



ERASMUS+

INFO SHEET FOR INCOMING STUDENTS

MİMAR SİNAN GÜZEL SANATLAR ÜNİVERSİTESİ
ULİK/INTERNATIONAL OFFICE
MECLİS-İ MEBUSAN CAD. NO.24

BEFORE THE MOBILITY	2
<i>Acceptance Letter.....</i>	<i>2</i>
<i>Visa/Passport</i>	<i>2</i>
<i>Insurance</i>	<i>2-3</i>
<i>Course Selection / OLA</i>	<i>3</i>
<i>Departmental Coordinators.....</i>	<i>3</i>
DURING THE MOBILITY.....	3
<i>Certificate of Arrival</i>	<i>3</i>
<i>Course Registration Add/Drop</i>	<i>3</i>
<i>Student ID Card</i>	<i>3</i>
<i>Residence Permit.....</i>	<i>3-4</i>
<i>Transportation.....</i>	<i>4</i>
AFTER THE MOBILITY.....	5
<i>Certificate of Stay/Departure</i>	<i>5</i>
<i>Transcript of Records.....</i>	<i>5</i>
WHO IS IN CHARGE?.....	5
<i>International Office</i>	<i>5</i>
<i>Students Affairs</i>	<i>5</i>
<i>Departmental Coordinator.....</i>	<i>6</i>
<i>Belbim.....</i>	<i>5</i>
<i>Migration Office</i>	<i>5</i>
DEPARTMENTAL COORDINATORS	6
ACADEMIC CALENDAR.....	8



ERASMUS+ INCOMING STUDENTS INFO SHEET

BEFORE THE MOBILITY

Acceptance Letter	It is the official document which indicates that the student is admitted by the institution. A <i>Letter of Acceptance</i> is sent to the student & university via e-mail. You should not make travel arrangements (such as non-refundable plane tickets), or financial commitments (rent a flat) unless your acceptance has been confirmed by MSFAU. After the applications are evaluated by the departments; a Letter of Acceptance is sent to the student & university via e-mail.
Visa/Passport	Incoming students can enter Turkey with a tourist visa, student visa, or e-visa/ visa exemption. All applicants are highly recommended to examine the visa procedures specific to their country before entering Turkey. The necessary information can be found in the following link: https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa For more accurate information, it is recommended that all Erasmus+ incoming students consult nearest Turkish Republic Consulates and Embassies. All students will need a valid passport to study abroad (don't use your ID card to enter the country). If you don't have a valid passport that extends through at least 6 months beyond the end of your study abroad program, please plan to apply for or renew your passport immediately. The Turkish government advise that your passport should be valid for at least 6 months from the date you enter Turkey and that there is a full blank page for the entry and exit stamps. Passport is required to apply for residence permit. Students must obtain their visas prior to their arrival (if required). Students are responsible for searching and learning country-specific information for their visas. Students with Turkish citizenship are not required to obtain visa or residence permit.
Insurance	The European Health Insurance card (EHIC) is not valid in Turkey. Students must take care of an appropriate health and accident insurance that covers the total duration of their stay. Students in the scope of exchange programs will not be required to submit an additional health insurance if they are registered to the social security institution (SGK), general health insurance within three months from the date of enrollment. However, they are required to take a private health insurance unless they are registered to SGK. Private health insurance is supposed to be arranged by an insurance company operating in Turkey or the responsible person must confirm on official headed paper of the company

	that the policy meets the minimum criteria. The insurance policy must be in Turkish. Otherwise, it will be rejected by the Migration Directorate. Some European countries have inter-governmental bilateral agreement with the Republic of Turkey. If you are coming from these countries, you can register with Social Security Institution (SGK) and receive full health insurance coverage for the duration of your studies in Turkey. *** You can obtain private health insurance in your home country, but it is important to make sure that it is written in Turkish and it is specifically mentioning that is valid in Turkey.
Academic Calendar	See below (7)
Course Selection / OLA	Please see the course catalogue at https://msgsu.edu.tr/international/erasmus-incoming-student-infosheet/ and get in touch with the Departmental Coordinator for the course list before you arrange your OLA.
Departmental Coordinators	Please see the list of coordinators at https://msgsu.edu.tr/international/erasmus-department-program-coordinators/ or see the list of coordinators below (6-7)

DURING THE MOBILITY

Certificate of Arrival	Bring in your arrival certificate to ULİK (International Office) for signature. We are on Fındıklı Campus. Meclis-i Mebusan Str., No: 24, 34427, Fındıklı/ Beyoğlu / İstanbul Room No.: Z- 2
Course Registration Add/Drop	1. the departmental coordinator is responsible for having the courses added through Student Affairs (in accordance with OLA) to the online registration system. Make sure that all courses are registered correctly. 2. You are supposed to inform your coordinator about the changes you want to make (add/ drop) within a week, so that you don't have problems at the end of the semester. Make the necessary changes in your OLA. 3. Registered courses and OLA must match. 4. After your coordinator has registered the courses, log into the registration portal to ensure that you are successfully enrolled in all the courses. 5. If you notice any mistakes or issues with your course registration, reach out to your departmental coordinator immediately for assistance. 6. It won't be possible to obtain Transcript of Records if your courses are not registered.
Student ID Card	This card is used to access campus and buy meals in the cafeteria on campus. Department of Health, Culture and Sports / Sağlık, Kültür ve Spor Daire Başkanlığı prints the cards. How to obtain Student ID Card? 1. Complete your course registration 2. A biometric digital photo or a physical copy will be required. Make sure you have both options prepared 3. Make sure the photo meets the specific requirements (such as size, background) 4. International Office/ ULİK will send the list of students to the relevant Department 5. You will be informed via e-mail how to proceed
Residence Permit	All international students, including exchange students, must apply for residence permit if they will stay in Türkiye longer than 90 days . Please make sure that you hold a valid passport and use it to enter the country (don't forget to get it stamped!). In accordance with the new regulations of Directorate of Migration Management, students will submit their residence

	permit application documents to the University. Erasmus students will hand in their application documents to the International Office/ULİK. Students that hold Turkish citizenship, dual-citizenship, or Mavi Kart (EU Blue Card) are exempted to apply for residence permit. It is important that you send your Turkish ID Number/ Card to erasmus.incoming@msgsu.edu.tr so that it can be recorded. 1.You must apply online once you have found accommodation (proof of address will be required) and within 90 days/ visa exemption 2.Fill out the application form online: https://e-ikamet.goc.gov.tr/ 3.For any problem that you come across during online application dial 157 (communication center for foreigners) Students who arrive as part of student exchange programs apply for short-term residence permit 4.Print out the application form. 5. Hand in your documents to International Office/ ULİK The deadline for submitting your documents to the Migration Directorate is 14 days from the date you complete your application form on https://e-ikamet.goc.gov.tr/
--	--

Transportation	Istanbulkart / Discount Travel Card Istanbulkart is a smart card used for discount public transportation. To be obtained from BELBİM (İSTANBULKART APPLICATION CENTER)	
	TURKISH CITIZEN, DOUBLE-CITIZEN, MAVI KART HOLDER	FOREIGN STUDENT
	- 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. - Go to BELBİM - ID Card - Passport size Photo - Card Fee P.S: Proof of Study/Öğrenci Belgesi might be required for application.	- Obtain residence permit - 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. - Go to BELBİM - 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 ULİK before leaving. It must be signed at the end of the semester. It won't be sent via e-mail or regular post after the student leaves.
Transcript of Records	Issued at the official end of the semester. Provided by Student Affairs Office/ Öğrenci İşleri .

WHO IS IN CHARGE?

International Office	Students Affairs'	Departmental Coordinator	Belbim	Migration Office
• Acceptance Letter • Student Number / Pre-registration • e-mail address: through Department of Information Technologies/ Bilgi İşlem Daire Başkanlığı • Confirmation of Arrival • Student Cards (cards are printed by the relevant department. ULİK applies on behalf of the student after course registration/provides the list of students. • Confirmation of Stay	• Proof of Study • YOKSIS number • Transcript of Records	• OLA (Learning Agreement) • Course Registration: through Student Affairs • Add/Drop (course) • Online Learning Agreement	Istanbulkart (discount travel card)	Residence Permit

DEPARTMENTAL COORDINATORS

FACULTY	DEPARTMENT	COORDINATOR	E-MAIL
ARCHITECTURE	Architecture (Incoming)	Haluk ULUŞAN	haluk.ulusan@msgsu.edu.tr
	Architecture (Architectural Project Courses Advisor for Incoming Students)	Eser YAĞCI	eser.yagci@msgsu.edu.tr
	Architecture	Ayşegül KURUÇ	aysegul.kuruc@msgsu.edu.tr
	Architecture	Gülce Güleycan OKYAY BAYAZIT	gulce.okyay@msgsu.edu.tr
	Architecture	Fatma Sinem ÖZGÜR	sinem.ozgur@msgsu.edu.tr
	City and Regional Planning	Ahmetcan ALPAN	ahmetcan.alpan@msgsu.edu.tr
	City and Regional Planning	Bahar AKSEL ENŞİCİ	bahar.aksel@msgsu.edu.tr
	City and Regional Planning	İdil AKYOL KOÇHAN	idil.akyol@msgsu.edu.tr
	Industrial Design	Enver Tatlısu	enver.tatlisu@msgsu.edu.tr
	Industrial Design	Hüseyin Özkal ÖZSOY	ozkal.ozsoy@msgsu.edu.tr
	Industrial Design	Tengüz ÜNSAL (Post-graduate)	tenguz.unsal@msgsu.edu.tr
	Interior Architecture	Işıl ÖZÇAM	isil.ozcam@msgsu.edu.tr
	Interior Architecture	Hande KAYAN	hande.kayan@msgsu.edu.tr
	Interior Architecture	Didem TUNCEL	didem.tuncel@msgsu.edu.tr
FINE ARTS	Ceramic and Glass Design	Ayça UĞUR	ayca.ugur@msgsu.edu.tr
	Cinema and Television	Can Diker	can.diker@msgsu.edu.tr
	Painting	Hayri Ağan	hayri.agan@msgsu.edu.tr
	Photography	Mert Çağıl TÜRKAY	mert.cagil.turkay@msgsu.edu.tr
	Sculpture	Ali Trak	ali.trak@msgsu.edu.tr
	Stage and Costume Design	Zanna ABASOVA	zanna.abasova@msgsu.edu.tr
	Textile and Fashion Design	Gözde BURSALIGİL	gozde.bursaligil@msgsu.edu.tr
	Traditional Turkish Arts	Senem UĞURLU	senem.ugurlu@msgsu.edu.tr
SCIENCE AND LETTERS	Sociology	Sibel YARDIMCI YALÇINTAN	sibel.yardimci@msgsu.edu.tr
	Sociology	Derya FIRAT	derya.firat@msgsu.edu.tr
	Sociology	Begüm ÖZDEN FIRAT	begum.ozden.firat@msgsu.edu.tr
	History	Zeynep CEYLAN	zeynep.ceylan@msgsu.edu.tr
	Turkish Language and Literature	Shurubu KAYHAN	shurubu.kayhan@msgsu.edu.tr
	Archaeology	Güneş DURU	gunes.duru@msgsu.edu.tr
	Philosophy	Abrim GÜRGEN	abrim.gurgen@msgsu.edu.tr
	Art History	Mertkan KARACA (Incoming)	mertkan.karaca@msgsu.edu.tr
	Art History	Teni KİREMİTÇİYAN (Outgoing)	teni.kiremitciyan@msgsu.edu.tr
	Mathematics	Didem ÖZTÜRK	didem.ozturk@msgsu.edu.tr
	Statistics	Eylem DENİZ	eylem.deniz@msgsu.edu.tr
	Statistics	Emine Selin SARIDAŞ	selin.saridas@msgsu.edu.tr
	Educational Sciences	Bengisu KOYUNCU	bengisu.koyuncu@msgsu.edu.tr
	Physics	Yamaç PEHLİVAN	yamac.pehlivan@msgsu.edu.tr
COMMUNICATION	Graphic Design	Selen BAŞER NEJAT	selen.baser@msgsu.edu.tr
	Cartoon and Animation	Volkan Davut Mengi	volkan.mengi@msgsu.edu.tr
	Digital Game Design		
STATE CONSERVATORY	Music	Ali Yunus GENCER	ali.yunus.gencer@msgsu.edu.tr
	Music	Aslıhan AND	aslihan.and@msgsu.edu.tr
	Music	Dilbağ Tokay	dilbag.tokay@msgsu.edu.tr
	Music	İPEK MİNE SONAKIN	ipek.mine.sonakin@msgsu.edu.tr
	Music	Aslıhan AND	aslihan.and@msgsu.edu.tr

	Musicology	Elif Damla YAVUZ	elif.yavuz@msgsu.edu.tr
	Performing Arts (Bale)	Gökçe Sönmemiş	gokce.sonmemis@msgsu.edu.tr
	Performing Arts (Opera)	Tülay HATİP	tulay.hatip@msgsu.edu.tr
	Performing Arts (Theater)	Ali BARIŞIK	ali.barisik@msgsu.edu.tr
	Performing Arts (Modern Dance)	Aslı BOSTANCI	asli.bostanci@msgsu.edu.tr
VOCATIONAL SCHOOL	Clothing Production Technology	Ayşe FİÇİCİOĞLU	ayse.ficicioglu@msgsu.edu.tr
	Architectural Restoration	Sibel HATTAP	sibel.hattap@msgsu.edu.tr
SCHOOL OF PROTECTION AND RESTORATION OF CULTURAL HERITAGE	Conservation and Restoration of Artworks	Fatih DÜLGER	fatih.dulger@msgsu.edu.tr
	Conservation and Restoration of Artworks	Özer AKTİMUR	ozer.aktimur@msgsu.edu.tr
	Department of Conservation and Restoration of Cultural Heritage	Sıtkı Halit CANOL	halit.canol@msgsu.edu.tr
	Mimari ve Kentsel Enformatik	Ziya Nazım PERDAHÇI	nazim.ziya.perdahci@msgsu.edu.tr

ACADEMIC CALENDAR

Fall Semester

Date	Event
17 September 2026	Welcome Day
21 September 2026	Semester opening / Beginning of classes
21–28 September 2026	Add/Drop Week – Course registration
25 December 2026	End of classes
28 December 2026 – 8 January 2027	Final examinations
9 January 2027	Final grades due
11–15 January 2027	Resit examinations
15 January 2027	Resit grades due
15 January 2027	Grades due for applied courses (Atelier, Project, and Design) that do not have a resit examination
15 January 2027	Semester closing

Spring Semester

Date	Event
21 January 2027	Welcome Day
25 January 2027	Semester opening / Beginning of classes
25 January – 1 February 2027	Add/Drop Week – Course registration
7 May 2027	End of classes
10–28 May 2027	Final examinations
29 May 2027	Final grades due
1–4 June 2027	Resit examinations
4 June 2027	Resit grades due
4 June 2027	Grades due for applied courses (Atelier, Project, and Design) that do not have a resit examination
4 June 2027	Semester closing