GUIDE FOR INTERNATIONAL STUDENTS

Istanbul technical University 2010

WELCOME TO
ISTANBUL TECHNICAL UNIVERSITY, FACULTY OF ARCHITECTURE,
DEPARTMENT OF INTERIOR ARCHITECTURE
## CONTENTS

- **HOW TO REACH ISTANBUL TECHNICAL UNIVERSITY** .......................................................... 4
  - Taskisla Campus Address ........................................................................................................ 4
  - Maslak Campus Address ........................................................................................................ 4
  - Airports, Railways And Ferries ............................................................................................. 5
  - Public Transports .................................................................................................................. 6
- **MAIL AND PHONE SERVICES** ............................................................................................. 7
  - Mail .................................................................................................................................. 7
  - Phone .................................................................................................................................. 7
  - Mobile Phone ....................................................................................................................... 7
  - Useful Telephone Numbers .................................................................................................. 7
- **IMPORTANT OFFICES FOR INTERNATIONAL STUDENTS** ............................................... 8
  - International Office ............................................................................................................ 8
  - Erasmus Office .................................................................................................................. 8
  - IMIAD Office ..................................................................................................................... 8
- **REGISTRATION FOR INTERNATIONAL STUDENTS** .......................................................... 9
- **CLASS ENROLLMENT** ....................................................................................................... 9
- **COMPUTER SERVICES & WEB POLICY** .......................................................................... 10
- **RESIDENCE PERMIT** ....................................................................................................... 11
- **BANK ACCOUNT** ............................................................................................................. 12
- **HEALTH INSURANCE** ..................................................................................................... 12
- **LIBRARIES** ...................................................................................................................... 13
  - Taskisla Libraries ................................................................................................................ 13
  - Maslak Main library ............................................................................................................. 13
  - Library On-line services ..................................................................................................... 13
  - Inter-System Loan .............................................................................................................. 13
  - Consultation ........................................................................................................................ 13
- **RESTAURANTS, SUPPLIES AND PRINTING** ................................................................. 14
  - Restaurants ....................................................................................................................... 14
  - Supplies and Printing ......................................................................................................... 14
- **STUDENTS ASSOCIATIONS** ............................................................................................ 15
  - Accommodation .................................................................................................................. 15
  - University Sport Committee ............................................................................................... 15
WELCOME

Dear Student,

Istanbul Technical University (ITU), Department of Interior Architecture wishes that this practical guide will help you get to know more about life at the Istanbul Technical University. Please read it and keep it for future reference during your stay. The goal for this booklet is to provide you with practical information about life as a new international exchange student at the ITU and as a new member of the wider Istanbul community.

The staff of our international office wishes your wellbeing and success in your studies at the ITU and we look forward to getting to know you. This booklet is produced for information only. Every effort is made to ensure that it is accurate at time of going to print. However, the university is not bound to any error or omission within.

January 2010
HOW TO REACH ISTANBUL TECHNICAL UNIVERSITY

Taskisla Campus Address

The Istanbul Technical University, Taskisla Campus (Faculty of Architecture), is situated within the city of Istanbul. In order to reach the Campus take the metro 2 green line and get off at Taksim stop. Taskisla Campus is a couple of minutes walking distance from the Taksim metro station Gebze exit, opposite of Hyatt Hotel.
The Department of Interior Architecture is located on the right wing of the 3rd floor.

Istanbul Technical University, Architecture Faculty
Department of Interior Architecture, 3rd Floor, Taskisla
34437 Taksim,
Istanbul,
Turkey

Email: cagilyurdakul@gmail.com; belekm@itu.edu.tr
Phone: +90 212 2931300 Ext: 2822
Fax: +90 212 2514895,
Opening Hours: Monday - Friday 9.30 - 17.30

Maslak Campus Address

Maslak Campus is located on the northern part of Istanbul, not far from the city-centre. In order to reach the Campus take the metro green line and get off at ITU Ayazaga stop.

Istanbul Technical University, Ayazaga Campus,
34469 Maslak
Istanbul
Turkey

Email: erasmus@itu.edu.tr
Phone: +90 212 285 71 83/84 Ext: 17 / 15
Fax: +90 212 285 62 42 (Always confirm after you send a fax)
Opening Hours: Monday - Friday 9.30 - 17.30
Airports, Railways And Ferries

You can reach central Istanbul (Taksim) and the Architecture Faculty as follows:

**Ataturk Airport (European side)**
Shuttle Havas; to and from central Istanbul (Taksim Square) every 30 minutes from 6.00 to 00.00.
Metro Malpensa Express to Cadorna railway station every 15 minutes from from 6.00 to 00.00.
Yellow Taxis

For more details about all services offered, office locations, destinations, fares and timetables visit the website, http://www.ataturkairport.com/eng/index.php

**Sabiha Gokcen Airport (Asian side)**
Shuttle Havas to and from central Istanbul (Taksim Square) every 30 minutes from 6.00 to 00.00.
Yellow Taxis

For more details about all services offered, destinations, fares and timetables visit the website, http://www.sgairport.com/havaalani/eng/start.asp

**Railways**
Operated by TCDD (Türkiye Cumhuryeti Devlet Demiryollari)
Istanbul is served by both Haydarpasa Train Station (Asian side) and Sikerci Train station (European side).

For more details about all services offered, office locations, destinations, fares and timetables visit the website, http://www.tcdd.gov.tr/tcdding/index.htm

**Ferries**
Operated by IDO (Istanbul Deniz Otobusleri)
Istanbul is served by several Inner City docks and Intercity Docks.

For more details about all services offered, office locations, destinations, fares and timetables visit the website, http://wwwIDO.com.tr/en/index.cfm
Public Transports

The public transportation system within the city of Istanbul run by IETT consisting of buses, cable cars (TRAM), subway (METRO). An urban network ticket costs 1.75 TL (Turkish Lira) and it is valid for one trip on all lines (Bus, Tram, Metro). but it can be used twice or more times on the subway. **Once you have left the subway station you must have a new ticket for the next metro-trip.**

Students can purchase a **Student Magnetic Pass** with a reduced price ticket of 0.75 TL. To obtain your "Ogrenci Pass" magnetic student pass you must go to one of the official IETT point located near the metro station of Taksim-Sishane (opening hours from Monday to Saturday 9.00 to 17.30), and bring with you:

- a passport-sized photo (in colour).
- your matriculation letter.
- student card.

The card is prepared while waiting and is worth 10 TL. Please, check that the word "OGRENCI" is written below. After getting your student pass you must fill it in IETT machines in any metro stations. The student pass can be used forever, '24 hours a day, on the entire transportation system.

Any person can also purchase a **Smart Ticket (AKBIL)** with a reduced price ticket of 1.25 TL. To obtain your "AKBIL" smart ticket you must go to one of the official IETT point located near the metro station of Taksim-Sishane (opening hours from Monday to Saturday 9.00 to 17.30). The card is prepared while waiting and is worth 10 TL. After getting your "AKBIL" smart ticket you must fill it in IETT machines in any metro stations.

For more details about all services offered, office locations, transportation, destinations, fares and timetables, visit the website, http://www.iett.gov.tr/en/index.php

You can also use **Ferries Transportation System** (VAPUR) within the city of Istanbul run by **IDO.** An urban network ticket costs vary and are valid for one trip on all lines. Once you have left the ferry station you must have a new ticket for the next trip.

For more details about all services offered, office locations, transportation, destinations, fares and timetables visit the website, http://www.ido.com.tr/en/index.cfm

For exclusive use of **ITU students and staff** there are University Shuttles operating between Taksisla and Maslak, departing at 13.30 in front of Taskisla (free). Alternatively there’s the Metro operating between Taksim and ITU Ayazaga Stations.
MAIL AND PHONE SERVICES

Mail
PTT (Posta Telefon Telgraf) is the national mail service. Offices are open from 8 am to 17.00. Some services, such as registered or express mail, are offered only by post offices. Apart from traditional mail services, PTT also offers banking services such as checking account.

For more details about all services offered, office location and timetables please visit the website, http://www.ptt.gov.tr/en/

Phone
Phone services are provided by different companies, which offer various services and rates depending on the time of the day, the type of call etc. Most houses have a fixed telephone line but mobile phones are extremely popular.

For more details about all services offered, office location and timetables please visit the website, http://www.ptt.gov.tr/en/

Mobile Phone
Mobile phone services are offered by different companies at various rates Vodafone, Turkcell and Avea. All companies have the possibility to activate prepaid cards (the cheapest possibility) or contracts. To sign up with one of the companies you need:

- A valid ID card or passport
- It usually takes a few hours to activate your card.


Another alternative are public pay phones, which are identified by round signs with a telephone on them. They are spread throughout the city and in many bars and shopping centers as well as in airports and railway stations. Money (coins) or credit cards are required to make phone calls from public phones.

Useful Telephone Numbers

Police 155
Firemen 110
Emergency Health Assistance (Ambulance) 112
Emergency Doctor Service (on Call Doctor) 113
Food Poisoning Centre 114
Turkish Red Cross 168
IMPORTANT OFFICES FOR INTERNATIONAL STUDENTS

Before and after your arrival, an Office will support you in organizing your stay. This office will provide you with information about registration, accommodation, residence permit, health insurance and anything concerning your life in Istanbul.

Offices are reference units of the International Exchange Program for incoming and outgoing students, in the framework of an exchange program. Before, during and after their stay at the Istanbul Technical University, incoming students will get support from their INTERNATIONAL, ERASMUS and IMIAD Offices.

**International Office**

ITU, EU Center (Otomasyon Building, Maslak Campus),
International Office, 5th Floor,
34469 Maslak,
Istanbul,
Turkey

Emails: agilyurdakul@gmail.com; belekm@itu.edu.tr; intoffice@itu.edu.tr
Phone: +90-212-285 3074
Opening Hours: Monday - Friday 9.00 - 17.00

For more details about all services offered, office location and timetables visit the website: http://www.international.itu.edu.tr/

**Erasmus Office**

ITU, EU Center (Otomasyon Building, Maslak Campus),
European Union Centre, Erasmus Office, 2nd Floor,
34469 Maslak,
Istanbul,
Turkey

Emails: agilyurdakul@gmail.com; belekm@itu.edu.tr; erasmus@itu.edu.tr
Phone: 90-212-285-7183
Fax: 90-212-2856242
Opening Hours: Monday - Tuesday 13.00 - 15.00

For more details about all services offered, office location and timetables visit the website: http://www.eucentre-eng.itu.edu.tr/

**IMIAD Office**

Istanbul Technical University, Architecture Faculty, 
Department of Interior Architecture, 3rd Floor, Taskisla 
34437 Taksim, 
Istanbul, 
Turkey

Emails: agilyurdakul@gmail.com; cordan@itu.edu.tr; belekm@itu.edu.tr
Phone: +90 212 2931300 Ext: 2822
Fax: +90 212 2514895,

Opening Hours: Monday - Friday 9:00 - 17:00

For more details about all services offered, office location and timetables visit the website: http://www.imiad.org

**NOTE:** For ITU students and staff convenience there are University Shuttles operating between Taskisla and Maslak, departing at 13.30 in front of Taskisla (free). Alternatively there’s the Metro operating between Taksim (Taskisla Campus) and ITU Ayazaga (Maslak Campus) Stations. Presentation of your ITU student card is required.
REGISTRATION FOR INTERNATIONAL STUDENTS

In order to start the procedures to enroll officially at the ITU Department of Interior Architecture the student is required to register at the EU Center, Registration Desk with the following documents:

- IMIAD acceptance letter
- Passport or Identification
- Give the following documents to the IMIAD office (if not already submitted)

Please note that the enrolment is compulsory. For more details about all services offered, office location and timetables please visit the website, http://www.itu.edu.tr/en/.

CLASS ENROLLMENT

In order to start the procedures to class enrollment at the ITU Department of Interior Architecture the student is required to IMIAD Office with the following documents:

- IMIAD acceptance letter
- Passport or Identification
- Give the following documents to the IMIAD office (if not already submitted)

Please note that the enrolment is compulsory. For more details about all services offered, office location and timetables please visit the website, http://www.itu.edu.tr/en/.
COMPUTER SERVICES & WEB POLICY

Web Policy applies to computer services provided to all students at the Istanbul Technical University. Computers are located in most of the buildings within several computer labs in the campuses. Operated by ITU Computer Center (CC) the same service is available online, by entering the Web services section on the web-site www.polimi.it.

The services offered by ITU Computer Center (CC) are divided into:

A public area, where the access is open to all students. A personal area, where to access the services you need to log-in by dialing matriculation number and secret code (both provided at the time of official enrolment).

The main services offered in the Public Area are:

- Class Timetable
- Class Subject
- Examination dates and classes
- Instructions on how to enroll in examination sessions
- Application procedures for enrolment

The main services offered in the Personal Area are:

- Examination results

Only if enrolment is carried out correctly through the system, it will be possible to access your academic career. Also Web services also provide the opportunity to access an institutional e-mail account. Printing is available in all computer labs.

For more details about all services offered, office location and timetables please visit the website, http://www.itu.edu.tr/en/.
RESIDENCE PERMIT

International individuals (including students) need to register with the Turkish authorities in order to legalize their stay in the country. Please do not rely in your tourist visa, as this needs to be done as soon as possible.

As an international student, you need to register in the Registration Office. The student is also required to get an online appointment from the emigration services. The online appointment provides a registration form which the student has to complete. (http://yabancilar.iem.gov.tr/randevu.html)

Subsequently the student is required to present the following documents at the Turkish Authorities office:

- complete and color print the online registration form
- four passport-sized photos
- your passport
- passport copy (page with photo, the pages that indicates the validity and expiration date of the passport, and the page that indicates the last entry date to Turkey)
- student registration letter issued by ITU
- copy of student registration letter issued by ITU

The stay is limited according to the study period declared on the registration letter provided by ITU. For international students it is not required any visa payment. Nevertheless the student is required to pay 138TL for the services provided by the Turkish authorities.

Emigration Services Contacts:
Istanbul Emniyet Müdürlüğü
Fatih Vatan Caddesi Hizmet Binası A Blok Kat:1
Fatih, Istanbul

E-Mail: yabancilar@iem.gov.tr
Phone: +90 212 636 18 61 / 74
Web: http://yabancilar.iem.gov.tr/randevu.html

For more details about location and timetables please visit the website, http://yabancilar.iem.gov.tr/randevu.html
BANK ACCOUNT

ITU Program for International, ERASMUS or IMIAD students doesn’t require a Turkish bank account. Nevertheless and for the student’s convenience, ITU provides the information for opening a bank account in a Turkish bank.

In order to open a bank account you need to have a temporary taxpayer number. This is an alphanumeric identification code issued by the Ministry of Finances when you register with the emigration services. You need to have your own temporary taxpayer number to open a bank account.

Banks are open from Monday to Friday, from 8.30 AM to 1.30 PM, and from 3.00 PM to 4.00 PM. The requirements to open a bank account are:

- To be of age (at least 18)
- valid ID (passport)
- temporary taxpayer number

After having signed the contract, the bank supplies you with an account number. This number will be required in any future transaction so it is essential not to lose or forget it. Before being able to make any transaction, it is necessary to make an initial deposit on your bank account. Traveller's checks, checks and foreign currency can be exchanged at banks, change offices and/or airports.

Is Bankası is the official bank of the Istanbul Technical University. Banks are open from Monday to Friday, from 8.30 AM to 4.00 PM.

An office of Is Bankası close to Taskisla Campus is located in Cumhuriyet Cad. Zaza Apt. No 179 – 185, 34367 Sisli

For more details about all services offered, office location and timetables please visit the website, http://www.isbank.com.tr/English/

HEALTH INSURANCE

ITU Program for International, ERASMUS or IMIAD students doesn’t require a Turkish health insurance.

Nevertheless, ITU encourages all students to have an international health insurance. This can be either a private insurance subscribed in your home country, or one purchased in Italy.
LIBRARIES

University Library Services provide students with a network of libraries for research and study on different university campuses:

Taskisla Libraries

The Istanbul Technical University, Taskisla Campus (Faculty of Architecture), is situated within the city of Istanbul. In order to reach the Campus take the metro 2 green line and get off at Taksim stop. Taskisla Campus is a couple of minutes walking distance from the Taksim metro station Gebze exit, opposite of Hyatt Hotel.

Main Library: Opening Hours: Monday - Friday 9:00 - 17:00.
Periodical Library: Opening Hours: Monday - Friday 9:00 - 17:00.

Maslak Main library

Maslak Campus is located on the northern part of Istanbul, not far from the city-centre. In order to reach the Campus take the metro green line and get off at ITU Ayazaga stop.

Istanbul Technical University, Main Library, Maslak Campus
Phone: +902122853013
Opening Hours: Monday - Friday 9.00 - 17.00

Library On-line services

To access University Library System services, users must be registered and authorized in the university login system. Our services at the campuses Books loan can borrow up to 5 books from different libraries.

Inter-System Loan
You can borrow up to 5 books from any ITU library. In order to facilitate the usability of the services from the decentralized campuses, it is possible to use the inter-system loan.

Consultation
You can consult all the material of the libraries at the various campuses through the collective catalogue of the University. Through this service you can research documents belonging to the libraries of the University. on line papers and data bank: on line consultation of various data banks and more than 700 on-line papers. All these services are available both on the IP net of the University.

For more details about all services offered, location and timetables please visit the website, http://www.library.itu.edu.tr/
RESTAURANTS, SUPPLIES AND PRINTING

A number of restaurants and supply stores are available in the campuses. Services are provided to all students of the Istanbul Technical University at a convenient price. University’s restaurants provide discount for all students which carry ITU student. Nevertheless the university also provides cafes and restaurants run by independent companies.

Restaurants

Taskisla
The Istanbul Technical University, Faculty of Architecture (Taskisla Campus), provides a university restaurant located in the back wing of the basement level offering a four-course meal for 2TL. Students also have access to two Cafes located in the two back towers of the ground floor. Two additional cafes are located in the right towers at the top floor of the Taskisla. The cafes provide light meals and are operated independently.

Main Restaurant: Opening Hours: Monday - Friday 11:30 - 13:00.
Cafes: Opening Hours: Monday - Friday 8.30 - 17:30.

Maslak
The Istanbul Technical University, Maslak Campus provides a university restaurant offering a four-course meal for 2TL. Students also have access to cafes. The cafes provide light meals and are operated independently.

Main Restaurant: Opening Hours: Monday - Friday 11:30 - 13:00.
Cafes: Opening Hours: Monday - Friday 9.00 - 17:30.
Supply Store: Opening Hours: Monday - Friday 9:30 - 17:30.

Supplies and Printing

Within the Taskisla Campus students also have access to supply stores for stationary, office material and printing material. Printing is also available in all computer labs however large formats are exclusive for CAD Labs. For additional services students also have access to printing centers nearby, which offer a discount after the presentation of your ITU student card.

Taskisla
The Istanbul Technical University, Faculty of Architecture (Taskisla Campus), provides students with a supply store for stationary, model making, office material and printing material. The store is located on the ground floor’s right wing.

Supply Store: Opening Hours: Monday - Friday 9:30 - 17:30.

For more details about all services offered, prices, location and timetables please visit the website, www.netcopycenter.com/
STUDENTS ASSOCIATIONS
A number of Students Associations organize both cultural and sports activities, open to all students. Among them, the ones who count more members are:

ESN (Erasmus Student Network) and ESEG (Exchange Students and Erasmus Guide). Students registered in one of these associations may get discounts in many bookshops, phone cards, cinemas, cafes etc.

Accommodation
Both associations also help international students in finding accommodation.

ITU Dormitories
İTÜ Rectorate Building (Maslak Campus)
34469 Maslak,
İstanbul,
Turkey
Phone: +902122856645
Fax: +902122856645
Web: http://www.yurtburs.itu.edu.tr

Erasmus Office
ITU Otomasyon (Maslak Campus),
European Union Centre, Erasmus Office, 2nd Floor,
34469 Maslak,
İstanbul,
Turkey
E-mail: erasmus@itu.edu.tr
Phone: 90-212-285-7183
Fax: 90-212-2856242
Opening Hours: Monday - Tuesday 13.00 - 15.00
For more details about all services offered, office location and timetables visit the website:
http://www.eucentre-eng.itu.edu.tr/

University Sport Committee
Students Sport activities are located at the Istanbul Technical University, Maslak Campus. Students should present their student card at the Fitness Center in order to access the sport facilities.

NOTE: All the students enrolled in ITU receive the card to enter the “Maslak” sport area for free. Some activities of particular interest for Istanbul Technical University may receive a direct contribution from the Sport Committee. Among them: soccer (11 or 5 players), cross country race, basketball, volleyball and others.