iftar, movie nights, paintball, sports and more.

I will definitely miss the International Student Advising Office and how I would go to them with problems all the time and they would always solve them with a smile on their faces. At BİLGİ, I made friends that will last a lifetime. I will miss running to the shuttle, hanging out on the steps of the cafe, and the pasta from sutte!

For any newcomers to BİLGİ, enjoy every moment because before you know it you will be wearing your graduation gown. I'm a proud BİLGİ alumni and I will definitely visit my dear campus whenever I'm in İstanbul.

Services at BİLGİ

GLOBAL TALENT MANAGEMENT CENTER

International Student Advising Office:

santralistanbul Campus, Global Talent Management Center Building advising@bilgi.edu.tr

BİLGİ Talent - Global Affairs:

Responsible for study and internship exchange programs.

santralistanbul Campus, Global Talent Management Center Building globalaffairs@bilgi.edu.tr

BİLGİ Talent Development Office:

Responsible for career consultancy and talent development.

santralistanbul Campus, ÇSM Z-110

bilgitalent@bilgi.edu.tr

Internship Coordination Department:

Responsible for internship applications and procedure.

santralistanbul Campus, ÇSM Z-110

staj@bilgi.edu.tr

Alumni Relations Office:

Responsible of engagement between BİLGİ and its alumni.

santralistanbul Campus, Global Talent Management Center Building

alumni@bilgi.edu.tr

STUDENT ACCOUNTING

Undergraduate Student Accounting:

santralistanbul Campus, ÇSM-107 Kuştepe Campus, A-235

muhasebe@bilgi.edu.tr

Graduate Student Accounting:

santralistanbul Campus, L1-Z07

muhasebe@bilgi.edu.tr

STUDENT AFFAIRS

Responsible for the equivalency issues, SIS system issues, petitions, etc.

Undergraduate Student Affairs:

santralistanbul Campus, ÇSM-112

Dolapdere Campus, 314, Kuştepe Campus, A301, 515

ogrenciisleri@bilgi.edu.tr

Graduate Student Affairs:

santralistanbul Campus, L-1

STUDENT SUPPORT CENTER

Responsible for scholarship issues, student club organizations and events.

santralistanbul Campus, behind Activity Tent, container

Kuştepe Campus, A Block

ssc@bilgi.edu.tr

PSYCHOLOGICAL COUNSELLING UNIT

Psychological Counseling Unit aims to assist İstanbul Bilgi University students' individual, social and academic development, ease their adaptation processes to university and dorm life, and help them acquire the skills necessary to cope with potential problems experienced in these areas.

pdb@bilgi.edu.tr

HEALTH SERVICES

In case if you need medical help, physicians at **santral**istanbul and Kuştepe campuses render service between 8.30-17.15, at Dolapdere between 10.30-13.30

Events for the International Students



Orientation Day - September

This event is organized each study year: in the beginning of the year for the new coming international students. We present the most important topics, regarding

- Turkish Residence Permit, which every foreigner must apply for and obtain after arriving to Turkey,
- Course registration procedure in Bilgi, which is a process students must learn as soon as possible in order to successfully continue their studies in İstanbul Bilgi University
- İstanbul Bilgi University life and study
- Library system access to digital materials
- Life in İstanbul, life in Turkey – informative presentation including basic information about the city life.

Study in Turkey Seminar

This is a seminar – talk with the Psychological Counseling Unit of Bilgi University regarding student's difficulties when coping with moving to a different country, environment, dealing with cultural shock, overcoming the initial homesick crisis, etc.



BİLGİ Talent Showcase - Spring Semester

BİLGİ Talent Showcase is an event that is held with the international student club BİLGİ Worldwide which unites Turkish and international students in showcasing their talents and encouraging active participation in the BİLGİ community.



Photo Contest - Spring Semester

The aim of the Photo contest is to encourage all the international students to express their point of view of İstanbul. The best photographers shall be rewarded and announced, best photos may also be published on the official BİLGİ calendar and exhibited.



International Day - As part of Spring.101

The International day is the biggest social event for International students, intended for the students to relax and have fun together. It includes a variety of activities, from picnic with national dishes to playing games, with the purpose to include everybody and allow them to represent and share a piece of their home with every other participant.



NOTE: Events' schedule may alter or get cancelled taking actual current events and situations into consideration.

Exchange Programs

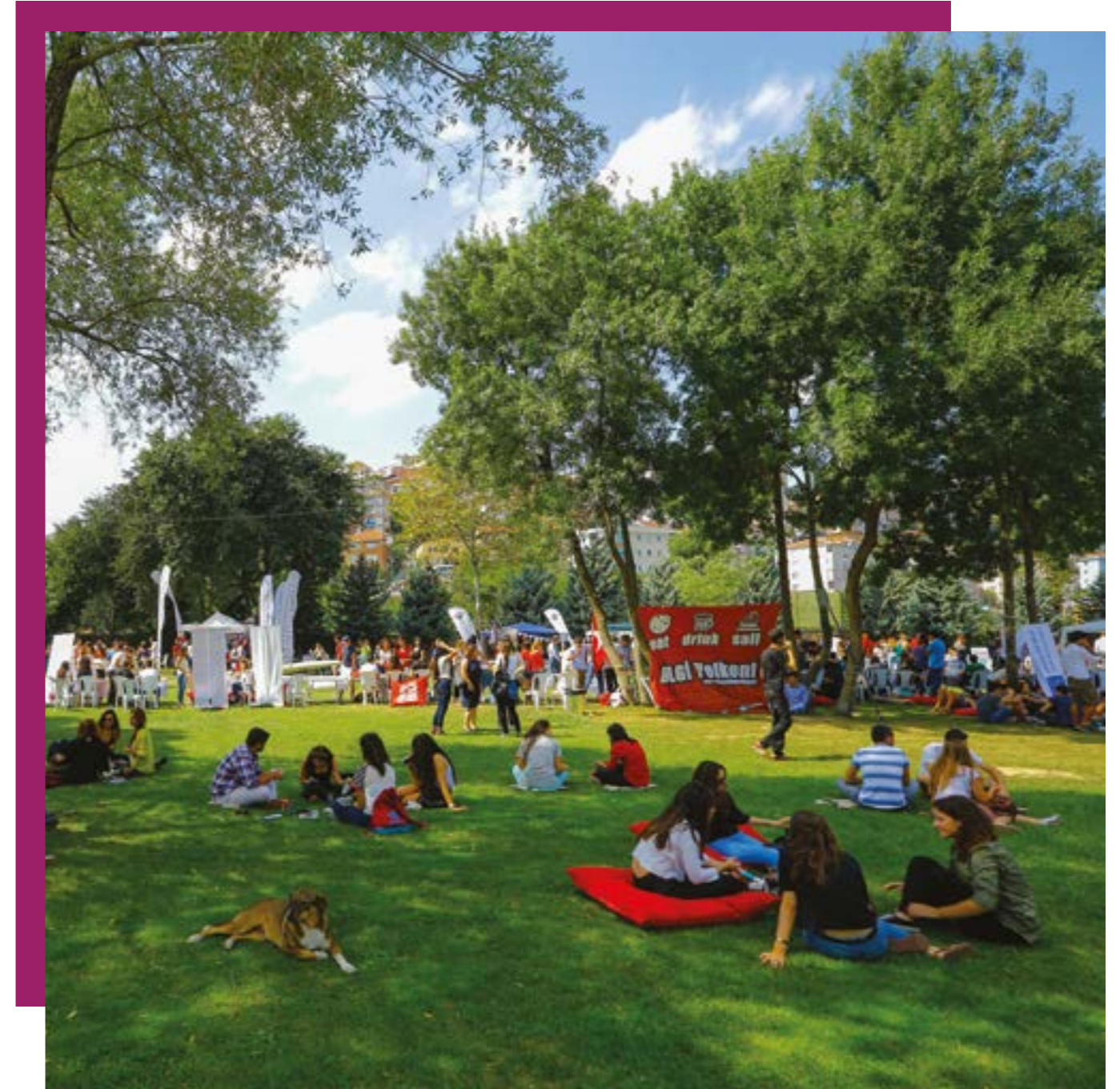
In İstanbul Bilgi University we offer various exchange programs to enable our students to experience education abroad. You can get further information by going to the links below.

Outgoing Exchange Programs: www.bilgi.edu.tr/en/international/global-talent-management-center/

Library

The İstanbul Bilgi University Libraries contain not only over 150,000 print resources but also more than 390,000 e-books and online resources to enhance the learning quality of our students. You can go visit the link below to gain access to the archive provided.

library.bilgi.edu.tr/



Courses

A wide range of the courses held at BİLGİ are conducted in the English language (except in the Faculties of Law, Communication and the School of Health Sciences).

The following link leads you to the Course Catalogue. Courses indicated as “Recommended for international students” are either fully or mainly held in the English language. If you do not speak fluent Turkish you will not be able to sign up for other courses. Students with an excellent command of Turkish may also take courses which are held in the Turkish language.

www.ects.bilgi.edu.tr/Course

International students may take courses from any faculty or department as electives, alongside their major field of study. In some courses you need to receive the consent of the instructor.

Credits

Istanbul Bilgi Üniversitesi uses the ECTS credit system. Courses carry between 2 to 12 ECTS credits.

Grading system

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

Courses not included in the calculation of the GPA but included in the calculation of credits completed are given the letter “P” for pass and “F” for fail.

Students not present at a final examination due to an extenuating circumstance which has been accepted by the University, have the right to take another examination during the Make-Up Examination period as specified in the Academic Calendar.

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

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

Scholarship Opportunities

Achievement Scholarships:

This academic achievement scholarship is offered to students that have met the criteria for the scholarship (the respective academic year and Cumulative Grade Point Average – CGPA – must be 3.70 and above) after the successful completion of their second or third academic year and covers 50% of the tuition cost. The scholarship is valid for one academic year and is not valid for the summer term.

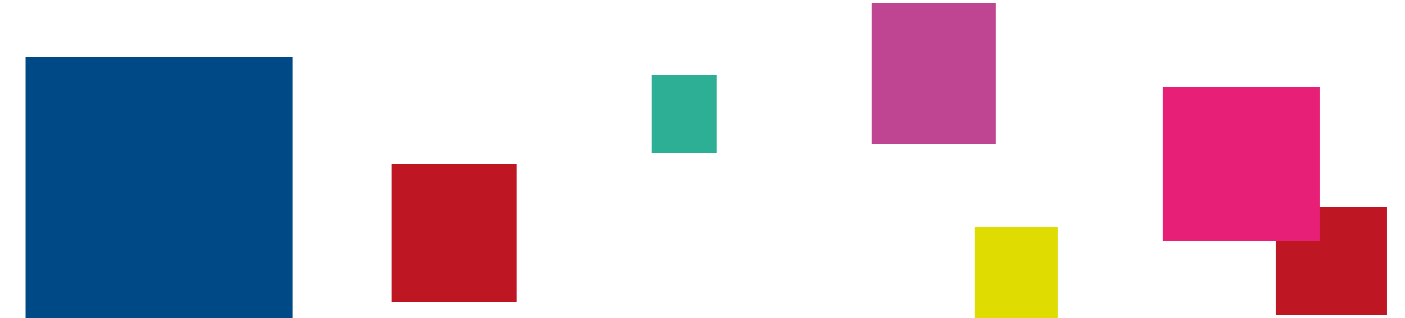
You can contact the Student Support Center for more information: ssc@bilgi.edu.tr

BİLGİ Online Portals

SIS: The student pages that allow students to do their course registration, see their schedules, make requests for student certificates and more.
sis.bilgi.edu.tr

BİLGİ Learn: The portal where students can view their course material, notes from instructors and take online quizzes.
learn.bilgi.edu.tr

Rehber: The directory of all academic and administrative staff which contains offices, phone numbers and email addresses.
rehber.bilgi.edu.tr



Student Clubs

İstanbul Bilgi University offers its students various opportunities to make use of their leisure time. Student clubs make a great contribution in creating this awareness. The student clubs that have an important place in the social life of the university are growing with the students' ideas and their activities. They are open to the participation of all students. Students can be members of these clubs and participate in activities appropriate to their skills or areas of interest and they can establish different clubs.

Utkuer Yaşar

Student Clubs and Activities Professional
Kuştepe Campus, Sports Hall / utkueryasar@bilgi.edu.tr / + 90 212 311 63 65

Gökhan Kadir Yurtdağülen

Student Clubs and Activities Professional
santralistanbul Campus, Student Support Center / kadiryurtdagulen@bilgi.edu.tr / + 90 212 311 73 46



Student Clubs

There are four main student club categories:

SOCIAL RESPONSIBILITY and HOBBY CLUBS

Bilgi Worldwide
BILGI International Volunteers Club (BIV)
Horizon Club & more

IDEA CLUBS

Anatolian Youth Club
Enlightenment Club
Wise Youth Club
BİLGİ Women Club & more

CLUBS with ACADEMIC CONTENT

BiHistory
BİLGİ Robotics
Independent Software Club
BİLGİ MUN & more

CLUBS with SPORTS and ARTS CONTENT

BİLGİ Camping
BİLGİ Sports Business Club
Cycling Club
Climbing Club & more

You can see the full list of clubs on the website:
<https://www.bilgi.edu.tr/en/life-at-bilgi/student/student-support-center/student-clubs/>



What Should I Do Before I Arrive In Turkey?

There are four important facts you should consider before leaving your home country:

Student Visa

You must have a STUDENT VISA to be registered as a student in Turkey. In order to apply for a student visa, you are required to visit the nearest Turkish Embassy or Consulate in your country with the following documents:

- The Letter of Acceptance from the University
- A completed visa application form
- The Visa fee
- Passport sized pictures

(Please check online if there are any more requirements from the responsible consulate
<http://www.mfa.gov.tr/turkish-representations.en.mfa>)

We advise you to apply at least two months before the semester begins. There is a visa fee that might vary from one country to another. When you receive your visa, check it and make sure that it is a “student visa”. Please kindly note that all international students have to obtain their Student Visa before coming to Turkey.



Accommodation

BİLGİ does not operate any dormitories. However, there are many options around campuses.

Some options can be found on our website.

www.bilgi.edu.tr/en/life-at-bilgi/student/student-support-center/dormitories/

Contact person: Nelin Okay, nelin.okay@bilgi.edu.tr

International students can always receive help about housing from International Student Advising Office on **santralistanbul** Campus.

Şişli, Mecidiyeköy, Nişantaşı, Cihangir, Osmanbey, Beşiktaş are all very recommended neighborhoods. There are connections to BİLGİ and Taksim, which is a big square downtown that you will have no doubt to get to know right after your arrival.



High School Diploma Equivalency

Diploma equivalency is a mandatory requirement for university registration in Turkey.

Diploma equivalency can be obtained in two ways:

1. You need to apply to the nearest consulate in your country with the required documents for the Diploma Equivalency. Required documents may vary from country to country. So, it is recommended to contact the Turkish consulate in your home country.

2. As soon as you arrive in İstanbul, you need to obtain the equivalency of your high school diploma. Documents to present at the Local Equivalency Office of the İstanbul İl Milli Eğitim Müdürlüğü (National Education Ministry's İstanbul Office):

- Original passport (and the copies of the first page and the visa page)
- Original High School Diploma / Transcript (Apostilled)
- İstanbul Bilgi University Acceptance Letter (and a copy)

Address:

Eski Sultanahmet Adliyesi
İmren Öktem Caddesi No:1 Adliye Sarayı
Sultanahmet, Fatih
İstanbul

Phone:

+90 212 455 04 00, +90 212 455 04 99

Web:

istanbul.meb.gov.tr

Monetary Issues

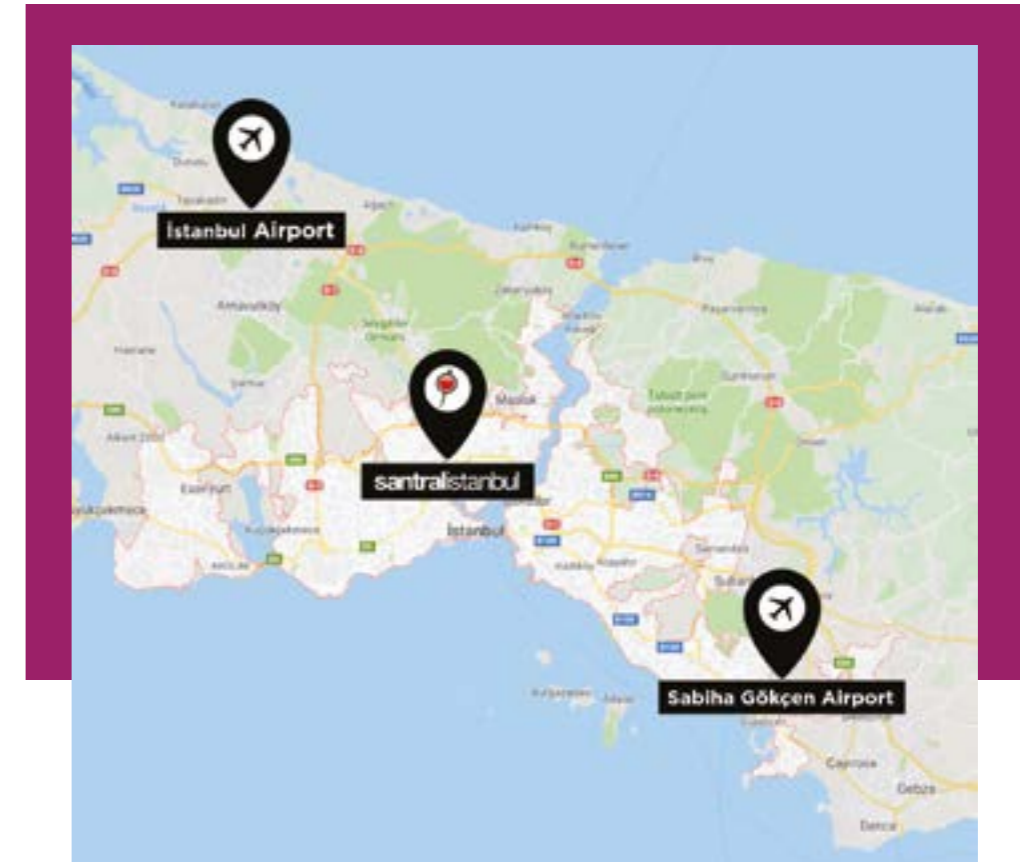
The exchange rate between Turkish Lira to US Dollar/Euro may fluctuate. Please check the exchange rate online before you arrive at Turkey. You may very well visit the Turkish Central Bank web page for the most updated exchange rates. <http://www.tcmb.gov.tr/wps/wcm/connect/en/tcmb+en>



What Should I Do After I Arrive in Turkey?

Airports

İstanbul has two different airports. One of them is located on the Asian side, Sabiha Gökçen (SAW) and the other one is located on the European side, İstanbul Airport (IST). Most students choose to go to İstanbul Airport which is situated on the European side and from which it is a lot easier to reach the University.



In this picture you can see the locations of both airports.

School Registration

Once you have all the necessary documents ready and have arrived in İstanbul, you will need to proceed with the actual registration to our university at the Student Affairs Office, with the following documents:

- Original High School Diploma (in English or Turkish)
- Equivalency document for your high school diploma
- Original High School Transcript (in English or Turkish)
- Original Passport
- Tuition fee bank receipt
- 3 Passport Size Photos
- English Proficiency Test

English Proficiency Test

If you do not have a required score from one of the English proficiency tests such as TOEFL; you are required to take the BİLGİ English Proficiency test called BİLET. According to your result, you will either be placed into the Language Program or begin your study at your faculty.

Tax Number

To obtain health insurance, register your phone, and for many other issues, you will need a Turkish tax number, it is recommended to get one as soon as possible.

You can get your temporary tax number from the Beyoğlu Vergi Dairesi (Tax Office)

All you need is your passport and a photocopy of the passport page with your photograph on it.

Address of Beyoğlu Vergi Dairesi (Tax Office): Şahkulu Mahallesi, Meşrutiyet Cad. No: 125, 34421 Beyoğlu

Phone: +90 212 244 03 83

Residence Permit

Procedure to apply for residence permit:

In order to live in Turkey during your education, you must apply for a Student Residence Permit. To help you with the process, the International Student Advising Office has prepared detailed guides that can be found on the website: <http://bit.do/residence-permit>

Make sure to check the website and stay updated on your BİLGİ email address (mail.bilgi.edu.net) for the latest announcements.

Necessary documents to print and get ready by the Appointment day:

Detailed information about all documents can be found on the website.

1. A printout of your online application form (You must do your online application before your visa/residence permit expires.)
2. Original passport.
3. Four passport size photos (with a white background and as biometric)
4. Photocopy of passport pages (the page with your photo, the page where validity and expiry dates are written, the page with the visa and the page with the last entry stamp)
5. Photocopy of Old Residence Permit Card (if you have one)
6. Card fee receipt (can be paid online or at Hisar Tax Office)
7. Student Certificate in Turkish (you should request for one from your SIS page)
8. Health Insurance Policy in Turkish (should be valid for one year minimum)
9. E-visa printout (if you have one)
10. If you are under the age of 18 and arriving without a visa:
 - Deed of consent (Muvafakatname)
 - Birth certificate (Turkish translation - notary approved)

Private Health Insurance

İstanbul Bilgi University has agreements with various health insurance companies that are able to provide you with a health insurance policy that will be sufficient for your Residence Permit application. For obtaining private health insurance, please contact the International Student Advising Office.

SGK Health Insurance

After you received you Residence Permit Card, you may choose to apply to Türkiye Cumhuriyeti Sosyal Güvenlik Kurumu (SGK). Once you apply to SGK, you won't need to apply for a new special Health Insurance during your Residence Permit renewal process. For the application you will need Residence Permit Card and signed and stamped student certificate.

Address: Pürtelaş Mah. Meclis-i Mebusan Caddesi No: 43 Fındıklı - Beyoğlu / İSTANBUL

The address of İçişleri Bakanlığı Göç İdaresi Genel Müdürlüğü / Directorate General of Migration Management (VATAN):

Hirka-i Şerif Mahallesi Vatan Caddesi No: 64/34091 Fatih / İstanbul

www.goc.gov.tr

Call Center: 157

How to get to İçişleri Bakanlığı Göç İdaresi Genel Müdürlüğü / Directorate General of Migration Management (Vatan):

If you exit the **santralistanbul** Campus from the back gate located next to the mosque and the E1 building, you can take the buses **39** or **39D** from the bus station across the road.

In addition, you can also take the yellow minibus "Eyüp-Aksaray" to go to Vatan.

Another option is to take a taxi from **santralistanbul** Campus to Vatan which will cost you around 25-30 TL.

Attention:

Please do not make your online residence permit application before being physically here in İstanbul. According to the laws, you can only make residence permit application for students after you have registered to the University .

Important Services

How to get to BİLGİ Campus (Shuttles Services)

BİLGİ has free shuttle buses between each campus, dormitory and central districts of the city. You can find the shuttle schedule at the following link.

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

santralistanbul Campus:

Eski Silahtarağa Elektrik Santrali, Kazım Karabekir Cad. No: 2/13, Eyüpsultan İstanbul

Kuştepe Campus:

İnönü Cad. No: 6, Kuştepe, Şişli İstanbul

Dolapdere Campus:

Hacıahmet Mahallesi, Pir Hüsametdin Sokak No: 20, 34440 Beyoğlu İstanbul

santralistanbul Annex:

Gürsel Mahallesi, İmrahor Caddesi No: 29

Kağıthane İstanbul

Buses

For buses to all campuses please check the website of www.iETT.gov.tr/en

Registering your phone and SIM Card

The regulations require that all mobile phones used in Turkey must be registered. Not just the SIM card, but the handset itself. Unregistered phones carry the risk of being blocked and unable to receive or make calls after 30 days of entry. The SIM card prices vary between 30-120 TL and you must register your phone within 60 days after arrival.

Steps to acquire a SIM card and register your phone:

1. Buy a Turkish SIM Card (Three major service providers: Turkcell, Vodafone, Türk Telekom) SIM cards can be bought from their shops.
2. Register your mobile phone at the tax office (please prefer one that is in a touristic area like Taksim or Şişli).
 - Take your passport with you!
 - Fee is subject to change.
 - Have the IMEI number of your mobile phone prepared.
3. Submit the tax payment receipt to the shop where you took the SIM card from.

Note: For the students who have their residence permit card they can also do it online through e-devlet system. If you need help, you can follow the steps on our website.

Address of Beyoğlu Vergi Dairesi (Tax Office):

Meşrutiyet Caddesi, No: 125, Şişhane/İstanbul
Phone: +90 212 244 1635

İstanbul Transportation Card

The İstanbul Card is very useful in the beginning of your stay in case you reach İstanbul before the semester starts. You can purchase this card at the İETT Offices at every central Metro Stop. The card itself costs approximately 10 TL and you can recharge it through the Akbil Machines. You just need to put your card on the scanner on the left and a narrator will ask you to put your money into the slot.

One fare with this card is 3,50 TL. If you need to transfer during your journey you will need to pay once more but the price will be reduced.

For more information about public transportation please see the links given below:

[www.iETT.gov.tr-inner-city bus transportation](http://www.iETT.gov.tr-inner-city-bus-transportation)

[www.ido.com.tr-sea transportation](http://www.ido.com.tr-sea-transportation)

[www.tcdd.gov.tr/tcdding/index.htm-railroad transportation](http://www.tcdd.gov.tr/tcdding/index.htm-railroad-transportation)

www.metro.istanbul/en

İSTANBUL RAILWAY NETWORK MAP



Student Transportation Card

This is the card that will be the one you can apply for with a student certificate from the university. You need to apply for the paper from the Student Affairs Office online and they will provide you with the certificate within two days. With this document and your Passport as well as a Passport sized photo you then have to go to the İETT Office again and they will prepare a student card for you.

This card is the cheapest way you can travel around İstanbul.

To be able to apply for the Student Certificate you need to be subscribed in the BİLGİ system. This means that you CANNOT get the Student İstanbul Kart before school registration.

Necessary documents that you need to submit to the İETT Transport Office;

- 1 Photograph
- Photocopy of passport (first page with your photograph on it, bring your original passport as well)
- Student Certificate (in Turkish)
- 10 TL
- YÖK number (can be found on your student certificate starting with "98")

Application Address:

Arap Cami Mahallesi, Teğmen Hüseyin Sofu Sokak, Karaköy, Beyoğlu/İstanbul



Museum Card

Istanbul has lots of museums that are worth seeing. The entrance fees of the various museums range between 1 and 30 TL, per person. You may get discounted entrance with your official student ID. If you provide a 'Müzekart' for yourself, you pay an annual fee of 20 TL and obtain unlimited free access to over 300 museums nationwide. Some private museums are not included in the Müzekart system.

For detailed information please visit:

<https://muze.gov.tr/MuseumPass>

Turkish Bank Account

We strongly advise you to have a bank account in Turkey. To open a bank account, you'll need the following documents;

- Residence permit
- Passport
- Turkish Tax number
- İkametgah (Address in Turkey)*

* This document can be obtained at the District of Population (Nüfus Müdürlüğü) in the area that you are living in.

Do not forget that you need to be over 18 years old to open a bank account in Turkey.

An associate at the bank will supply you with all the necessary forms to open a Turkish bank account. Fill out the proper authorization forms. The bank will send your ATM card to your address.



General Information About Turkey

General Information about Turkey

Official name	: The Republic of Turkey (TC-Türkiye Cumhuriyeti)
Capital	: Ankara
Official language	: Turkish
Founder	: Mustafa Kemal ATATÜRK
Area	: 814,578 square kilometers (314,500 square miles)
Population	: ~79,5 million
Currency	: Turkish Lira/Türk Liras (TL)
National Anthem	: "İstiklal Marşı" (Independence March)
Flag	: Red background with a white crescent and star in the middle.

Turkey is considered to be the gateway between Europe and Asia; it is an Eurasian country located on the Mediterranean stretching across the Anatolian peninsula in southwest Asia and the Balkan region of southeastern Europe.

It is bordered by the Black Sea, the Marmara Sea, the Aegean Sea and Mediterranean Sea.

National and Religious Holidays

There are two types of public holidays in Turkey: the religious holidays which change according to the lunar calendar and fall on different dates each year; and those which are decided by the government and fall on the same day each year;

Please remember that, on public holidays, banks and government offices are closed. The life in touristy seaside resorts is not affected as these are the times when Turkish people also go on holiday. Shops and businesses away from tourist areas may close so you should bear this in mind when traveling inland or to city areas.

National Holidays:

1 January - New Year's Day
23 April - National Sovereignty and Children's Day
19 May - Youth and Sports Day
15 July - Democracy and National Unity Day
29 October - Republic Day

Religious holidays:

Eid-ul-Fitr: Three days religious holiday.
Eid al-Adha: Four days religious holiday.

Average cost of useful items

The average cost of living in İstanbul varies from one student to another. When travelling to İstanbul you should think about the following expenses you will be incurring in a month.

Student Transport card (one fare is 1,70 Turkish Liras with a student transport card, as mentioned above)

Housing (Around between 300 USD - 1300 USD depending on your choice)



Bottle of water	: 1 lira
Simit	: 2 Lira (TL)
Student menu at BİLGİ	: 20 TL
Bread	: 1,25 TL
Chicken&Meat&Fish	: Varies from 10 TL to 20 TL
Tea&Coffee	: 5 TL-15 TL
Concert Ticket	: Starting from 25 TL
Cinema ticket	: 20 TL

Attractions in İstanbul

Some special places around İstanbul that you shouldn't miss out on are:



Blue Mosque (Sultanahmet Camii)

The Blue Mosque is one of the main tourist attractions in İstanbul. It was built in the early 17th century, and is known for its stunning blue tiles covering the entire interior of the main building. The very spacious prayer room will surely impress you.

Opening Hours : Daily from 09.00 till dusk
Closed : 30 min before until 30 min after prayer time,
2 hours during Friday noon prayer.



The Hagia Sophia

The Hagia Sophia is situated just across the street from the Blue Mosque. It is a former orthodox patriarchal basilica, later turned into a mosque and was transformed into a museum by Mustafa Kemal Atatürk in 1943. Nowadays its mosque status has been restored and is open for both visitors and worshipers.



Grand Bazaar

The Grand Bazaar in İstanbul is one of the largest and oldest covered markets in the world. It contains 61 covered streets and over 3000 shops.

You can find many traditional artworks as well as cloths and accessories and many other items here. Unfortunately some things are very expensive but it is still worth going and appreciating the great atmosphere in this location.

Opening Hours : Daily from 08.30 - 19.00
Closed : Sunday, October 29th and the full duration of religious holidays.
Tip : Try not to get lost ;) it is really huge. Watch your belongings because sometimes there are pickpockets in the crowded hallways.



Topkapı Palace

Topkapı Palace is definitely worth visiting if you are interested in the Ottoman Empire or in any case if you want to see how the Sultans in the Ottoman Empire used to live.

This palace was the primary residence for Ottoman sultans for over 400 years and contains important Muslim relics including the Sword and the Coat of Mohammed.

Opening Hours : Daily from 09.00-17.00

Closed : Tuesday, and until 12.00 on the first day of religious holidays.



Bosphorus Tour

Short Circle Bosphorus Cruise (Kısa Boğaz Turu)

The İstanbul experience is not complete without a boat cruise on the Bosphorus. The cruise takes you from Eminönü to İstinye (well past the second bridge that is), and back. The ferry leaves Eminönü-docks at 14.30, arrives at Ortaköy around 14.50 to pick up more people, and then continues its two hour non-stop tour.

The price per person is 20-25 TL.

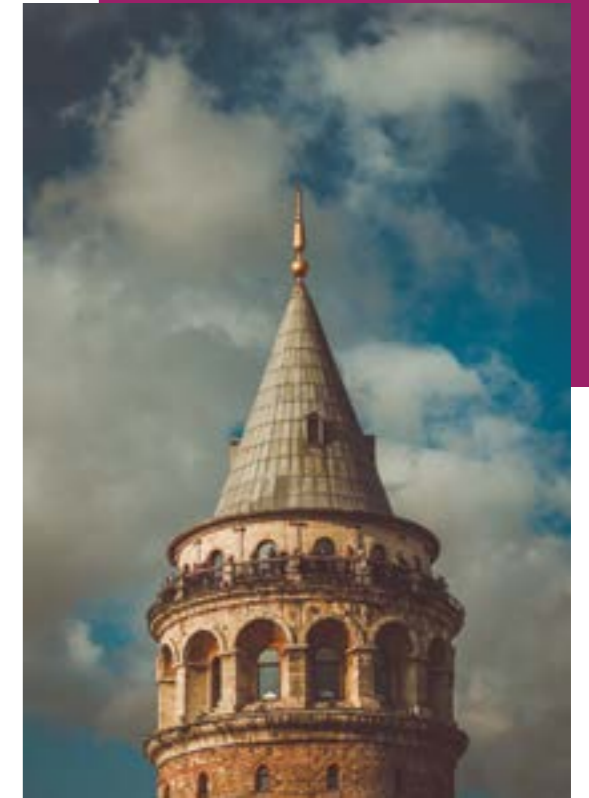


Galata Tower

The Galata Tower is a medieval stone-tower in the Karaköy district. It is one of the city's most striking landmarks and from the top of this tower you have a great view of almost the entire old city of İstanbul and the Bosphorus. The highest point of this tower is 35 meters above sea level and the upper level contains a café as well as a restaurant. There is also a night club located on the upper floor that hosts a Turkish show worth attending.

Opening Hours : Daily from 09.00-20.00

Closed : No closing days.



Miniatürk

Miniatürk It is a collection of models of architectural works from the rich heritage of many civilizations that prevailed and left traces in Turkey from Ancient Greece to Rome and the Byzantine Empire, from the Seljuks to the Ottomans.

In line with its motto "A small model of a great country", Miniatürk has become a display window for Turkey. It contains models at a scale of 1/25 of 131 architectural works selected from among thousands of historical buildings.

Opening Hours : Daily from 09.00-19.00

Entry Fee : 15 TL for foreign nationals, 3 TL for students (you must provide your student card)





Shopping Malls

Metrocity	: 4. Levent - www.metrocity.com.tr
İstinyepark	: İstinye - www.istinyepark.com/en/
Cevahir	: Şişli - http://www.istanbulcevahir.com/en-EN/home/29.aspx
Akmerkez	: Etiler - www.akmerkez.com.tr/en/
Kanyon	: Levent - https://www.kanyon.com.tr/en/home
Profilo	: Mecidiyeköy - www.pam.com.tr
Sapphire	: 4. Levent - www.istanbulsapphire.com
Özdilek Park	: Levent - www.ozdilekparkistanbul.com.tr/en/
Zorlu Center	: Beşiktaş - www.zorlucenter.com.tr/en/
Trump Tower	: Mecidiyeköy - www.trumpalisverisimerkezi.com/
Vadi İstanbul	: Ayazağa - www.vadistanbulavm.com/en/
Demirören	: Taksim - www.demirorenistiklal.com

For more information please check out these websites. All of them contain city guides on İstanbul and its sightseeing opportunities.

www.istanbul.com
www.istanbultravelguide.net
www.ibb.istanbul/en

For a Turkey-Guide you can check these two websites:

www.mfa.gov.tr
www.kultur.gov.tr



Good To Know!

Here are some tips for your life in İstanbul.

- Try to avoid traveling around İstanbul during rush-hours, the streets are always congested. Taking the metro is always possible. The bridges between the European and Asian side are always packed.
- The ferries between Asia and Europe operate as a proper means of transportation. Just like a bus.
- Although English is widely spoken in the metropolitan cities, you are recommended to learn some basic Turkish words.
- The electricity is 220 Volts. Check the voltage in your home country and in case it is different you should buy a converter so that your electrical devices do not get harmed.



Useful Apps

BİLGİ Campus - access to shuttle times, SIS, course schedules and more
Citymapper - transportation
BiTaksi - taxi-on-demand
Yemeksepeti - food delivery
Biletix - events, festivals, ticketsales
Cinemaximum - cinema tickets

Emergency Contacts

Ambulance : 112 (all over Turkey)

Police : 155 (all over Turkey)

Tourism Police : (0212) 5274503 (İstanbul only)

Gendarmerie : 156 (all over Turkey for rural areas)

Coast Guard : 158 (all over Turkey)

Fire : 110 (all over Turkey)

Forest Fire : 177 (all over Turkey)

Yellow Pages : 11818 or 11811 or 11880 (all over Turkey) the cost of directory could be expensive

Tourism Info : 170 (all over Turkey)

Notes



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**İstanbul
Bilgi University**

Kuştepe

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