



ERASMUS+ 2018-2019 FALL SEMESTER



ISTANBUL TECHNICAL UNIVERSITY
ERASMUS OFFICE



Sebla Kağnıcı

Incoming Students Advisor

Erasmus Office Drop-in Hours
Monday-Tuesday-Thursday
14.00-16.00

erasmus@itu.edu.tr

0212 285 7183



Residence Permit

REPUBLIC OF TURKEY
MINISTRY OF INTERIOR
DIRECTORATE GENERAL OF
MIGRATION MANAGEMENT

Tr Ru En Ar Home Page e-ikamet residence

completely, accurately, properly according to the instructions in order that your applications for residence permit will be evaluated.

- If you choose "mobile phone" as a contact preference and complete the pre-registration process, a verification code will be sent to your phone. In order to continue your residence permit application process, you must enter the verification code in "verification code" field.

First Application Processes

Pre-registration Form

Name	NAME	Nationality ID Number	
His/her Last Name	SURNAME	Nationality	Brazil
Date of Birth	11/11/1980	Passport Document Number	12123123
Father's Name	NAME	Communication Preference	Cell Phone
Mother's Name	NAME	E-Mail	Cell Phone
Gender	Female	Cell Phone	e-Mail

All fields marked with red are mandatory.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

Send Again

I forgot my Application Number

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

*Take any available date!



Put in İTÜ Erasmus Office as your home address!



Application Documents

Please follow the steps below for residence permit application:

1. Go to <https://e-ikamet.goc.gov.tr/> and choose “I LODGE AN APPLICATION FOR RESIDENCE PERMIT FOR THE FIRST TIME”
2. Fill out sections marked in red.
3. Choose date for appointment.
4. Use address information below for delivery of your residence permit:

Province: İstanbul

District: Sarıyer

District/Village: Reşitpaşa

Mainroad: İstinye Bayırı Cad.

Apartment: İstanbul Teknik Üniversitesi

Section: Erasmus Ofisi





Application Documents

5. Print out your application and sign

6. With your print-out and student certificate, you are required to go to the Tax Office to apply for your tax number where you can also pay your residence permit card fee. Please keep your receipt for further reference.

You may go to any Tax Office however you are advised to go to the Beyoğlu Tax Office.

7. Once you have completed the above steps, you will be notified to submit documents regarding your application to the relevant office at İTÜ. The dates of submission will be announced at a later time to the students' İTÜ e-mail addresses. The information will also be available on Student Registrar's website.

- Passport
- Passport copies of the photo page, first page, visa and entry stamp pages
- Printed Residence Application Form
- 4 biometric photos (must be taken within last six months and with white background)
- Student Certificate obtained from Student Registrar's Office
- Statement of Income
- Statement of Insurance
- Receipt of Residence Permit Card Fee



Address Declaration

...../...../.....

To the Istanbul Directorate General of Migration Management

I am studying at ____ (the name of host university) ____ (the name of faculty) ____ (the name of department) ____ . Hereby I declare that I am staying in the place where I state below and I will state the change of address to Migration Management Office in twenty (20) workdays and I accept my legal responsibilities.

City:

District:

Neighborhood:

Main Road/Street:

Building/apartment number:

Name:

Surname:

Passport Number:

Signature:



Statement of Income

To the Istanbul Directorate General of Migration Management

...../...../.....

I have a/an _____ (nationality) _____ and _____ (passport number) _____.
I am a student at _____ (the name of host university) _____. Since I am a student in Turkey, I am not working and spending in Turkey with the financial support of my family. I would like to get residence permit through putting my documents into process with the appointment for education purpose. I declare that the information which I state is correct and i kindly request you to take necessary action.

Name:

Surname:

Phone:

Signature:



Health Insurance

TEBLİĞ TEBELLÜĞ BELGESİ

- İlgi a)04.04.2013 gün ve 6458 sayılı Yabancılar ve Uluslararası Koruma Kanunu
b)31.05.2006 gün ve 5510 sayılı Sosyal Sigortalar ve Genel Sağlık Sigortası Kanunu
c)30.04.2014 gün ve 2787 sayılı İlgi(a) sayılı kanunun uygulama usul ve esasları emir yazısı
d)İçişleri Bak. Göç. İd. Gen. Müd. 12.06.2014 tarihli ve 564 sayılı Sağlık Sigortası konulu yazı
e) İçişleri Bak. Göç. İd. Gen. Müd. 02.10.2014 tarihli ve 11188 sayılı Öğr. İkm. İzni İşlemleri konulu yazıları.

İlgi(a) sayılı kanun gereği ülkemizde ikamet tezkeresi almak isteyen Yabancı Uyruklu şahısların 'Geçerli Sağlık Sigortası' yaptırmaları zorunlu olup; Öğrenimden dolayı ikamet izni talep eden Yabancı Uyruklu öğrencilerin okula ilk kayıt yaptırma tarihlerinden itibaren 3(üç) ay içinde SGK'dan talepte bulunmaları halinde İlgi(b) sayılı yasa gereği Geçerli Sağlık Sigortası kapsamına alınacağı , 3 (üç) aylık müracaat süresinin kaçırılması halinde istenecek olan özel sağlık sigortası poliçelerinde İlgi(d) emir yazı gereği "İş bu Poliçe 06.06.2014 Tarih ve 9 sayılı ikamet izni Taleplerinde Yaptırılacak Özel Sağlık sigortalarına ilişkin Genelge'de Belirlenen Asgari Teminat Yapısını kapsamaktadır" ibaresi aranacak olup, İlgi(e) gereği SGK'ya, Yabancı Uyruklu Kimlik Numarası tahsis edildikten sonra okullarının bulunduğu yerdeldi SGK'ya yazılı olarak müracaatta bulunanların ikamet izni müracaatlarının kabul edileceği, ikamet izni düzenlendikten sonra geçerli sağlık sigortasının süresi bitiminde sigorta süresini uzatması gerektiği ve gerekli sağlık sigortası yaptırmayan yabancı öğrencilerin durumu tespit edilmesi halinde ikamet izni iptal edileceği hususu İlgi(c) sayılı emir yazı gereği tebliğ edilmiş olup ;

İş bu tebliğ tebellüğ tarafımızdan tanzimle doğruluğu anlaşıldıktan sonra imza altına atılmıştır.

DECLARATION NOTIFICATION-ACCEPTANCE STATEMENT

- Re: a)Foreignersand International Protection Law No 6458,Dated 04/04/2013
b)Social security and General health Insurance Law No.5510 Dated 31/05/2006
c)Instruction Letter No, 2787 Dated 30/04/2014 regarding the Implementation procedures and the principles for the Law referenced under paragraph (a) above.
d)Letter No,564 Dated 12/06/2014 of the Ministry of Interior Affairs, Immigrations Administrative Services General Directorate , Issued in regards to Social Security Insurance.

As per the Law referenced under paragraph (a) above , the foreign citizens who wish to acquire a residence permit in Turkey are required to have a valid 'Health Insurance'. As per the Law referenced under paragraph (b) above the student in possession of foreign per the Law referenced a residence permit for attending a school in Turkey will be included within the scope of the General Health Insurance upon submitting a request to SGK within a period of 3(three) months following their initial registration with school; However, if the student fails to apply for coverage with in the above mentioned (three) 3-month period then the private health insurance policy that is required to be submitted shall include the following phrase as per the instruction referenced under paragraph (d) above: "This present policy covers the minimum coverage designated in the communique dated 06/06/2014 No:9 pertaining to the Private Health Insurance To Be Acquired in the Submitting a Residence Permit Request " ; while the stipulations regarding the residence permit applications of theones, As per paragraph (e) to SGK, after Foreign Identity Number is assigned, application for residence permit is accepted for those who apply in written to the SGK in where their school is located, after their residence permit is arranged, their valid health insurance deadline need to be extended and case of detection of foreign students who did not get necessary health insurance, the point that the residence permit will be cancelled is announced as per the Instruction referenced in paragraph(c)

This declaration notification-acceptance statement has been signed after it's accuracy is determined by the signatories,

TARİH:

TEBLİĞ EDEN

TEBELLÜĞ EDEN

Adı :

Soyadı :

İmza :



Application Documents

- Health Insurance
 - Should cover all kinds of treatment in Turkey within your study duration(with dates)
 - Insurance company with a collaborator/branch office in Turkey
- The formular approved by Social Security Institution of Turkey(Sosyal Güvenlik Kurumu, SGK) like T/A 11, A/TR 4, CZ/TR 111...
- Turkish Government insurance(Genel Sağlık Sigortası): ~65TL per month
- Private insurance from a company located in Turkey



*International Insurance

Minimum Policy Content

	Contracted Institutions		*Non- Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000. -TL	Insured : % 40 Company : % 60	2.000.-TL	Insured : % 40 Company : % 60
Inpatient Diagnosis Treatment	Unlimited	Insured : % 0 Company : % 100	20.000.-TL	Insured : % 20 Company : % 80





Appointment Date

- Do not go to the appointment on the date!
- All applications will be taken at ITU (date not specific yet).
- Additional information will be given in due time.

****Communication Center for Foreigners: 157**

****Residence Permit: <https://e-ikamet.goc.gov.tr/>**





Student Transportation Card (İstanbul Kart)



- Go the Application Center (Taksim, Beşiktaş, Karaköy, Topkapı, Gayrettepe):
<https://istanbulkart.istanbul/basvuru-noktalari>
 - Required documents:
 - Official id (Passport and Student ID of İTÜ)
 - Photo
 - 10TL
 - Your YÖKSİS number
- Go directly to the Application Center with the required documents.

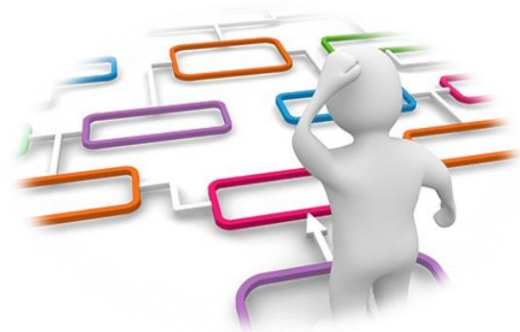


Make Your Weekly Schedule

- Check your department's programme (1,3,5,7th semesters):
 - <http://www.sis.itu.edu.tr/eng/curriculums/> (Undergraduate)
 - http://www.sis.itu.edu.tr/tr/ders_programlari/LUprogramlar/luprg.php (Graduate)
- Check fall semester courses:
 - <http://www.sis.itu.edu.tr/eng/schedule/>
- Write down the CRN codes.

*The course codes ending with «E» are offered in English (i.e: MAT 103E).

- Erasmus+ Departmental Coordinators:
<http://www.erasmus.itu.edu.tr/en/about-us/erasmus-coordinators>





DERS KODU /COURSE CODE : BEN

CRN	Ders Kodu	Ders Adı	Öğretim Üyesi	Bina	Gün	Saat	Derslik	Kontenjan	Yazılan	Reservasyon Böl./Kont./Yaz.	Dersi Alabilen Programlar	Ders Önşartları	Sınıf Önşartı
CRN	Course Code	Course Title	Instructor	Building	Day	Time	Room	Capacity	Enrolled	Reservation Maj./Cap./Enrl.	Major Restriction	Prerequisites	Class Rest.
12750	BEN 102	Microbiology	Hatice Funda Karbancıoğlu Güler	KMB KMB	Çarşamba Çarşamba	1030/1229 1330/1529	D301 ---	40	2	Yok/None	MBI, MCB	Yok/None	Yok/None
12751	BEN 107	Art of Engineering	Aynur Karakaş Karaağaç	KMB	Salı	0830/1129	D301	30	2	Yok/None	MBI	Yok/None	Yok/None
12753	BEN 111	Intr. to Bioengineering	Melek Mümine Erol Taygun	KMB	Pazartesi	1130/1329	D103	40	2	Yok/None	MBI	Yok/None	Yok/None
12755	BEN 321	Reac. Kin&Reac. Design in Bio.	Hüsnü Atakül, Ahmet Sirkecioğlu	KMB	Perşembe	0930/1229	D106	40	2	Yok/None	MBI	Yok/None	Yok/None
12757	BEN 323	Material Science	Hüseyin Kızıl	KMB	Pazartesi	1330/1629	D205	40	2	Yok/None	MBI	Yok/None	Yok/None
12759	BEN 335	Biosensors	Hüseyin Kızıl	KMB	Pazartesi	0930/1229	D205	40	2	Yok/None	MBI	Yok/None	Yok/None
12762	BEN 337	Biofuels and Bioenergy	Serdar Yaman	KMB	Pazartesi	0930/1229	D305	40	0	Yok/None	MBI	Yok/None	Yok/None
12764	BEN 352	Transp. Process in Bioengin.	Melek Mümine Erol Taygun	KMB	Cuma	1330/1629	D303	40	2	Yok/None	MBI	Yok/None	Yok/None

Son Güncelleme: 07-09-2018 / 15:45:03



Course Registration

http://www.sis.itu.edu.tr/tr/erasmus/ders_talep/form/

- Fill in the form and CRN codes.
- Print the form.
- **Get the form signed by your department coordinator.**
- Register your courses with Mr. İlyas Mollaoğulları at Student Registrar's Office(desk number 10) between 17th and 21st of September.

****Courses of unsigned forms will not be registered.**

- **If a course is full, you need to get the permission letter signed by the lecturer of the class.**
- You can add/drop after registration without a form between 24th and 28th of September. No changes will be made after 28th.





ITU ISTANBUL TECHNICAL UNIVERSITY

REGISTRAR'S OFFICE

Uyarı (Warning):

- Lütfen Adınızı Yazınız.(Please Write Surname-Name)
- Lütfen Fakülte/Enstitü Yazınız.(Please Write ITU Faculty/Institute)
- Lütfen Bölüm/Program Yazınız.(Please Write ITU Department/Program)
- 10616 CRNli Ders ile 13336 CRNli Ders Çakışmaktadır. /10616 and 13336 Coincides

İTÜ DEĞİŞİM PROGRAMI DERS KAYIT FORMU (Course Registration Form for Exchange Program)

Öğrencinin Numarası (ITU Student Number) : Fill out the zone at Student Affairs Office

Öğrencinin Soyadı-Adı (Surname-Name) :

Fakülte/Enstitü (ITU Faculty/Institute) :

Bölüm (ITU Department/Program) :

Akademik Yıl (Academic Year) : 2018-2019

Dönem (Term) : Güz (Fall)

CRN Code of the Course

CRN : MAT 103E Mathematics I

CRN : MAT 210 Mühendislik Matematiği

CRN : MAT 104 Matematik II (The Quota is full for the course. Please take a permission letter from lecturer of course.)

CRN :

CRN :

CRN :

CRN :

CRN :

CRN :

CRN :

Even though the quota is full, you can print the course registration form and take a permission letter from lecturer of course.

Next >>>



ITU

ISTANBUL TECHNICAL UNIVERSITY
REGISTRAR'S OFFICE

Please check your course information below, click to print.

[Click to Print](#)

İTÜ DEĞİŞİM PROGRAMI DERS KAYIT FORMU (Course Registration Form for Exchange Program)

Öğrencinin Numarası (ITU Student Number) : Fill out the zone at Student Affairs Office

Öğrencinin Soyadı-Adı (Surname-Name) :

Fakülte/Enstitü (ITU Faculty/Institute) :

Bölüm (ITU Department/Program) :

Akademik Yıl (Academic Year) : 2018-2019

Dönem (Term) : Güz (Fall)

CRN Code of the Course

CRN : MAT 103E Mathematics I

CRN : MAT 205E Theory of Complex Functions (The Quota is full for the course. Please take a permission letter from lecturer of course.)

CRN :

CRN :

CRN :

CRN :

CRN :

CRN :

CRN :

CRN :

[Next >>>](#)



İTÜ DEĞİŞİM PROGRAMI DERS KAYIT FORMU (Course Registration Form for Exchange Program)

Öğrencinin Numarası (ITU Student Number)	: Number
Öğrencinin Soyadı-Adı (Surname-Name)	: Surname - Name
Fakülte/Enstitü (ITU Faculty/Institute)	: Faculty
Bölüm (ITU Department/Program)	: Department
Akademik Yıl (Academic Year)	: 2018-2019
Dönem (Term)	: Güz (Fall)

Dersler (Courses)

CRN	Dersin Kodu (Code of the Course)	Dersin Adı (Title of the Course)
10616	MAT 103E	Mathematics I
10646	MAT 104	Matematik II

Tarih / Date

İmza / Student's Signature

Bölüm Başkanı / ECTS Koordinatörü Onayı
ITU Departmental Head's /ITU ECTS Coordinator's Signature



The 2nd Education Graduate Program (Non-Thesis) courses which cannot be taken.

- BTE
- CTT
- DUY
- GYY
- HGP
- IPY
- ITY
- IYB
- MBA
- MHN
- ROT
- MYL

The fee-paying SUNY (UOLP) – undergraduate courses are stated below. These courses can be taken only after getting permission from faculty and making payment. You can get in contact with Meral Hanım in Tuition Fees Department for the fee setting.

-
- SIN
- SCE
- MBI
- SIS
- SEK
- SEN
- SGM
- SDU
- SMT
- STP
- SBL



Online Information Portal

- Log-in with your username and password.
- Pin Number: ' ' for logging into system(<http://www.sis.itu.edu.tr/>)
- After registration, check your courses(CRN codes) from system for any mistake!
- Log into Ninova for info, materials, homeworks and announcements about your courses (<http://www.ninova.itu.edu.tr/en/>)



Learning Agreement

- Get your LA signed by your department coordinator at ITU.
- Fill in a LA Course Change Form(During Mobility) if necessary.
- Bring the LA to Erasmus Office for Institutional Coordinator to sign(only if needed).
- Take your LA back the following week from Erasmus Office.

Confirmation of Arrival

- Bring your Confirmation of Arrival document to Erasmus Office.
- Take it back next day during drop-in hours from Erasmus Office.



Scan all of the documents and email them to your home university and cc to erasmus@itu.edu.tr



Useful Links and Apps



<http://www.erasmus.itu.edu.tr/en/homepage>



<http://global.itu.edu.tr/homepage>



"That's all Folks!"