



**CHANGE YOUR MIND  
TO ERASMUS CAREER!**

# ISTANBUL GEDIK UNIVERSITY ERASMUS+ INCOMING STUDENTS GUIDE

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## **ABOUT TURKEY - ISTANBUL**

### **Education in Istanbul**

Located in the center of the Old World, Istanbul is one of the largest cities in the world, famous for its historical monuments and magnificent natural beauties. It is the only city in the world that spans two continents: It is located at a point where Asia and Europe are separated by a narrow strait - the Bosphorus. Istanbul, which has a history of more than 2500 years, has been an important trade center at this strategic crossroads of land and seas since its establishment.

Education in Istanbul has a great location, covering the continents of Europe and Asia along the Istanbul-Bosphorus straits. This unique location throughout history has made Istanbul a very important city politically, commercially and culturally. Once the capital of the Byzantine and Ottoman Empires, Istanbul boasts great historical monuments, a still vibrant commercial culture, and an inclusive cosmopolitan culture. Istanbul is also an education center. 58 universities currently operate in Istanbul, which hosts approximately 600 thousand students.

## GENERAL INFORMATION



### Weather Forecast

The coldest months of the year are January and February, when the temperature can drop to  $-8^{\circ}\text{C}$ , but the average of these months is  $7^{\circ}\text{C}$ . The hottest months are June, July, August. Although the average temperature during these months is  $30^{\circ}\text{C}$ , it may rise above  $40^{\circ}\text{C}$  for a few days. Time Zone UTC/GMT +2 hours.

### Language

The official language of Turkey is Turkish. English is also widely spoken as a foreign language.

### Public Transport in Istanbul

Public transportation in Istanbul shows great differences. City buses, public buses, city and general ships, ferryboats, tunnel, subway and commuter train systems all vary in price and have tokens or ticket prices. It is important to have Istanbulkart, a contactless smart card, to pay for public transportation.

## WELCOME

Dear Students,

It is a pleasure for us to be able to welcome you at Istanbul Gedik University for your mobility program. We all hope that your Erasmus period at Istanbul Gedik University will be a unique adventure in your life and will make an outstanding contribution to your life in terms of both academic and social aspects.

The number of international students incoming to Istanbul Gedik University is increasing each year, which adds greatly to the multicultural environment on campus. In this respect, we would like to host you here with your cultural background, which will enrich the international atmosphere on campus.

Please, read the Welcome Information Guide carefully, which includes invaluable information for a foreigner. We hope this guide will give you full awareness about living and studying at Istanbul Gedik University.

**You are more than welcome at Istanbul Gedik University and Erasmus 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 Erasmus Office: **B. Blok Floor 7**

Phone: +90 216 444 5 438 (1239-1224)

Web: <https://www.gedik.edu.tr> E-mail: [international@gedik.edu.tr](mailto:international@gedik.edu.tr)  
[gulsah.kesentas@gedik.edu.tr](mailto:gulsah.kesentas@gedik.edu.tr)

Address: Cumhuriyet Mah. İlkbahar Sok. No:1, 34876 Yakacık/  
Kartal/İstanbul

## **ISTANBUL GEDIK UNIVERSITY**

Istanbul Gedik University is a part of Gedik Education Foundation (GEF) established by Gedik Holding on September 7, 1994 to contribute to the development of the welding technology in Turkey.

Gedik Education Foundation has made a lot of multidimensional work in cooperation with the Ministry of National Education, institutions of Higher Education and establishments of the private sector ever since it was established. Gedik Education Foundation has successfully completed many projects such as schools, dormitories, vocational education centers and educational establishments also providing services for the handicapped.

Gedik Education Foundation, which has offered internationally accredited education in the fields of welding engineering, nondestructive testing and finance, has established Istanbul Gedik University. The system of Istanbul Gedik University is based on hands-on training. Aiming to educate students with self-esteem in the field, Istanbul Gedik University guarantees to provide high quality education which is

nationally and internationally effective. This education is in accordance with the “vocational competence” criteria. One of the top priority objectives of Istanbul Gedik University is to train students to help them to acquire.

The necessary qualifications and effective working skills that are in demand in the national and international competitive environment.

Faculties of Engineering, Fine Arts and Architecture, Sports Sciences and Economics and Administrative Sciences, Law, Health Sciences and School of Foreign Languages and Vocational School with its 23 programs; and Institutes of Graduate Studies is part of Istanbul Gedik University.

Istanbul Gedik University continues to provide education and training at its 5 Campuses located in Kartal, Pendik-Kurtköy, Tuzla-Aydınlı and Kurtköy-Çamlık and Nisantası regions. Istanbul Gedik University has a total of 30.000 square meters of closed space in these four campuses. Transportation from one campus to another is provided by the university.

<b>Kartal Campus</b>	<b>Pendik Campus</b>	<b>Çamlık Campus</b>
Faculty of Law	School of Vocational Studies	Faculty of Sport Sciences
Faculty of Health Sciences	Faculty of Engineering	
Faculty of Fine Arts and Architecture		
Faculty of Economics, Administrative and Social Sciences		

*\*How to get Kartal Campus When you take the metro from Kadikoy, you should reach Kartal station( which is nearest station to our University) you should walk towards exit 3 in Kartal metro. When you go out from metro, Istanbul Gedik University is on the left side of exit 3 and you should go forward ( parallel to the highway), it takes almost 6-10 minutes by walk.*

## **ABOUT ERASMUS+ PROGRAMME AT ISTANBUL GEDIK UNIVERSITY**

The Erasmus+ Programme is a European funding programme established in 1987 offering higher education students and staff a possibility of studying, doing an internship or teaching abroad for certain periods. Erasmus+ now offers the possibility to go way beyond the European borders as well.

In accordance with the internationalization policy, our University has taken a big and important step towards internationalization with Turkey's inclusion in the Bologna Process in 2001. Our university tries to play an active role in student and staff mobility with programme countries and partner countries within the framework of Erasmus+ programme which definitely has a positive effect on internationalization of the higher education institution.

Istanbul Gedik University continues to establish connections to develop a geographically balanced cooperation with the institutions that share its innovative vision to become one of the globally competitive universities in the academic field.

### **– Istanbul Gedik University in Figures**

90+ International Agreements

400+ International Students

95+ Programs

6000+ Graduate



## **-Partnerships & Contracted Universities**

With the mission of “University and industry cooperation”, Istanbul Gedik University is moving forward with the goal of becoming one of the world universities that create value on the way of development through science and technology.

Gedik University aims to create an environment that provides opportunities for international understanding, integration and international interaction, while creating its strategic plan with the principle of contributing to education, research, business and social life for Turkish and international students and adding quality enrichment to student experiences.

Istanbul Gedik University has strategically determined basic research, target and priority study areas. Our internationalization goals have been determined as supporting international students, researchers, international collaborations, international projects, completing studies

on creating an international curriculum for international accreditation, recognition and equivalence, and improving foreign language education on the basis of increasing international visibility.

As a way of fostering internationalization at home, IGUN actively works on developing new partnerships by having memorandum of understandings with distinctive institutions. A Memorandum of Understanding (MOU) is a formal agreement between two or more parties that establishes a partnership. IGUN has active MOUs with universities and institutions around the world. Each MOU serves some specific purposes - visiting scholar & student exchanges, resource sharing, joint research etc. - depending on the needs of the scholar or entity initiating the agreement.

If you are interested in establishing an agreement, please contact the International Office at [international@gedik.edu.tr](mailto:international@gedik.edu.tr) to assist with the process. Keep in mind that MOUs should not be used solely to establish goodwill between institutions; they should serve specific purposes.

Please review our university web page, Erasmus section.

### **-Contracted Universities**

You can see our contracted Universities:

<https://www.gedik.edu.tr/wp-content/uploads/Erasmus-partner-universities.pdf>

### **-Visa and Residence Permit**

Student Visa:

**It is obligatory to obtain a residence permit for your stay of 90 days or more in Turkey. For this reason, you need to follow the procedures below for visa and residence permit for your stays longer than 90 days.**

**Newly admitted international students must receive a student visa from the nearest Turkish Embassy in their country of residence by submitting their acceptance letters issued by Istanbul Gedik University and other documents required by the related Embassy.**

Student visa is usually valid for one month after arrival in Turkey, and students must finalize registration procedures at the university within this period and apply to get the residence permit.  
Residence Permit Applications:

## Residence Permit First Application:

All students' residence permit applications are required to be delivered to the International Office in 30 days after arrival, as we are required to deliver the applications to the Immigration Office instead of students. We bring application files to the Immigration Office once a month. Follow the steps below:

### 1st: Make an Application:

1. Go to the following website to make an application: [e-ikamet.goc.gov.tr](http://e-ikamet.goc.gov.tr)
2. Click "I lodge an application for a residence permit for the first time"
3. Click "I would like to lodge a new application"
4. Fill the application form (Make sure you write all the information right.) (Make sure you enter all required information correctly)
5. After finishing the application, get an appointment date.

### 2nd: Submit The Application File To The International Office:

Prepare all the required documents and submit them to the International Office.

### Required Documents:

1. Online application form ([e-ikamet.goc.gov.tr](http://e-ikamet.goc.gov.tr))
2. Copy of your passport (Page/Pages containing ID information)
3. Photocopy of The Last Entrance Stamp

4. Photocopy of The Visa (a printout if it is electronic. If the applicant is from a country that does not require visa, this process is not required.)

5. Photocopy of The Previous Residence Permit (for the extension and the transfer applications)

6. 4 biometric photographs

7. Health insurance

8. Students Certificate (You can take it from Student Affairs. Please do not forget to mention that you take it to apply for residence permit.)

9. Receipt of the Payment for residence card - 125TL (You can either pay it online by credit card or go to any tax office. Attention!! This amount can be changed according to year.)

10. SGK Declaration (You should fill in sections about you in Turkish.)

11. Notification Document (You should fill in sections about you in Turkish.)

12. Address Form (You should fill in sections about you in Turkish.)

In case you are under the age of 18, the following additional documents should be attached to your application;

- A consent signed by your parents (If the document issued in İstanbul, it has to be stamped from the Embassy of your country and any Governorship in İstanbul.)

- Birth Certificate (Should be stamped by the Embassy)

After submitting your application to the International Office, it may take from 1 month up to 3 months to receive your residence permit. You will receive an SMS saying that your residence permit

has been sent to the address. When the university receives it, you will be notified via e-mail.

### 3rd: Take Your Residence Permit:

After receiving the e-mail, please go to the International Office to receive your residence permit.

### **Important Notes**

- Legal action is taken against students who do not follow the procedures.

You do not need to obtain a visa to enter Turkey during the period your residence permit is valid. To illustrate, upon returning to Turkey from a visit to your country during a semester break, you may present your residence permit. However, if the expiry date of your residence permit is close, you are recommended to contact the authorities not to face a last-minute problem at the airport.

- For first time applicants, Tax number is required to be taken from the tax office to be able to make payment.
- Migration Management takes into consideration the online application date. In any circumstances, you need to take an appointment before your residence permit or visa expires.
- The address you give while you are applying for a residence permit should be correct and complete.
- In case of change of passport, marital status or address, you must inform Istanbul Provincial Directorate of Migration Management within 20 working days.
- There should be no erasures or scrapes on the residence permit.

In case of loss, the Provincial Directorate of Migration Management should immediately be notified.

- The list of students who are in statuses: registered, not registered, non-registration, on leave, disciplinary punishment or Erasmus-Exchange is sent to the Migration Office every semester. Information about those who have graduated, have left with their own will or have withdrawn their registration is sent to the related unit in about one week. Therefore, those must follow their residence procedure carefully.
- The student residence permit of the students whose status is “on leave” or “not registered” for any reason is canceled by the Migration Office. Please pay attention to this point while you are freezing your studies or getting leave for one or more semesters. Therefore, those who will stay in Turkey for any reason need to apply for a short-term residence permit. (Do not wait to see your leave request to be defined to the Student Information System, but make your online application for a transfer to a short-term residence permit as soon as you submit your leave request to your department.)
- If you are planning to stay in Turkey while you are not registered in any program (for the graduation ceremony, for graduate program application, etc.) you need to apply for a short-term residence permit before your residence expires.
- Undergraduate students need to leave the country within 10 days after graduation. This period is two months for the students graduating from graduate programs. (For undergraduate students, the graduation date is the date of the grade announcement. For graduate students, the date of the submission of the printed thesis to the Graduate School). Those who will stay longer must apply for a short-term residence permit before their residence expires, as stated above.

- The student residence permit does not make the parents and other relatives of the student eligible for a residence permit automatically.
- Students who wish to work may do so by obtaining a work permit. However, for undergraduate students, the right to work commences after their first year of education and may not be more than twenty-four hours a week. Those who want to get a work permit need to apply to the Ministry of Labour and Social Security.
- If a student exits Turkey without a residence permit, s/he can return to Turkey only with a new “student visa”. v The following links are the tutorial videos for student applications.

Once students arrive to Turkey, a residence permit should be obtained by an application through the local authorities within one month of the student’s arrival. The application is made to the Foreigners Department of the Istanbul Provincial Security Directorate. Students must register for an online appointment to receive an application form from the link below.

**<https://e-ikamet.goc.gov.tr/> (short term residence permit should be marked for Exchange and**

(Erasmus+ students)

Appointment must be taken only from “İSTANBUL İL GÖÇ İDARESİ” You MUST take an appointment as soon as you come to the university and hand in your document within 30 days of your on-line application in Turkey. Otherwise, the student visa of the applicant will be invalidated. To register you will need to attend the police station shown below:

**Istanbul İl Göç İdaresi Address:**

Hırka-i Şerif Mahallesi, Vatan Caddesi No:64/ 34091 FATİH /  
İSTANBUL Tel: +90 212 499 40 00

## To Register You Will Need

- Online application form (with signature) After completing your online application you will
- Print out the form and sign
- 4 passport photos (the background should be white and biometric, not older than 6 months)
- Copy of Passport ID Page and Copy of Passport Visa Page (which should be stamped as 'as
- Original' from Student Affairs Dept. of Istanbul Gedik University) and Original Passport
- Document which prove your grant
- Student Certificate
- Acceptance letter from the University showing the beginning and end of the Education
- Period (electronically signed or/signed and stamped)
- Valid Insurance
- Tutition fee

Istanbul Gedik University provides guidance on accommodation. There are two recommended dormitories (one male and one female) near campus. For the details of the recommended facilities you can contact to the International Office.



## Residence Permit Extension Application

All students' residence permit applications are required to be delivered to the International Office, as we're required to deliver the applications to the Immigration Office instead of students. We bring application files to the Immigration Office once a month. Follow the steps below to extend your resident permit:

### 1st : Make an Application:

1. Go to the following website to make an application: [e-ikamet.goc.gov.tr](http://e-ikamet.goc.gov.tr)
2. Click "I apply for the extension of the duration of residence permit"
3. Click "I would like to lodge an application for renewal"
4. Fill the application form (Make sure you write all the information right.) (Make sure you enter all required information correctly)

### 2nd: Prepare the Required Documents:

Required Documents: 1. Online application form ([e-ikamet.goc.gov.tr](http://e-ikamet.goc.gov.tr))

2. Copy of your passport (Page/Pages containing ID information)

3. Photocopy of The Last Entrance Stamp

4. Photocopy of The Visa (a printout if it is electronic. If the applicant is from a country that does not require visa, this process is not required.)

5. Photocopy of The Previous Residence Permit (for the extension and the transfer applications)

6. 4 biometric photographs

7. Health insurance

8. Students Certificate (You can take it from Student Affairs. Please do not forget to mention that you take it to apply for residence permit.)

9. Receipt of the Payment for residence card – 125 TL (You can either pay it online by credit card or go to any tax office.) 10. SGK Declaration (You should fill in sections about you in Turkish.) 11. Notification Document (You should fill in sections about you in Turkish.) 12. Address Form (You should fill in sections about you in Turkish.)

13. In case you are under the age of 18, the following additional documents should be attached to your application;

14. A consent signed by your parents (If the document issued in Istanbul, it has to be stamped from the Embassy of your country and any Governorship in İstanbul.)

15. Birth Certificate (Should be stamped by the Embassy)

3rd: Submit Your Application:

You should submit your file to the International Office.

4th: Take Your Residence Permit:

After receiving the e-mail, please go to the International Office to your residence permit.

It may take from 1 month up to 3 months to receive your residence permit. Firstly you will receive an SMS saying that your residence permit has been sent to the address. Then when the university received it, you will be notified via student e-mail.

## Important Notes

- You have to make an application within the validity of your residence permit period.
- You have to make an application within the validity of your residence permit period.
- In case of change of passport, change of marital status or change of address, you must inform Istanbul Provincial Directorate of Migration Management within 20 working days
- You must arrange a residence extension appointment 2 months before your residence permit expires. Otherwise, you will be asked to leave the country instead of paying a fine. · The following links are the tutorial videos for student applications.

## – Accommodation

Istanbul Gedik University provides guidance on accommodation. There are two recommended dormitories (one male and one female) near campus. For the details of the recommended facilities you can contact to the International Office.

2021 prices for Gedik Students can be seen below:

<b>Male only shared rooms</b>	<b>Price for 10 months</b>
Room for 1	₺ 19.000,00
Room for 2	₺ 18.000,00
Room for 3	₺ 16.000,00
Room for 4	₺ 15.000,00
Room for 6	₺ 12.000,00

## Building Features

- Breakfast and dinner (only weekdays)
- Drinking water
- Garden
- Terrace
- Laundry and Ironing Room
- Heating (Central)
- Study Room
- Lounge and TV room
- 24/7 Camera System
- Dining Hall
- Generator
- GYM
- Lobby
- Room and Common area cleaning
- 7/24 Administrative Staff
- Internet



## – Programs

### Faculties:

\*Faculty of Arts and Architecture

\*Faculty of Law

\*Faculty of Economics and Administrative Sciences

\*Faculty of Engineering

\* Faculty of Health Sciences

\*Faculty of Sport Sciences

### Vocational School:

\*School of Foreign Languages

\*Vocational School of Justice

\*Gedik Vocational School Postgraduate Programs

### Institute of Graduate Studies

### Departments Affiliated to the Rectorate

\*Common Courses Department

## – You can see our Course Catalog

<https://www.gedik.edu.tr/wp-content/uploads/Erasmus-Course-Catalogue-Table.pdf>

## **BEING AN ERASMUS+ INCOMING STUDENT AT ISTANBUL GEDIK UNIVERSITY**

To become a Gedik University Erasmus+ student, the following steps must be followed.

- A nomination e-mail should be sent to the Erasmus Institution Coordinator ( Gulsah Kesentas, [gulsah.kesentas@gedik.edu.tr](mailto:gulsah.kesentas@gedik.edu.tr)) of Gedik University by the university you are a student at.
- After the nomination e-mail is sent, the Erasmus Department Coordinator will evaluate your application.
- If your evaluation is positive, the Erasmus Institutional Coordinator will send you an acceptance letter. You can apply for a visa with this acceptance letter.
- General information about the dormitory, course pairings and the university will be made by the Erasmus Institutional Coordinator and the Erasmus Department Coordinator.

***You can contact the Erasmus Institutional Coordinator at every stage.***

## STUDYING AT IGUN

In accordance with the Erasmus+ Program, education and internship mobility takes place step by step:

Within the scope of Erasmus+ Learning Mobility:

After the nomination e-mail of the incoming student is delivered to the Erasmus Institution Coordinator, our Coordinatorship completes the procedures in contact with the program/faculty/institute of the student's future in the course matching process by carrying out the necessary studies and helping to complete the relevant documents. In this completion process, what the Erasmus incoming student needs to do is to contact the Erasmus Institution Coordinator and send the requested documents via e-mail on time. After this stage, necessary procedures will be completed in line with the information given. Students will be informed at every stage. As Erasmus students at our university, they will benefit from the rights and opportunities that all IGUN students have. After completing the documents, you will be sent your acceptance letter, administrative unit and study program.

Within the scope of Erasmus+ Internship Mobility:

Similar to the learning mobility, after the nomination e-mail of the incoming student is sent to the Erasmus Institution Coordinator by the Erasmus Office of the university where the student came from, our Coordinatorship contacts the appropriate administrative or department for the student. An acceptance letter is sent to the student by the Erasmus Institutional Coordinator stating the study periods and the department he/she will work in. After the

acceptance letter, your work schedule begins in line with your work schedule. A payroll showing the days you worked each month is recorded. In case of any disruption, the Erasmus Office should be contacted. Within the work schedule and program, Erasmus internship students benefit from all the opportunities that our university students benefit from.

Our Erasmus students can benefit from the advantages of on-campus activities, library services and club memberships at our university.

All official institutions in Turkey and the official holidays throughout the country are as follows. Taking into account that they are weekdays and weekends, the official holidays are as follows:

23 April	National Sovereignty and Children's Day
19 May	Commemoration of Atatürk, Youth and Sports Day
15 July	Democracy and National Unity Day
30 August	Victory Day
29 October	Republic Day
1 January	New Year
Religious holidays	Ramadan/ Eid-al-Adha

**\*\* When you want to meet with the Erasmus Coordinator, please contact the Institutional Coordinator at least one day in advance via e-mail ([gulsah.kesentas@gedik.edu.tr](mailto:gulsah.kesentas@gedik.edu.tr)).**

**\*\* Erasmus Office Working Hours = 08:00-17.30 on weekdays**

**\*\*To view the Academic Calendar: <https://www.gedik.edu.tr/ogrenciler/kayitli-ogrenciler/akademik-takvim>**



## **DAYS AT IGUN**

Since the campuses of our university are in central locations, you can find easy access. You can also find the opportunity to visit Istanbul easily.

As you know, the Erasmus+ Program is carried out under the control of the Erasmus Institutional Coordinator. Therefore, you should first contact the Erasmus Institutional Coordinator. You can also contact the Erasmus Department Coordinator, advisors, mentors and body of Erasmus+ Club. Support will be given to incoming Erasmus students at every stage of the studentship process. These people will inform about transportation and living conditions in Istanbul. Our Erasmus Office and administrative departments in our school will be responsible for course matching. Our Erasmus+ Incoming Students will be informed about education, training and university administrative issues at every stage and will complete their activities in accordance with the purpose of their mobility.

## TRAINEESHIP AT IGUN

- 1- A nomination e-mail should be sent from the university you are a student to Gedik University Erasmus Coordinator.
- 2- Erasmus Coordinatorship evaluates this application.
- 3- The result of the evaluation is notified to the student.
- 4- If the evaluation is positive, Erasmus internship documents are requested in order to receive an acceptance letter.
- 5- After completing the documents, a letter of acceptance is sent to you and the administrative unit you are assigned to is determined.

Your work schedule starts in line with your work schedule. A scorecard is prepared showing the days you work each month. If there are any problems, the Erasmus Office should be contacted. Within the working calendar, Erasmus internship students benefit from all the opportunities that our university students benefit from.

## LET'S US ASSIST YOU

- You can participate in the Career Center and Continuing Education Center activities of our university.
- In accordance with our University - Industry cooperation mission, you can find the opportunity to work in connection with Gedik Holding. For this, you must indicate to the Erasmus Office that you have such a request. Erasmus Office will establish the necessary connection on your behalf.
- You can take Turkish lessons and learn Turkish in our TOMER unit. Likewise, go to the Erasmus Office for this request.
- You can become a member of our university's student clubs. By becoming a member of student clubs, you can participate in the activities organized by the clubs and spice up your Erasmus life.



## CONTACTS

**T.C. Gedik University**

**International Relations ve Erasmus Coordintorship**

**Erasmus Ins. Coordinator: Gülşah KESENTAŞ**

**gulsah.kesentas@gedik.edu.tr**

**+90 216 444 5 438 (Intercom: 1182)**

**gedik.edu.tr**

