Key Information for Partners Regarding Erasmus Office of Istanbul Technical University

• **Student nominations**

  E-mail nominations by the Erasmus/International office of the sending institution will be enough for us to accept nominations. The nominations should be done preferably one month before the application deadline at latest.

• **Application form**

  We have an online application form. When you nominate your students we expect them to fill it in fully and correctly. After students are nominated we will send them the link.

• **Documents to be enclosed to the student's application:**

  ✓ Transcript of grades
  ✓ Language certificate
  ✓ A clean photos
  ✓ Online application form (signed)

  Specific requirements to be admitted as exchange student:
  ✓ Exchange students should take at least 25 ECTS in a semester during their study in ITU (30 ECTS optimal).
  ✓ Architecture students should submit a portfolio along with their application

• **Deadlines**

  Fall students should send their application documents before 1st of June and Spring students should apply before 1st of November.

• **Semester terms**

  ITU academic year consists of Fall semester and Spring semester. Although it is not announced yet, fall semester will be between early September and mid January; Spring Semester will be between early February and late June.

  Online registration is not possible for exchange students; students should register themselves in the beginning of semester personally, so please advise your students to check if their schedule fits with our academic calendar.

• **Accommodation and services**

  ITU cannot provide accommodation for Erasmus students; however, we are building a network among exchange students so they can recommend newcomers the houses that stayed and inform each other about opportunities and problems. It is a Facebook group
please recommend your students to join:
https://www.facebook.com/groups/153908324757441/

We help Erasmus students to get a discounted travel card (will be mentioned during Orientation Day).

All Erasmus students receive an ITU student id card with all electronic facilities on it so they can use the library, cafeteria and other kinds of services within campus.

All Erasmus students also receive an ITU email account and they can follow their courses and grades online.

ITU does not offer scholarships for international students.

- **Language of instruction**

  All courses in ITU are taught both in English and Turkish. Erasmus students are allowed to follow English courses. However, if they can show a certificate of Turkish or they are native Turkish speakers they can also follow Turkish courses.

- **Certificates of language**

  ITU needs a certificate of language in English from every exchange student. Prospective student’s language score should be at least B1 level (Intermediate) according to CEFR standards.

- **Courses and schedules**

  **Graduate Courses:** [http://petek.fbe.itu.edu.tr/default.aspx](http://petek.fbe.itu.edu.tr/default.aspx)

  Course list can be found: [http://www.sis.itu.edu.tr/eng/curriculums/](http://www.sis.itu.edu.tr/eng/curriculums/)

  Schedule can be found: [http://www.sis.itu.edu.tr/eng/schedule/](http://www.sis.itu.edu.tr/eng/schedule/)

  In order to receive any further information about a course or ECTS grading of a course Erasmus students should contact the Departmental Coordinator of the related department/faculty. List of the department coordinators can be found from:


  Erasmus students can attend undergraduate or postgraduate courses. They can work on final project/thesis. They can attend all courses as long as it is confirmed by the departmental coordinator. Individual cases should be evaluated by the department.

  **ATTENTION!**

  Official Thesis registration is not confirmed. You could study on thesis and get signed and stamped documents covering the evaluation of your process here in ITU, however you could not get official transcript showing your thesis result.
• Turkish Courses

With the “TUR” codes Turkish course is not a language course. It is appropriate for the Turkish speakers; the course covers literature and academic writing.

ITU does not offer Turkish Course for foreigners during the semester. You can contact ESN which will present some Turkish Language Courses during Orientation.

• Visa and residence permit

EU citizens do not need to make visa application before they come to Turkey. At the gates, the students will get a 3-month touristic visa. Students need to get a residence permit during these 3 months that the detailed information will be given during the Orientation day.

• Health insurance

-Should cover all kinds of treatment in Turkey within your study duration(with dates)
-Insurance company with a collaborator/branch office in Turkey
-The formular(an inter-government bilateral agreement) approved by Social Security Institution of Turkey(Sosyal Güvenlik Kurumu, SGK) like T/A 11, A/TR 4, CZ/TR 111...
-Turkish Government insurance: ~50TL per month (around 15 Euros)
-Private insurance from a Turkish firm

*For applying to residence permit, it is required for applicants’ health insurances to cover the “Minimum Policy Content“(see attachment).

**In Turkey, regardless of legal status, everyone can go to any hospital in emergency situations. However, for walk-in admittance one should have either social security or a private insurance. Since Erasmus students would not have a Turkish citizenship number they have to have an insurance policy that covers their stay in Turkey. Some public hospitals demand an official document only given with social security number before hospital admittance. As a result, Erasmus students mostly have to go to private hospitals which can be extremely expensive. Therefore, it is very important that incomers have a valid insurance that covers their stay in Turkey.
**Contact information of our office:**

Address: İTÜ Ayazağa Kampüsü
         AB Merkezi Erasmus Ofisi
         Otomasyon Binası
         34469 Maslak
         İstanbul
         Türkiye

Tel: +90 212 285 71 83
Fax: +90 212 285 62 42
Erasmus Code: TRISTANBU04

[http://www.eucentre-eng.itu.edu.tr/](http://www.eucentre-eng.itu.edu.tr/)

**Contact people in our office:**

İlteriş Güçlüer
Incoming students advisor
[erasmus@itu.edu.tr](mailto:erasmus@itu.edu.tr)

Prof. Elif Pehlivanoğlu Mantaş
ITU Erasmus Office and ECTS Institutional Coordinator
[pehlivano3@itu.edu.tr](mailto:pehlivano3@itu.edu.tr)

Sanem Albayrak
Erasmus Office Director
[erasmus@itu.edu.tr](mailto:erasmus@itu.edu.tr)

Emel Kanbur
Inter-institutional Agreements and Partnerships
[erasmus@itu.edu.tr](mailto:erasmus@itu.edu.tr)

Cihan Çapçı
Outgoing students advisor
[erasmus@itu.edu.tr](mailto:erasmus@itu.edu.tr)

If you have further questions please contact us.