Yaşar University, Izmir

Erasmus Incoming Student Guidelines

For 2018 - 2019 Academic Year

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Congratulations on completing your confirmed placement and acceptance at Yaşar University. We are looking forward to welcoming you soon in Izmir to begin your studies.

As you prepare to leave your home country on this journey to becoming an Erasmus student, we would like to provide you with this information, which outlines the necessary steps to ensure a smooth transition to your new University life.

Please read the guidelines carefully. We have included everything that you will need to know about the registration process: visas, health insurance, residence permits, academic course selection and beyond. The International Office is here to support you throughout this process. Do contact us if you have any further questions. We look forward to meeting you in person and wish you every success in your future studies.

Merve Akıntürk
Erasmus Institutional Coordinator
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Life as a Yaşar University Student

Thank you for choosing Yaşar University. Known for its friendly atmosphere and located close to the centre of the city of Izmir, the university focuses on providing a quality and fulfilling education for students, who are looking to make the most of their university years. The University's links with the business sector and global universities make the campus an ideal environment for personal development and learning with an international dimension. Partner agreements have been signed with over 250 universities in a wide range of countries. The University's campus is purpose built and offers extensive library and sports facilities.

Key Notes

- We encourage *local* engagement, through social responsibility projects and a variety of student clubs.
- We provide *quality* education with leading Turkish and international academic staff, as well as with our CEA accreditation.
- We offer a *modern* campus, with its conferences, exhibitions and concerts, as well as extensive library resources, sports facilities and a high-tech media centre.
- We offer quality *accommodation* in our student dormitories, located close to the university campus.
- We are located in the heart of Izmir, Turkey; a beautiful Aegean coastal city with its Mediterranean *lifestyle* and culture.
- We support our students in developing the right skills and competencies to be highly *employable.*

Facts and Figures

Year of foundation	2001
Erasmus University Charter Awarded	2004
Hosted Model United Nations	2008
Erasmus Success Story Awards	2010 & 2012
Most Preferred Foundation University in Turkey	2014 & 2015
Total Number of Students	9.000
Total Number of Staff	725
Year of Diploma Supplement Label	2011
Year of ECTS Label	2012
Total Number of Erasmus Partners	218

Steps to Erasmus Incoming Students

Before travelling to Turkey, all Erasmus students need to

- Obtain a student visa before traveling to Turkey
- Get health insurance policy which is valid in Turkey (For details please check page 6)

Once in Izmir, all Erasmus students need to

- Arrive in Izmir, 10-16 September 2018
- Attend the orientation programme, 17-18-28-29 September 2018
- Apply for the Turkish Residence Permit within one month of arriving in Izmir
- Register for their individual courses, 19-21 September 2018

Accommodation Options

Yaşar University Dormitories

The University dormitories, with their quality facilities, are located within walking distance of the university campus. The buildings accommodate some 400 students. All rooms (twin or triple bed options) have on suite bathrooms and are furnished to the highest standard with the student's needs in mind. Facilities such as a mini fridge, free unlimited wireless internet access, hot water (24 hours a day), central heating in winter and air conditioning in summer, are also provided. Bedding is provided and laundered by the dormitories.

For more information visit http://yurt.yasar.edu.tr/en/ and http://international.yasar.edu.tr/housing/.
Applications should be made as early as possible to ensure a place at the dormitories. The application form is available on http://yurt.yasar.edu.tr/en/application-form/
The documents required for registration at the dormitories are

- Application form (copy of submitted form)
- Copy of passport – ID
- 2 Photos (passport size)
- Receipt of payment

Check in dates for fall Semester are between 10-16 September 2018; check out dates for fall semester is 23 January 2018. Full year check out dates are between 04-07 June 2018.

Alternative Accommodation Options

The University is conveniently located in Bornova, a student neighbourhood of the city, and beside the city's metro line. This ensures that there are a range of affordable student flats, houses and dormitory options available to students.

Local Health Insurance Policy

In line with the new Turkish regulation on residence permits, Erasmus students are required to obtain general Health Insurance which is valid in Turkey with specific conditions laid down in the new regulations (with the exception of students coming from countries with social security agreements with Turkey – please see below).

Due to many technical complications that have occurred previously, we request incoming students to obtain their health insurance policies when they arrive in Turkey. This is because the health insurance issued outside of Turkey is not considered valid for the residence permit applications, according to new Turkish laws. If you have purchased other insurance, you will also need to purchase local health insurance in Izmir. For this reason, if necessary for your scholarship, please choose the cheapest insurance option in your own country.

As the International Office, we provide assistance to incoming students regarding health insurance in Turkey in line with the requirements outlined above. Private health insurance costs around 370 Turkish Lira (app. 100 Euro) for 6 months.

Exception - Erasmus students from Germany, the Netherlands, Belgium, Austria, Romania, Bosnia-Herzegovina, the Czech Republic, Macedonia, Luxembourg or Albania who are entitled to medical assistance in their home countries are eligible for health benefits within the framework of these agreements.

Erasmus Students may benefit from health services on the condition that they present a “Right to Health Assistance Certificate (formularies)” from the social security institution in their home countries. This certificate should be sent to Yaşar University before arriving in Turkey.

International Travel to Izmir

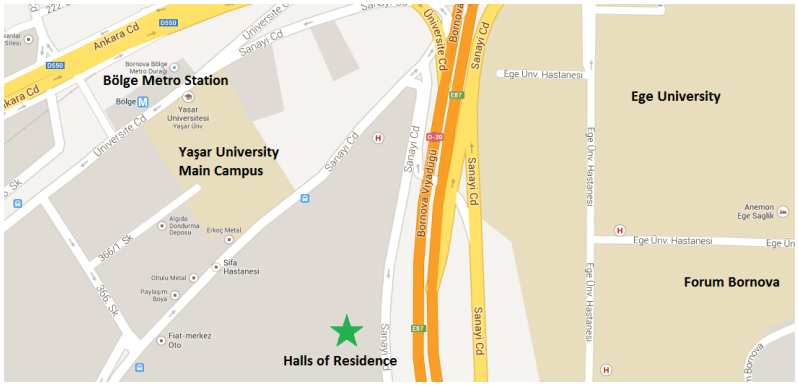
The Izmir international airport, Izmir Adnan Menderes Airport has many direct international flights. For flights, which connect via Istanbul, there are two international airport options (Istanbul Ataturk Airport or Istanbul Sabiha Gokcen Airport), which are located on the opposite sides of the city.

Photocopies of all important papers, including passport, student visa and Yaşar University acceptance letter, should be carried while traveling to Izmir, in case of documents getting lost or stolen. Important phone numbers and addresses should also be backed up and carried while traveling.

You should bring some Turkish Lira (TL) in cash when travelling to Izmir. We would also advise you to bring US Dollars or Euros to be able to exchange money from the banks or exchange offices while you are living in Turkey. There is an exchange office at the airport.

Travel from Izmir Airport to Yaşar University

Option 1: Take a taxi directly from the airport terminal to Yaşar University. This option will cost around 80 TL (20 Euros).



Option 2: Buy an Izmir travelcard (İzmirimkart – 6 TL/1-2 Euros) from the airport. Take the train from the airport to the Halkapınar station. From Halkapınar (map below), change to the Eastbound line and get off at Bölge station. The university campus is next to the Bölge station.

Option 3: Take the HAVAŞ bus from the airport to the city centre and get off at the Swiss Hotel (10 TL/2-3 Euros). From the Swiss Hotel, you can take a taxi to the halls of residence. This will cost around 30 TL/6-7 Euros.

Mentorship Program

With the cooperation of ESN Yaşar, Yaşar University arranges student mentors, who are full time YU students, for all incoming Erasmus students. They will assist you and answer your questions about Izmir, Turkish culture, accommodation, resident permit and other questions that you might have in your mind.

Frequently Asked Questions

- **Do I need to travel with my passport?**

Students should travel with their passports.

- **Do I need a visa to travel to Turkey?**

Some nationalities, are required to apply for a visa while others may travel as a tourist without obtaining a visa. Please see this link for current information regarding visa regimes: http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa. It is possible to obtain a student residence permit if you have travelled without a visa. Yaşar University recommends students to obtain a student visa before travelling, to prevent any unforeseen issues from occurring during the residence permit application process. For more information please contact your nearest Turkish consular section. Foreign nationals who are already resident in Turkey at the time of matriculation are not required to obtain a student visa.

- **When do I need to come to Izmir?**

You are expected to arrive in Izmir no later than 16 September 2018, in time for student registration and orientation.

- **Which electric plug, socket and voltage used in Turkey?**

The standard Voltage is 230 V and the frequency is 50 Hz. Round-prong European style F type socket and plugs are used in Turkey.

- **Where can I exchange Euro or Dollar to Turkish Lira?**

There is at least one exchange office in every district of Izmir, called "Döviz Bürosu in Turkish. We suggest our students to exchange some money upon arrival at the airport because only Turkish Lira is used in Turkey.

- **Can I skip the orientation programme?**

The orientation programme is an opportunity to meet up with other new incoming international students, as well as to learn about the University and the student lifestyle in Izmir. During the orientation, you will be presented with information about the regulations and statutes of the university. You will also make the online application for the student's residence permit. Therefore, we would strongly urge students to take part. From the University perspective, it is assumed that after this briefing, all students will have been provided with the necessary legal and statutory information. Orientation programme is also one credit course (UFND 080 International Orientation studies) If you cannot attend without a valid excuse you will fail the course.

- **How do I apply for the residence permit?**

After arriving in Turkey, you are required to apply for a residence permit within a 1 month timeframe, otherwise you run the risk of being deported. The International Office staff provide a detailed explanation of the application process during the Orientation programme. The application is made online from e-ikamet.goc.gov.tr. After filling in the application form, you will need to go to an appointment at the Immigration Authority. The International Office staff will accompany you.

- **How can I arrange accommodation?**

Yaşar University has a Student Dormitory with triple, double and single rooms. The dormitory provides accommodation on a first come, first served basis. Package prices are available to international students. For more information and the application form, please contact the International Office. There are also other accommodation options close to the University. You may reserve a room at our Student Dormitory on a nightly basis while looking for accommodation. Each student has their own mentor. The mentor will assist you in finding accommodation.

- **How do I get my student ID?**

Student ID / security cards are used to enter the University campus. They will be printed at the end of the registration period and distributed during the first week of October.

- **How can I get a student travel card?**

To get a discounted travel card and to use the public transport options within the city (boat, bus and minibus), you first need to obtain your residence permit. Then you need to apply to the Transport Authority, along with your student certificate and the receipt of having paid the necessary nominal fee. Contact the International Office for more information.

- **How long does it take to get my residence permit?**

After the initial application, it can take up to 3 months to receive the residence permit. During this time, you will be able to leave and re-enter Turkey for up to 2 weeks at a time by presenting the application slip (which must the signed and stamped by the Immigration Authority) to the customs officers.

- **How do I register for University courses?**

It is mandatory for all students to register for courses at the beginning of each term (spring and fall) during the complete time of their studies. During matriculation, you will be issued with a unique student number and password. These credentials can be used to access the Yaşar ID system and the Student Information System (OBS). Log on to http://obs.yasar.edu.tr and navigate to the course selection page. Here you will be able to choose and register for individual courses. After selecting your courses make sure that you get the approval of your Academic Advisor.

- **What is the 'add and drop' period?**

After course registration and the start of courses (lectures), a period of some two weeks is granted to students to allow them to drop and add new selected courses to their semester timetable. Your Erasmus

Department Coordinator should be involved in this process. After the end of this 'add and drop' period, the course selection for the semester cannot be altered.

- **What is a Learning Agreement (LA) Change Form? What is the deadline to give in the form?**

It is a form that is used by Erasmus students if they wish to change the courses in their LA form. Students can choose and change their courses during the course registration days (19-21 September 2018) The add and drop period for 2018-2019 Fall Semester is between 24 September – 3 October 2018. The submission deadline of the LA Change Form is 12 October 2018.

- **What do I do if I have a problem during course selection?**

You are required to register every semester within the registration period. If you have any problems, your first point of contact is your Erasmus Department Coordinator. If you are unable to reach your Erasmus Department Coordinator or are having a technical problem, please contact the International Office. After the 'add drop' period has ended, you will be unable to register for courses and will miss the semester.

- **How do I ask for a student certificate/transcript?**

Log on to OBS, navigate to the 'Document request' section and place a request for the document you need. You can pick up the document from Student Affairs the following day.

- **Is attendance compulsory?**

Attendance is compulsory and you are required to observe the attendance requirement to be able to pass your courses. This is usually 80% of all class hours; please consult your Professor on the requirements specific to your course.

- **What do I do in the event of a health emergency?**

Please contact to your Mentors at any time of the day or night if you need to be taken to the hospital.

- **What is the policy in the event of a natural disaster or other emergency situation?**

In the case of a natural disaster or other emergency situation, the International Office will attempt to account for all Erasmus / Exchange Incoming students. If necessary, the International Office will also contact the person that you have listed as an emergency contact during registration. For this reason, please make sure that you keep the International Office informed of your current contact information (telephone, email and address).

- **I urgently need to leave the country due to a family emergency. What should I do?**

Please inform the International Office about your circumstances and the nature of the emergency as soon as possible. We can speak to academics and your institution coordinator if necessary.

- **Who can I complain to if needed?**

For complaints related to academic affairs, please contact your Erasmus Department Coordinator. If your complaint is related to administrative affairs, please contact the International Office.

- **Can I learn Turkish while studying?**

The University provides beginner level Turkish language training to all Erasmus Incoming students. The course can only be taken for credit and will appear on your academic transcript. For more information, please contact the School of Foreign Languages.

Contact Details

For when you require assistance, or have any questions or emergencies, please contact the International Office Erasmus team:

Name	Responsibilities for Incoming Students	Direct Telephone (office / mobile)	E-mail
Melike Olcaytürk	Incoming Erasmus - Exchange Student Coordinator / Emergencies	+90 232 570 7440 +90 535 367 42 67	melike.olcayturk@yasar.edu.tr
Merve Akıntürk	Erasmus Coordinator	+90 232 570 7439	merve.akinturk@yasar.edu.tr
Sevcan Gürüz	Incoming Student Advisor	+90 232 570 7436	sevcan.guruz@yasar.edu.tr
Tuğba Dass	Director /Emergencies	+90 232 570 7434	tugba.dass@yasar.edu.tr

Full legal name of the Institution	Yaşar Üniversitesi - Yaşar University
Erasmus ID Code	TR IZMIR 05
Address	Yaşar University International Office Selçuk Yaşar Campus Universite Cad. No:37-39 Bornova, 35100 Izmir/Turkey 'Y' Block (Room 121, first floor of the new building) http://erasmus.yasar.edu.tr/ https://www.facebook.com/yasarInternational erasmus@yasar.edu.tr
Institution's Website	www.yasar.edu.tr

Emergency Numbers	
Medical emergency	112
Health Information	184
Private ambulance assistance	(0 232) 444 0 911
Fire Department	110
Police	155