



OKAN UNIVERSITY

İSTANBUL

STUDENT HANDBOOK

2017-2018



OKAN UNIVERSITY
İSTANBUL



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International OFFICE

International Office is the first place where all full-time international students must come firstly after arrival.

Our Office is open Mon-Fri, 8.30-17.30

The “International Office” is committed to **enhancing cultural awareness and diversity** at Okan University via *international student recruitment*.

By helping students from all over the world to learn about our **programs, faculties, institutes**, and most of all the **opportunities** that we offer, the “International Office” ensures that the high quality of teaching and learning at Okan University is widely known.

Therefore, the International Office *welcomes and assists international students* during the **application and admission process**, and **throughout their entire stay** in Istanbul and in our campus.

Our office is the **meeting point for students of all nationalities**, where students from around the world come together to **share cultures, experiences and ideas**.



ENROLMENT

Please be sure that all the required documents prepared for registration properly.

Required documents for registration (Full-Time Students)

- Original hard copy of High School Diploma or equal Certificate (translated in English or Turkish)
- Transcript of Records (translated in English or Turkish)
- Copy of Acceptance Letter
- Students visa
- Denklik – Equivalency Certificate of High school diploma authorized by Turkish Education Council. This letter is a proof that your high school diploma is equal to a Turkish High School Diploma. You can also get this letter from Turkish Consulate in your country or the National Education Directorates in Istanbul. The first option is faster! In order to get this letter, you should submit your original and translation of high school diploma and your transcript which show all the courses you have taken in High school.

The address of Istanbul National Education Directorate

Binbirdirek M.İmran Öktem, Eski Toptaşı Caddesi Eski Adliye Binası D:1, 34122 Sultanahmet/Fatih/İstanbul

- Copy of the original passport or birth certificate
- 5 passport photo

Required documents for registration to Graduate Programs(Full-Time Students)

For Master Program

- Original hard copy of Undergraduate Diploma (translated in English and Turkish)
- Copy of the original passport or birth certificate
- Certified copy of the English language test, if available
- Copy of acceptance letter
- Original hard copy of Undergraduate Diploma (translated in English and Turkish)

Your tuition fee might be done with multiply installments.



HEALTH INSURANCE

According to new regulations, students must have health insurance.

Although we have partner insurance company, you can choose any of insurance company.

Requested documents for Health Insurance

- Passport
- The payment receipt of health insurance
- Health insurance application form (our office will give you)

TAX NUMBER

International new comers need to get their tax number for residence permit.

Required documents for Tax number;

- Passport
- Registration paper from University
- Students visa

The address of Tax center;

Hürriyet mahallesi E-5 Yan Yol Esma Sokak No: 53 / A

Kartal – Istanbul

Pendik Tax Center (Pendik Vergi Dairesi)



RESIDENCE PERMIT

A residence permit is an official documents for foreign Nationalities staying in Turkey more than 30 days stating the registration with the Immigration Office (İl Göç İdaresi)

There are 3 steps of getting residence permit

1. Online application for residence permit through E-Appointment system.
<https://e-ikamet.goc.gov.tr/>

In order to get appointment you need Health Insurance as well!!! This is one of the most important point !

2. Application Appointment at Immigration Office (İl Göç İdaresi)

Students must be presented personally at scheduled date and time with the following documents:

- Passport
- Application form
- Enrolment confirmation from the University
- Copy of passport
- 4 photographs
- Application fee (about 160 TL)

*** After application, the immigration office will send your resident permit card to your address within 90 days.

The address of Immigration Office

Vatan Caddesi, Hırka-i Şerif, 34091 Fatih/İstanbul

*** From Taksim, you may take buses 32 T, 89 T. These buses leave from the bus stop which is located right across the McDonalds, close to Simit Sarayı.

*** From Kabataş, you may take the Kabataş – Zeytinburnu tram, get off at Yusufpaşa, walk to the Aksaray Metro station or Emniyet Fatih bus station.

*** From Kadıköy, you may take Eminonu or Karakoy ferry, then take the Kabatas – Zeytinburnu tram from there, walk to the Aksaray metro station or Emniyet Fatih Bus station.



CAMPUSES

The main campus for undergraduate programs is the Tuzla Campus on the Asian part of Istanbul. The campus is close to Istanbul's second international airport Sabiha Gokcen Airport. Tuzla Campus is also one of the safest place in Istanbul. The campus houses modern faculty buildings, residence halls, student center with cafeterias, shops, a cinema and game room. On the campus, there is also a sports complex which includes a semi-olympic size swimming pool, an indoor basketball court, a fitness center equipped with state of the art equipment and a martial arts room.

Also available are outdoor basketball courts, tennis court and football field. Tuzla campus is ideal for undergraduate students with its sade and pleasant environment. University shuttle buses as well as public buses connect the campus to downtown areas, Kadikoy and Taksim.

There are four other campuses in central locations of the city. Graduate and some undergraduate programs are delivered either at Mecidiyekoy, Kadikoy, Beyoglu and Bahcesehir campuses. All of them are business districts with easy access and excellent public transportation links.

ACCOMMODATION

Okan University offers accommodation for 1500 students in five fully equipped Residence Halls on its main campus in Tuzla where is the safest place in Istanbul. Students can choose to stay in single, double or four-person rooms. The dormitories have study halls, TV rooms and medical center. Restaurants and cafeterias serve breakfast, lunch and dinner. Laundry and daily cleaning services are also provided. International students have reservation priority for the dormitories.



COST OF LIVING

The cost of living in Istanbul is low compared with many other cities in Europe. However we are campus university. That means that we offer package price for living.

- Accommodation in Dormitories - 300-650 USD / month (Included sport complex membership, 3 times meal plan)
- Transportation costs - 30 – 100 USD / month
- Miscellaneous (Entertainment etc.) - 60 – 140 USD /month
- TOTAL - 390- 890 USD /month

SOCIAL LIFE

Social and cultural activities are considered integral parts of education at Okan University. Many seminars, conferences and symposia are organized at the university with the participation of distinguished scholars.

Students are also encouraged to take part in social, cultural and sports activities through the Student Clubs. Some examples of current student clubs are Dance Club, Photography Club, Aikido Club, Motor Sports Club, Rugby Club and Social Responsibility Club. There are more than 50 clubs existing in the university.

STUDENT AFFAIRS OFFICE

Student Affairs Office is where student records are kept, where their documents are prepared. Student Affairs Office is responsible for registration in the beginning of each semester, issuing of student ID cards, transcripts and diplomas.

When students need transcript or student certificate, should apply online.

<http://ogrenci.okan.edu.tr/auth/login>

MEDICAL FACILITIES

The university operates a free medical clinic for students. Facilities are open Monday through Friday 09:00 – 17:00. A physician and a registered nurse provide assistance for minor illnesses or injuries at Tuzla campus 24/7 principle.

OKAN PSYCHOLOGICAL COUNSELING AND EDUCATION CENTER (OPDEM)

Psychological counselors at OPDEM provide individual advising to students to help them deal with any academic, emotional or social problems they may experience. Individual advising sessions are free of charge and strictly confidential. OPDEM also organizes seminars and prepares educational materials for the personal development of students, such as on improving communication skills, managing time effectively and dealing with stress.



LIFE IN ISTANBUL

Transportation

The travel cards are Issued by the IETT -- the metropolitan transportation authority. You need the following during your application:

1. Student Certificate (document from our university confirming that you are a student,)
2. 2 Photographs
3. Bank Receipt (two copies) You need to deposit 10 TL to Vakıf Bank.

They will give you a receipt (two copies) showing that you deposited the money. You should not lose that until you get your travel card. Please visit the following link

[http://skart. iett.gov.tr/Eng/Default.aspx](http://skart.iett.gov.tr/Eng/Default.aspx) and take an appointment to the nearest application center.

Working Hours

Banks are open weekdays from 9:00 AM until noon or 12:30 PM , depending on the bank, and from 1:30 PM until 5.00 PM . However, there are some banks which continue to serve during lunch breaks. Museums are generally open Tuesday through Sunday from 9:30 AM until 5.00 PM or 5:30 PM and closed on Monday. Palaces are open the same hours but are closed on Thursdays. Shops and bazaars are normally open Monday through Saturday from 9:30 AM to 1.00 PM and from 2.00 PM to 7.00 PM, and closed all day on Sunday. But most stores in shopping malls and crowded streets are open seven days a week, including lunch breaks. You can find restaurants or cafes open virtually at any time of the day or night.

Money

The national monetary unit is the Turkish Lira (TL). The exchange rates for foreign currencies are published daily in exchange offices or banks. For updated information, please go to Turkish Central Bank website. You may exchange travellers' checks at Post Offices in some tourist places. Eurochecks can be cashed immediately as can travellers checks upon producing identification. The most widely accepted cards are: Visa and MasterCard, American Express, Eurocard and Diner's Club. Exchange offices are called Döviz Burosı and are widely available in touristy places. They are generally open until midnight. Please mind that it sometimes happens to get a fake money, especially in bazaars and tourist places. It is advisable to carry a small amount of money with you when you arrive in Turkey because you will for example need to take a bus or the underground to go to downtown Istanbul.

English Greetings	Turkish Greetings:
Hi!	Merhaba!
Good morning!	Günaydın!
Good evening!	İyi akşamlar!
Welcome! (to greet someone)	Hoş geldiniz! (answer: Hoş bulduk!)
How are you?	Nasıl(sın(ız))?
I'm fine, thanks!	İyiyim, teşekkür ederim!
And you?	Ya siz?
Good/ So-So.	İyi / Şöyle böyle
Thank you (very much)!	(Çok) teşekkür ederim!
You're welcome! (for "thank you")	Rica ederim!
Hey! Friend!	Hey! Arkadaş!
I missed you so much!	Seni (sizi) çok özledim!
What's new?	Ne var ne yok?
Nothing much	Özel bir şey yok!
Good night!	İyi geceler!
See you later!	Görüşürüz!
Good bye!	Hoşça kal(ın)!

Asking for Help and Directions	
I'm lost	Kayboldum
Can I help you?	Yardımcı olabilir miyim?
Can you help me?	Bana yardım edebilir misiniz?
Where is the (bathroom/ pharmacy)?	Tuvalet/ eczane nerede?
Go straight! then turn left/ right!	Doğru git (gidin), sonra sola /sağa dön (dönün)
I'm looking for john.	John'u arıyorum
One moment please!	Bir dakika lütfen!
Hold on please! (phone)	Bekleyin, lütfen!
How much is this?	Bunun fiyatı ne kadar?
Excuse me ...! (to ask for something)	Bakar mısınız?
Excuse me! (to pass by)	Lütfen
Come with me!	Benimle gel(in)!

How to Introduce Yourself

Do you speak (English/ Turkish)?	İngilizce /Türkçe konuşuyor musunuz?
Just a little.	Biraz
What's your name?	ismin(iz) nedir?
My name is ...	ismim ...
Mr.../ Mrs..../ Miss...	... Bey/ ...Hanım (Mrs & Ms are the same)
Nice to meet you!	Memnun oldum!
You're very kind!	Çok nazıksiniz
Where are you from?	Nerelisiniz?
I'm from (the U.S/ Turkey)	(Amerika/ Türkiye) 'dan geliyorum
I'm (American)	Amerikalıyım
Where do you live?	Nerede oturuyorsun(uz)?
I live in (the U.S/ Turkey)	Amerika'da/ Türkiye'da oturuyorum
Did you like it here?	Burayı sevdiniz mi?
Turkey is a wonderful country	Türkiye çok güzel bir ülkedir

How to Introduce Yourself

What do you do for a living?	Ne iş yaparsınız?
I work as a (translator/ businessman)	Mütercim/ iş adamı olarak çalışıyorum
I like Turkish	Türkçe seviyorum
I've been learning Turkish for 1 month	Bir aydan beri Türkçe öğreniyorum
Oh! That's good!	Öyle mi! bu çok güzel bir şey!
How old are you?	Kaç yaşındasın(ız)?
I'm (twenty, thirty...) years old.	Yirmi/ otuz yaşındayım
I have to go	Gitmem lâzım
I will be right back!	Gitmem lâzım
Wish Someone Something	
Good luck!	iyi şanslar!
Happy birthday!	Doğum günün(üz) kutlu olsun!
Happy new year!	Yeni yılın(ız) kutlu olsun!
Merry Christmas!	Noelin(iz) kutlu olsun!
Congratulations!	Tebrikler!
Enjoy! (for meals...)	Afiyet olsun! (to be said after the meal)
I'd like to visit Turkey one day	Bir gün Türkiye görmek isterim

How to Introduce Yourself

Say hi to John for me	John'a selam söyle(yin)!
Bless you (when sneezing)	Çok yaşa! (answer: sen de gör!)
Good night and sweet dreams!	İyi geceler ve tatlı rüyalar!
Solving a Misunderstanding	
I'm Sorry! (if you don't hear something)	Efendim?
Sorry (for a mistake)	Özür dilerim!
No Problem!	Önemli değil!
Can You Say It Again?	Bir daha söyler misiniz?
Can You Speak Slowly?	Daha yavaş konuşabilir misin(iz)?
Write It Down Please!	Bunu lütfen yazar mısın(ız)?
I Don't Understand!	Anlamadım
I Don't Know!	Bilmiyorum
I Have No Idea.	Hiç fikrim yok
What's That Called In Turkish?	Bu Türkçe nasıl denilir?
What Does "gato" Mean In English?	'evet' 'nun İngilizcesi nedir?
How Do You Say "Please" In Turkish?	"please" Türkçe nasıl denilir?
What Is This?	Bu ne?

How to Introduce Yourself

My Turkish is bad.	Türkçem kötüdür
I need to practice my Turkish	Türkçe pratik yapmam lâzım
Don't worry!	Merak etme(yin)!
Turkish Expressions and Words	
Good/ Bad/ So-So.	iyi/ kötü/ şöyle böyle
Big/ Small	büyük/ küçük
Today/ Now	Bugün/ şimdi
Tomorrow/ Yesterday	yarın/ dün
Yes/ No	evet/ hayır
Here you go! (when giving something)	Buyurun!
Do you like it?	Bunu seviyor musun(uz)?
I really like it!	gerçekten çok seviyorum!
I'm hungry/ thirsty.	acıktım /susadım
In The Morning/ Evening/ At Night.	Sabahleyin/ akşamleyin/ geceleyin
This/ That. Here/There	bu/ şu/ o. burada/ şurada/ orada
Me/ You. Him/ Her.	Ben, sen, o/ o (same for him & her)
Really!	Gerçekten mi!

How to Introduce Yourself

Look!	Baksana!
Hurry up!	Acele et!
What? Where?	Ne? Nerede?
What time is it?	Ne? Nerede?
It's 10 o'clock. 07:30pm.	Saat on. Saat yedi buçuk.
Give me this!	Bunu bana ver(in)!
I love you!	Seni seviyorum!
I feel sick.	Kendimi kötü hissediyorum
I need a doctor	Bana bir doktor lâzım
One, Two, Three	bir, iki, üç
Four, Five, Six	dört, beş ,altı
Seven, Eight, Nine, Ten	yedi, sekiz, dokuz, on



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KADIKÖY CAMPUS

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