ERASMUS+
INFO SHEET FOR INCOMING STUDENTS

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Mimar Sinan Fine Arts University
ULİK – International Office

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INCOMING STUDENTS
INFO SHEET

BEFORE THE MOBILITY

Acceptance Letter	After the applications are evaluated by the departments; a *Letter of Acceptance* is sent to the student & university via e-mail.
Visa/Passport	All students must have a valid passport. It is required to apply for residence permit. For visa exemption and visa rules please contact the Turkish consulate in your home country.
Insurance	Erasmus Exchange Students are required to take out a private health insurance (a company operating in Turkey/ valid in Turkey/ must be in Turkish) unless they are registered to the Social Security Institution (SGK) and fail to take advantage of being covered by the Social Security Institution (SGK) general health insurance.
Academic Calendar	
Course Selection / Before The Mobility	Please get in touch with the Departmental Coordinator for the course list.
Departmental Coordinators	See the list of coordinators below (4-7)

DURING THE MOBILITY

Certificate of Arrival	Bring in your arrival certificate to ULiK (International Office) for signature.
Course Registration Add/Drop	1. Get in touch with the departmental coordinator (you'd better make an appointment in advance via e-mail). 2. Check your learning agreement (OLA) with your coordinator. 3. Course registration is to be carried out by the departmental coordinator in accordance with your learning agreement. Make sure that all courses are registered correctly (Ask for print-out of registered courses). 4. Changes to the learning agreement should be exceptional. Changes should be agreed within 2 weeks following the request (of either party). You are supposed to inform your coordinator about the changes you want to make (add/ drop) in time, so that you don't have problems at the end of the semester.
Student ID Card	This card is used to access campus and buy meals in the cafeteria on campus. How to obtain Student ID Card? 1. Complete your course registration. 2. ULIK will apply for the cards/ inform you how to proceed. 3. You will be informed via e-mail when your card is ready.
Residence Permit	All foreigners who will stay in Turkey longer than 90 days have to apply for residence permit. For further info, please contact International Office. Students that hold Turkish citizenship, double citizenship or Mavi Kart (EU Blue Card) do not need to apply for residence permit. 1. You must apply online within 90 days following your arrival • Fill out the application form online: https://e-ikamet.goc.gov.tr/ • Students who arrive as **part of student exchange programs may apply for short-term residence permit** 2. Print out the application form. Gather the required documents (in order not to fall behind the schedule, prepare the documents in advance) 3. For any problem that you come across during online application dial 157 (communication center for foreigners) or send an e-mail to **webyimer@goc.gov.tr**

	4. Hand in the application folder to ULİK.

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	Istanbulkart / Discount Travel Card
	Istanbulkart is a smart card used for discount public transportation.
Transportation	To be obtained from **BELBIM (ISTANBULKART APPLICATION CENTER)**

	TURKISH CITIZEN, DOUBLE-CITIZEN, MAVI KART HOLDER	**FOREIGN STUDENT**
	1. YOKSIS number will be issued by the Student Affairs Office. Visit Student Affairs' with your ID Card/Mavi Kart. They will register your ID number and tell you your YOKSIS number. 2. Go to BELBiM • ID Card • Passport size Photo • Card Fee P.S: Proof of Study/Öğrenci Belgesi might be required for application.	1. Obtain residence permit 2. Go to student affairs office with your Residence Card. Ask them to register your Foreigners ID number in the system. After your number is registered, you'll obtain your YOKSIS number. 3. Go to BELBiM • Residence Card& Passport • Passport size Photo • Card Fee P.S: Proof of Study/Öğrenci Belgesi might be required for application.

AFTER THE MOBILITY

Certificate of Stay/Departure	You must have your Certificate of Departure signed at ULIK before leaving. It must be signed at the end of the semester (last week of the Erasmus study period at the earliest).
Transcript of Records	• Issued at the official end of the semester. • Provided by Student Affairs Office.

WHO IS IN CHARGE?

International Office	Students Affairs'	Departmental Coordinator	Belbim	Migration Office
• Acceptance Letter • Student Number / Pre-registration • Confirmation of Arrival • Student Cards (cards are printed by the relevant department. ULİK applies on behalf of the student after course registration). • Confirmation of Stay	• Proof of Study • YOKSIS number • Transcript of Records	• Course List • Course Registration • Add/Drop (course) • Learning Agreement	• Istanbulkart (discount travel card)	• Residence Permit

DEPARTMENTAL COORDINATORS

Name of Faculty	Name of Department	Name of Departmental Coordinator	E-mail
	Stage and Costume Design	Zanna Abasova	zanna.abasova@msgsu.edu.tr
	Ceramic and Glass Design	Ayça UĞUR	ayca.ugur@@msgsu.edu.tr
	Graphic Desing	Selen BAŞER NEJAT	selen.baser@msgsu.edu.tr
	Painting	Erdal KARA Hayri AĞAN	erdal.kara@msgsu.edu.tr hayri.agan@msgsu.edu.tr
	Sculpture	Ezgi SANDIKÇI	ezgi.sandikci@msgsu.edu.tr

Faculty of Fine Arts	Department of Conservation and Restoration of Artworks	Ozer AKTIMUR	ozer.aktimur@msgsu.edu.tr
		Fatih DULGER	fatih.dulger@msgsu.edu.tr
	Textile and Fashion Design	Pınar KALKAVAN	pinar.kalkavan@msgsu.edu.tr
	Photography	Mert C. TURKAY	mert.cagil.turkay@msgsu.edu.tr
	Traditional Turkish Arts	Senem UĞURLU	senem.ugurlu@msgsu.edu.tr
	Cinema and Television	Yuksel AKTAS	zeynep.aktas@yz.msgsu.edu.tr
	Basic Design	Derya ÜLKER	derya.ulker@msgsu.edu.tr
Faculty of Architecture	Interior Architecture	Didem TUNCEL	didem.tuncel@msgsu.edu.tr
		Isil OZCAM (INCOMINGS)	isil.ozcam@msgsu.edu.tr
		Hande KAYAN	hande.kayan@msgsu.edu.tr
	Architecture	Ayşegül KURUÇ (Outgoings)	aysegul.kuruc@msgsu.edu.tr
		Haluk ULUŞAN (INCOMINGS)	haluk.ulusan@msgsu.edu.tr
		Gökhan KOÇYİĞİT (Architectural Project Courses Advisor for Incoming Students)	gokhan.kocyigit@msgsu.edu.tr
	City and Regional Planning	Ahmetcan ALPAN	ahmetcan.alpan@msgsu.edu.tr
		Bahar AKSEL ENŞİCİ	bahar.aksel@msgsu.edu.tr

		İdil AKYOL KOÇHAN	idil.akyol@msgsu.edu.tr
	Industrial Design	A. Selami CIFTER	selami.cifter@msgsu.edu.tr
		Merve ÖZYURT	merve.ozyurt@msgsu.edu.tr
State Conservatory	**Music**	Ali Yunus GENCER	ali.yunus.gencer@msgsu.edu.tr
	Musicology	Nihan TAHTAİŞLEYEN	nihan.tahtaisleyen@msgsu.edu.tr
	Performing Arts	Salih KANBUROGLU	salih.kanburoglu@msgsu.edu.tr
		Gökce SÖNMEMİŞ	gokce.sonmemis@msgsu.edu.tr
	Modern Dance	Aslı BOSTANCI	asli.bostanci@msgsu.edu.tr
Faculty of Science and Letters	**Sociology**	Sibel YARDIMCI	sibel.yardimci@msgsu.edu.tr
		Derya FIRAT	derya.sannan@msgsu.edu.tr
	History	Ferit BAZ	ferit.baz@msgsu.edu.tr
	Turkish Language and Literature	Yalçın ARMAĞAN	yalcin.armagan@msgsu.edu.tr
	Archaeology	Bulent OZTURK	bulent.ozturk@msgsu.edu.tr
	Philosophy	Hakan YÜCEFER	hakan.yucefer@msgsu.edu.tr
	Art History	Mertcan KARACA	mertkan.karaca@msgsu.edu.tr
	Mathematics	Didem OZTURK	didem.ozturk@msgsu.edu.tr
	Statistic	Eylem DENIZ	eylem.deniz@msgsu.edu.tr

	Educational Sciences	Bengisu KOYUNCU	bengisu.koyuncu@msgsu.edu.tr
	Department of Western Languages and Literature	XXXX	XXXX
	Physics	Yamac PEHLİVAN	yamac.pehlivan@msgsu.edu.tr
Higher Vocational School	**Clothing Production Technology Program**	Ayse FICICIOGLU	ayse.ficicioglu@msgsu.edu.tr
	Architectural Restoration Program	Sibel HATTAP	sibel.hattap@msgsu.edu.tr
Informatics	**Computer-Aided Art and Design** **Architectural& Urban Informatics**	Nazım Ziya PERDAHÇI	nazim.ziya.perdahci@msgsu.edu.tr