WE CAN CHANGE THE WORLD

INTERNATIONAL STUDENT GUIDE

PRE-ARRIVAL AND ORIENTATION INFORMATION

2018-2019 FALL SEMESTER

For more information, please visit iso.metu.edu.tr
INTRODUCTION

This booklet is for those who have been admitted to ODTÜ recently. It contains all information and tips that assist newcomers about all bureaucratic, academic and daily issues they will face in Turkey. Thus, reading such a booklet will help you to deal with any difficulties you might face before and after coming to METU.

Welcome from International Students Office

Dear International Students,

You have worked hard to become an ODTÜ student; we sincerely congratulate you on this significant achievement.

The academic environment of ODTÜ is ranked among the top ones in the world. During your studies at ODTÜ, your active participation in the social, cultural, artistic, intellectual, and sports activities will contribute both to your own personal development, and to the enrichment of our university.

An intensive and exciting period awaits you at ODTÜ. These years that we will be together will pass very quickly, so it is important for you to live every day at ODTÜ to the full. Hence, we invite you to actively participate in the academic and social life at ODTÜ and to enjoy the privilege of being an ODTÜ student.

You are always welcome to contact us or to come to our office at any time we can be of assistance.

Best wishes for a successful and productive year ahead.

International Students Office

ISO website: http://iso.metu.edu.tr

ISO e-mail address: iso@metu.edu.tr
APPLYING FOR A STUDENT VISA

If your country is not exempted from visa by the Republic of Turkey, ordinary passport holders are required to have a visa to enter Turkey. However, there are some countries are exempted from applying for Turkish Visa. To learn about the visa regime applied by Turkey to your country, please check the website of the Ministry of Foreign Affairs: [http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa](http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa)

For those who need to apply for a student visa, you need to make the online appointment via [www.visa.gov.tr](http://www.visa.gov.tr) web address. Then, prepare the required documents:

1. Biometric Photo
2. Authorization by Parents / Custodians (for students under 18 years of age)
3. Student Certificate / Acceptance Letter (Available online via application program. ODTÜ will not send a hardcopy of acceptance letter. The list of accepted students have been sent to the Turkish Embassies and Consulates. So please ask from the officials to check your name. If they ask for additional confirmation, you may contact us.)
4. Equivalence Statement (For undergraduate students—Please first consult to the Embassy on this letter, whether or not it is compulsory for visa)
5. Income Statement / Sponsorship Letter
6. Additional documents (Citizen ID, Passport and its copy, Diplomas, Health Insurance, visa form, visa fees, etc.)

Please note that during the registration day at ODTÜ, you need to have a valid visa. If your visa has expired, you need to have either a valid entry stamp on your passport or residence permit.

The allowed maximum duration to stay in Turkey with your student visa and without residence permit varies from country to country. Please make sure that you apply for residence permit before your maximum duration ends.

Also, visas given by Turkish authorities are valid for 180 days, which means that you have to enter Turkey within 180 days after the issuance of your visa.

If you can enter Turkey with a tourist visa or e-visa, you may not need to apply for the student visa. Please check the webpage of the Ministry of Foreign Affairs given above.
Undergraduate students should prepare and submit the following documents to complete their registration on 10-14 September 2018. If your documents are not in Turkish or English, the translations of the documents should also be submitted. Translations by translation offices are also accepted. **You should also bring one copy of each document.**

1. **Original exam result(s)** which you used while applying (Please bring your user code and password for the online score check of SAT/ACT/Qudurat/WAEC/IB/TOEFL/IELTS/PTE if you submit any of them)
2. **Original high school diploma**
3. **Original high school transcript**
4. **Equivalence letter** is a letter certifying that your high school diploma is equivalent to a Turkish high school diploma. Please obtain this document before coming for the registration. It can be obtained from the Turkish Embassy in your country (if there is an Office of the Educational Attaché in the Embassy) or the National Education Directorates in Turkey. If the process in the Embassy will take too long, it is better to apply to this document here in Ankara. If you are going to apply in Turkey, we recommend you to apply to it in Ankara (Address: Ankara İl Milli Eğitim Müdürlüğü, MEB Beşevler Kampüsü I Blok Yenimahalle) instead of any other Turkish city, because of the practicality of further procedures. Your high school diploma, its translation, and your transcript are necessary to get this letter. (If you bring an official document proving that you have applied for the equivalence letter, we can also complete your registration by filling a missing document form).
5. **Passport**: During the registration, passports should be shown to the International Students Advisors, and copies of the pages that include “identification information”, “visa” and “the page with stamp showing the entry date” should be submitted. Students who have been living in Turkey for at least one year with an Education Residence Permit should give the copies of their Student Residence Permit. Students who have a diplomatic passport or a “blue card” do not need to submit visa or residence permit. (In order to have a smooth residence permit application, we recommend you to have a passport which is valid for the whole duration of your studies here at METU, that is at least 4 or 5 years).
6. **One color portrait photo**: You are also recommended to bring 12 photos since you need extra photos for dormitory applications.
7. **Bank Receipt of the Semester Tuition Fee**: Tuition fees are paid to the banks just before registration. You will need your student ID number to pay it, which you can find in the
acceptance letter. The amount of tuition fees is stated on the following website
http://iso.metu.edu.tr/en/tuition-fee You cannot pay the tuition fee in your country.
PREPARING THE REQUIRED DOCUMENTS FOR THE REGISTRATION - GRADUATE

Graduate students should prepare and submit the following documents to complete their registration on 17-21 September 2018. If your documents are not in Turkish or English, the translations of the documents should also be submitted. Translations by translation offices are also accepted. **You should also bring one copy of each document.**

1. **International Graduate Students' Registration Form** (will be given by our office)
2. **Bank Receipt of the Semester Tuition Fee**: Tuition fees are paid to the banks just before registration. You will need your student ID number to pay it, which you can find in the acceptance letter. The amount of tuition fees is stated on the following website [http://iso.metu.edu.tr/en/tuition-fee](http://iso.metu.edu.tr/en/tuition-fee) You cannot pay the tuition fee in your country.
3. **Original Bachelor's/ Master's Diploma** and their copies
4. **Original translations of Bachelor's/ Master's Diploma** (if they are not in English) and their copies
5. Original and copy of **transcript** (except for METU graduates)
6. Original and copy of **transcript translation** (if they are not in English)
7. Original and copy of **ALES/GRE/GMAT score** (Please bring your user code and password for online score check.)
8. Original and copy of **English Proficiency Result**. (Please, click here to get METU English Proficiency Exam score. Please bring your user code and password for the online score check of TOEFL/IELTS/PTE if you submit any of them.)
9. **Passport**: During the registration, passports should be shown to the International Students Advisors, and copies of the pages that include “identification information”, “visa” and “the page with stamp showing the entry date” should be submitted. Students who have been living in Turkey for at least one year with an Education Residence Permit should give the copies of their Student Residence Permit. Students who have a diplomatic passport or a “blue card” do not need to submit visa or residence permit. (In order to have a smooth residence permit application, we recommend you to have a passport which is valid for the whole duration of your studies here at METU).
10. **One portrait photo**: You are recommended to bring 12 photos since you need extra photos for dormitory applications.
11. Turkish citizens who studied in a university abroad must submit an **equivalency letter** from the Higher Education Council (YÖK) in Turkey. Foreign students do not need to personally apply for the recognition letter. As METU, we will contact the Higher Education Council regarding the recognition of your university degrees.
GETTING ACCOMMODATION

Long-term dorms: [opens only during the fall and spring] [payment monthly]

New students who are willing to stay in the campus dormitories need to apply online as soon as they receive their acceptance letter. Once they arrive at ODTÜ, they need to visit the dormitory management located in Dorm No. 2 to confirm their application. There is occasionally a waiting list for dormitory rooms. Those who cannot apply during the registration days will lose points for late application and wait for more to find an available room. Thus, early application is more advantageous. However, it should be noted that the available rooms are limited. The online application form for the dormitories is available here: http://basvuru.yurtlar.metu.edu.tr/basvuru_en.php (This link is only for undergraduate students. Graduate students will make their application personally when they arrive at campus.)

Two major criteria in dormitory placements are the age and the exam score.

Please make sure that, prior to you arrival, you have an alternative option for accommodation in case that the university cannot offer you a place due to the limited number of rooms.

Required documents for registration to dormitories: (i) Student identification card or student certificate (ii) 5 color photos (iii) Passport and its copy

Short-Term Accommodation: [Payment per night]

Those who arrive before the registration week have 3 options to choose:

1. Staying at the summer dorms: (available ONLY for newly admitted students and normal students) before the arrival day at ODTÜ, you need to fill the long-term application dorm. The registration for such a dorm is available at the dormitory management located in Dorm No. 2. You may calculate the fees per night for summer dorms by dividing the monthly fee by 30.

   Note: The working hours of the dormitory management are 09:00-12:15 and 13:30-17:00. On the weekends and the official holidays, they do not offer service.

2. Staying at ODTÜ Guesthouses: The registration for ODTÜ Guesthouse is available via email stm@metu.edu.tr. For further information, please visit the following webpage: http://stm.metu.edu.tr

3. Booking a room at a hotel: The best way to find and book a hotel in Turkey, especially in Ankara is via trivago.com
- Long-term dorm fees for some of the dorms on the campus for the 2018-2019 academic year are as follows:

<table>
<thead>
<tr>
<th>Name of the Dormitory</th>
<th>Capacity</th>
<th>Capacity of a single room</th>
<th>Monthly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
<td>1</td>
</tr>
<tr>
<td>Dorm No. 1</td>
<td>376</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 2</td>
<td>372</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 3</td>
<td>404</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 4</td>
<td>404</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 5</td>
<td>346</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 6</td>
<td>338</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 7</td>
<td>354</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 8</td>
<td>360</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 9</td>
<td>344</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dorm No. 19</td>
<td>311</td>
<td>383</td>
<td>X</td>
</tr>
<tr>
<td>İsa Demiray Student D.</td>
<td>604</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Faika Demiray Student D.</td>
<td>628</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Refika Aksoy Student D.</td>
<td>320</td>
<td>320</td>
<td>X</td>
</tr>
<tr>
<td>EBİ Student Guest House</td>
<td>115</td>
<td>201</td>
<td>X</td>
</tr>
<tr>
<td>Faik Hızıroğlu GH</td>
<td>185</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ODTÜ Student GH</td>
<td>127</td>
<td>100</td>
<td>X</td>
</tr>
<tr>
<td>Osman Yazıcı GH</td>
<td>214</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ODTÜ GH</td>
<td>312</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>


- ODTU guesthouse fees are as follows:

<table>
<thead>
<tr>
<th>Room type</th>
<th>Fee per night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room</td>
<td>90 TL</td>
</tr>
<tr>
<td>Double room</td>
<td>145 TL</td>
</tr>
<tr>
<td>Suite Room (Single)</td>
<td>100 TL</td>
</tr>
<tr>
<td>Suite Room (Double)</td>
<td>160 TL</td>
</tr>
<tr>
<td>Suite Room (Three Persons)</td>
<td>190 TL</td>
</tr>
</tbody>
</table>
### IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Announcement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September 10-14</strong></td>
<td>Registration of newly admitted international undergraduate students</td>
</tr>
<tr>
<td><strong>September 17-21</strong></td>
<td>Registration of newly admitted international graduate students</td>
</tr>
<tr>
<td><strong>September 17</strong></td>
<td>METU English Proficiency Exam</td>
</tr>
<tr>
<td><strong>September 21</strong></td>
<td>Department of Basic English Placement Examination</td>
</tr>
<tr>
<td><strong>September 24</strong></td>
<td>Long-Term Dorms open and Announcement of list dorm of the newly admitted international undergraduate students</td>
</tr>
<tr>
<td><strong>September 24-25</strong></td>
<td>IS 100 (Introduction to Information Technologies and Applications) Exemption Examination</td>
</tr>
<tr>
<td><strong>September 26-28</strong></td>
<td>Interactive Course Registrations and Advisor Approvals</td>
</tr>
<tr>
<td><strong>September 25</strong></td>
<td>Orientation program for international students</td>
</tr>
<tr>
<td><strong>September 10-28</strong></td>
<td>Deadline for tuition fee payments</td>
</tr>
<tr>
<td><strong>October 1</strong></td>
<td>Classes Begin</td>
</tr>
<tr>
<td><strong>October 8</strong></td>
<td>METU English Proficiency Exam (For late registered students)</td>
</tr>
<tr>
<td><strong>October 11</strong></td>
<td>Department of Basic English Placement Examination (For late registered students)</td>
</tr>
<tr>
<td><strong>October 8-12</strong></td>
<td>Add-Drop and Advisor Approvals</td>
</tr>
<tr>
<td><strong>December 3-9</strong></td>
<td>Course withdrawal applications</td>
</tr>
</tbody>
</table>

In order not to miss any deadline or announcement, we recommend you to check the academic calendar for the 2018-2019 academic year: [http://oidb.metu.edu.tr/en/academic-calendar](http://oidb.metu.edu.tr/en/academic-calendar)

Also, the best way that will keep you updated about the important announcements is through checking your email boxes regularly.
TUITION FEE PAYMENTS

Tuition fees are paid at the beginning of each semester before the course registrations. Without payment, the system does not allow students to register for the courses. Newly-registered students can pay their tuition fees until 28th of September, 2018. However, for the first semester, we recommend you to make your payments before the university registration, i.e. before you submit your original documents to International Students Office during the registration. This will make you save time for further tasks.

<table>
<thead>
<tr>
<th>Faculty of Engineering</th>
<th>1.529 TL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Architecture</td>
<td>1.529 TL</td>
</tr>
<tr>
<td>Faculty of Arts and Science (Science Programs)</td>
<td>1.281 TL</td>
</tr>
<tr>
<td>Faculty of Arts and Science (Arts Programs)</td>
<td>962 TL</td>
</tr>
<tr>
<td>Faculty of Economics and Administrative Science</td>
<td>1.155 TL</td>
</tr>
<tr>
<td>Faculty of Education</td>
<td>1.027 TL</td>
</tr>
<tr>
<td>Daytime Education Programs for Graduate Students</td>
<td>768 TL</td>
</tr>
</tbody>
</table>

You will need your student ID number to pay it, which you can find in the acceptance letter. There are many bank offices in the campus, where you can pay your tuition fee and get your receipt easily.

Please note that the following groups of students are exempted from tuition fee payments:

- Students with the Republic of Turkey or Turkish Republic of Northern Cyprus nationality
- Students with Syrian nationality
- Students with a scholarship from their country of origin or another institutions
- Undergraduate students who have graduated from the high schools listed in this link

The tuition fee procedures are carried out by Tuition Fee Office (Faculty of Arts and Science Dean’s Building, 2nd floor). For any problem regarding tuition fee payments, students should visit tuition fee office.

If you have been offered a tuition fee exemption or discount, undergraduate students can see that on their acceptance letters. Graduate students should contact us on the week before the university registrations regarding their scholarship status.
HOW TO ARRIVE AT ODTÜ?

BY PLANE
Esenboğa Airport (ESB) is a modern and large airport providing domestic and international flights to tens of destinations. It is located 28 km northeast of the city. From the airport, you can get to ODTÜ by

- HAVAŞ Bus to AŞTİ Bus Station or by BELKOAIR Bus to Kızılay Subway Station.
- Use the Metro connection to ODTÜ

You can also take a taxi from the Airport to the ODTÜ Ankara Campus. It costs approximately 150 Turkish Liras. [http://www.esenbogaairport.com/en-EN/Pages/Main.aspx](http://www.esenbogaairport.com/en-EN/Pages/Main.aspx)

BY TRAIN
Ankara Train Station has been very recently renovated and is the heart of the Turkish national rail network. From the train station, you can get to ODTÜ by metro connection starting from Maltepe station on A1 Line (Ankaray). You can also take a taxi from the train station to the ODTÜ Ankara Campus. It costs approximately 50 Turkish Liras. [https://ebilet.tcddtasimacilik.gov.tr](https://ebilet.tcddtasimacilik.gov.tr)

BY BUS
The buses terminate at the bus station (otogar) named AŞTİ (pronounced ush-tee) standing for "Ankara Intercity Terminal". Most of the cities in Turkey have direct buses to the capital of Turkey, and buses are much faster than trains in Turkey, except the high-speed trains from İstanbul, Eskişehir, and Konya. From the bus station, you can get to ODTÜ by the metro connection. You can also take a taxi from the train station to the ODTÜ Ankara Campus. It costs approximately 30 Turkish Liras.

IN-CAMPUS ODTÜ SHUTTLES
As the area of ODTÜ Ankara campus is large, there is a well-functioning network of in-campus shuttles, which are free of cost. You may see the details of these shuttles via this link: [http://tim.metu.edu.tr/ring-services](http://tim.metu.edu.tr/ring-services)
AFTER ARRIVING AT ODTÜ

COMPLETING YOUR REGISTRATION

- On the day of registration, you are supposed to have your all documents completed. Students with missing documents will not be able to complete their registration.
- Do not forget to bring the translations of the non-Turkish/English documents and one copy of each document.
- In order to get your equivalence letter (for undergraduate students): You will apply to the National Education Directorate in Ankara (Ankara İl Milli Eğitim Müdürlüğü in Turkish). You can take the blue minibuses (Dolmuş) going from the campus to Ulus, get off at Sabancı Yurdu Stop and walk for 5 minutes. A second way is to take the metro to Kızılay, change to Ankaray line, get off at Beşeyvler stop and walk for 5 minutes.
- Registration venue for undergraduate and graduate registrations is the Kümbet Hall in METU Cultural and Convention Center (KKM Kümbet Salonu).
- Although late registration is possible with a valid excuse until the 26th of October, it is not recommended. The courses will begin on the 1st of October. For this reason, it is strongly recommended that you come to registration at the given dates so that you have a smoother registration process.
- If you do not submit a valid English proficiency exam result (TOEFL, IELTS, ODTÜ EPE, PTE), you will take the English Proficiency Exam held in the Campus in order to be exempt from studying one-year English preparatory school in the Department of Basic English before starting to your undergraduate program. To know equivalence table of English language exams recognized by METU for undergraduate and graduate students, you need to visit the following page: http://oidb.metu.edu.tr/en/equivalence-table-english-language-exams-recognized-metu-undergraduate-and-graduate-students
- Students who have taken courses at university before and want to be exempted from these courses should submit a petition about it as well as a transcript to their Department Chair after the university registration and before the end of the interactive registration period. The grades of such courses are not counted towards the semester or cumulative GPA until graduation.
- At the registration, you will be given several documents and handbooks about ODTÜ and residence permit, together with small ODTÜ souvenirs.
GETTING YOUR ODTÜ USERNAME AND PASSWORD

All students will have a student ID number. Your number is written on the acceptance letter you have received from ODTÜ. It will also appear on the registration proof document which you will be given after registration. This number will be used for all official procedures in your study at ODTÜ. Graduate students can learn their ID numbers during the registration or via contacting us.

FIRST STEP:
- Open this link https://useraccount.metu.edu.tr/newstudent
- Write your student ID number to TCK/FID/SID (It is written in your acceptance letter).
- Choose your major (It is written in your acceptance letter).
- Write your own email and re-type it in the following blank.
- Write the code as shown in Image Validation. Then, click on “CREATE USERCODE"

SECOND STEP:
- Check the email address that you have written in the first step. You are supposed to receive an email from METU computer center.
- Copy the usercode and temporary password as written in the email into the usercode and password lines at this page https://useraccount.metu.edu.tr Then, Click on "SIGN IN"

THIRD STEP:
- Write your new password which needs to be between 6-8 characters in length and re-type it in the following blank.
- Write a recovery email that will be used in case you forget your password.
- Choose your METU email address (once set, it cannot be changed)
- Check “the Terms of Use” box.
- After making sure everything is correct, then click on "Create"
- Finally, you have created your METU username and password successfully. Now, you can sign out.

PLEASE DO NOT APPLY ODTÜ USERNAME AND ID CARD BEFORE THE UNIVERSITY REGISTRATION
GETTING YOUR ODTÜ ID CARD

1. Visit the following page: https://cardinfo.metu.edu.tr
2. Write your username and password that you have recently created. Then, click on “LOGIN”
3. Click on “Request Card” icon.
4. At the Application Purpose, choose the option “First card after registration”.
5. Upload your personal photo.
6. Choose “Continue without cropping”. Then click on “submit”
7. Finally, your ODTÜ ID Card Request is done successfully. Now, you can sign out. You can track the status of your request through the same webpage. Once the process has finished as shown below, you need to visit the Registrar’s Office to collect your ID card.

If you have forgotten your password, you need to visit the following page: https://faq.cc.metu.edu.tr/faq/i-forgot-my-password-where-can-i-apply

PLEASE DO NOT APPLY ODTÜ USERNAME AND ID CARD BEFORE THE UNIVERSITY REGISTRATION
APPLYING FOR STUDENT RESIDENCE PERMIT

Newly admitted students, after registration to the University, should submit the following documents to the International Students Office. Students firstly need to make an online appointment (from e-ikamet.goc.gov.tr).

REQUIRED DOCUMENTS:

- The Residence Permit Information Form (taken from International Students Office)
- Online application form (taken from http://e-ikamet.goc.gov.tr)
- A valid passport (valid for at least one year) and copy. If the validity time of your passport is before your estimated university graduation, you will be given a residence permit only until the validity date of your passport).
- 4 biometric photos
- Declaration of sufficient financial resources during education (This is not a document itself, but only a declaration. It must be declared during the online application. Students whose expenses are paid by a governmental authority should state this issue to the migration management)
- Deed of consent (for those who are younger than 18)
- Health insurance: You can apply for General Health Insurance conducted by the Social Security Institution (980 TL per year) or you can have a private health insurance (300-700 TL per year). You will need the insurance number while filling the online application form. Those who have a health insurance valid in Turkey based on a bilateral agreement do not need to have a health insurance.

WE HIGHLY RECOMMEND THE GENERAL HEALTH INSURANCE AS IT COVERS THE MAXIMUM NUMBER OF CLAUSES IN COMPARISON WITH THE PRIVATE HEALTH INSURANCES.


- Residence Permit Card Fee payment receipt (72 TL, payable via credit card online on the website. Or you can get a tax number and then pay with cash in a bank office)
- Additional possible documents
International Students Office will send these documents to the Migration Office. So, in short, if you are applying for the residence permit for the first time, you will get an appointment and fill the online form on e-ikamet.goc.gov.tr, but you will not go to Migration Office personally. All documents will be submitted to ISO and we will send your documents to the Migration Office.

**WARNING!!**

Directorate General of Migration Management never works with third real/corporate people about foreigner's procedures and processes. Yet, Provincial Directorates of Migration Management recently have received fake documented e-residence permit applications. These fake applications are being prepared by some people or some companies for money in return. Please, do your own residence permit application by yourself and do not believe in third real/corporate people.

You must be careful about this incident because, if this kind of fake documented residence permit situation come out, hereunder 5237th Turkish Criminal Law 206th article, those foreigners will have got legal processes and their residence permit applications will be canceled. If they already got the residence permit, it will be also canceled and the deportation process will begin illegally.

For any question related to the residence permit, you may call the call center throughout Turkey 157, from abroad +90 312 157 11 22 (Turkish, English, Arabic, Russian, Persian, and German are available 7 days 24 hours).

Ankara Provincial Directorate of Migration Management
Address: Barbaros Mahallesi, Binnaz Sokak No:2, Çankaya
E-mail: ankara@goc.gov.tr
Tel: 0 312 439 40 40 / 0 312 440 33 48
Fax: 0 312 439 40 66

HEALTH INSURANCE

- Pursuant to the laws of the Republic of Turkey, foreign nationals that seek to have a residence permit are obliged to have a health insurance. Foreign nationals that have an appointment for a residence permit must bring the original of the health insurance policy with them to the appointment.
- Unless otherwise is provided in the bilateral or multilateral social security agreements in which Turkey is a party, in the residence permit applications for one year or longer period, foreigners who are not insured by the General Health Insurance system under the Law no. 5510 on the Social Insurance and Universal Health Insurance, should have private health insurance covering inpatient/outpatient treatment and medical expenses.
- Foreign students who wish to register in GHI may fill out an application within three months after their enrollments in the Education Institutions. After this three-month period, it is not possible to apply to GHI. You have to go to the Social Security Offices personally to apply for GHI.
- Those foreign students, who are not enrolled in the GHI, should take out an annual private insurance covering inpatient/outpatient treatment. Choosing the insurance company depends on your preferences, as your friends can advise the one they liked, or you took advice from social network groups, or maybe the main issue for you is low price. There are different types and companies – means price range is wide as well, starting from 700 – 1000 TL per year.
- Minimum requirements for insurance plan applied according to the new laws. It means while choosing your insurance plan if you are going to use it for your residence permit application you should check its fitting to the minimum requirements, as follows: ambulatory, hospital treatment, medicines and emergency service. Moreover, the following statement should be clearly noted in the Insurance Policies:

“This policy covers the minimum indemnification that is required by the 6/6/2014 dated and 9 numbered Circular Notice for those applying for residency permit that needs to be covered by a private health insurance”
ENGLISH PROFICIENCY – PREPARATORY YEAR

- The medium of instruction at Middle East Technical University (METU) is English. All students who wish to carry out their graduate studies at METU have to certify their proficiency in English in the application period.

- Students accepted to the undergraduate studies will be exempted from the EPE exam and Preparatory School if they have the sufficient exam scores. Even if you have these scores, you may still consider taking the EPE exam in order to be exempted not only from the preparation year, but also the ENG101 course in the department. For this, please check the table provided in this link: [http://oidb.metu.edu.tr/en/equivalence-table-english-language-exams-recognized-metu-undergraduate-and-graduate-students](http://oidb.metu.edu.tr/en/equivalence-table-english-language-exams-recognized-metu-undergraduate-and-graduate-students)

- At the registration desk, students without an English proficiency exam score will be asked two alternatives:

  1. If you believe that your English is at a sufficient level to directly start to the program, then you can apply for the English Proficiency Exam (EPE). A minimum score of 60 is required out of 100 for exemption from the Department of Basic English (Preparatory School) program. Failure to get this minimum score will result in your placement at a level that is convenient to your level of English.

  2. If you are sure that you will need to participate in the Preparatory School, you will take the Placement Exam which determines the language levels of students who are to study in the Preparatory Class.

- Applications for these exams will be made by the ISO team during registration.
- There is no application fee for the newly-admitted METU students.
- Here is a sample of the EPE prepared by the School of Foreign Languages [http://www.dbe.metu.edu.tr/prf/EpeKitapcigi.pdf](http://www.dbe.metu.edu.tr/prf/EpeKitapcigi.pdf)

- If you do not have any exam score, but you think that you can be exempted from the EPE and the Preparatory School (because you are a national of English-speaking country or the medium of language of your high school is English), we will direct you to the Department of Basic English, who will decide about your case.
REGISTER YOUR MOBILE PHONE – BUY A TURKISH SIMCARD

REGISTERING YOUR MOBILE PHONE

- Turkish legislation prohibits the use of mobile devices brought into Turkey from abroad by individuals, unless registered. If the user of such a device fails to register and to pay the registration fee the phone/mobile device will be blocked after 120 days of use with a Turkish SIM card. The user will receive SMS notifying him/her that the device has not been registered and will be closed.
- A mobile device can be registered by Turkish citizens and foreign residents (with a Foreign ID Number) who have recently come to Turkey from abroad. The registration must be performed within 120 days after having entered Turkey. Please note that one can only register one mobile device within a two-year-period.
- Mobile phones brought to Turkey are most easily registered via the e-devlet kapısı (e-government portal). After you get your residence permit, you can go any post office (PTT) and get your password required for this portal.
- In order to start the registration procedure choose ‘IMEI kaydet’ (https://www.turkiye.gov.tr/btk-imei-kaydet) and fill in the required information (mobile phone number, the device’s IMEI number, details of the ID document you used for your entry to Turkey, date of entry)
- If you don’t know the device’s IMEI number dial *#06#.
- If you registered a mobile phone in your name before and want to check whether the 2 years have passed, so that you can register a new IMEI number, click here: www.turkiye.gov.tr/btk-imei-kayit-hakki-sorgulama
- Alternatively, you can also register the phone/mobile device through a customer registration centre of the mobile service providers TURKCELL, VODAFONE or TÜRK TELEKOM (former AVEA) In this case the passport holder applies to one of the mobile communication providers’ customer registration centres (in person, as the Authority will check whether the signature applied on the registration document and the signature on the passport match) with their original passport and the tax receipt. An application form is completed and sent together with copies of the ID page, the page with the entry stamp and the original tax receipt to the central authority for confirmation.
- If the registration is carried out via the e-State portal no documents need to be submitted. The applicant’s declaration is taken as a basis and the data control is performed electronically.
• All devices containing a SIM card which have been brought to Turkey by means other than bulk importation are subject to the compulsory registration. For example, if you want to use the SIM card (use via the GSM network) in an iPad brought to Turkey from abroad, the IMEI has to be registered or else the functions of the device related to the SIM card cannot be used through our country’s operators.

• In line with the ‘General Communiqué of the Act of Fees’, the charge to be paid in 2018 is 170.70 TL. If you use internet banking you may pay online or pay the fee at tax offices or at any bank entitled to collect tax. It is also possible to pay the fee by Turkish credit card through the Online Tax Office. The receipt must contain the IMEI number of the device to be registered and the passport holder’s name and surname.

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**BUYING A TURKISH SIMCARD**

Turkey's mobile (cell) phone companies are Turkcell, Vodafone, and Türk Telekom. All of them also offer 2G GPRS/EDGE, 3G (W-CDMA, 2100 Mhz) service, and 4G LTE (called 4.5G LTE).

You may check the websites of these operators to find out the best offer for you. Both prepaid and postpaid plans/packages are provided by all three operators.

It is very easy to find a shop where you can buy a simcard and start your plan. These shops are available in shopping malls, in the downtown and in ODTÜ’s own campus. You need to have your passport with you and pay the fee for the simcard, which varies between 60 TL and 80 TL.
### NATIONAL HOLIDAYS IN THE 2018-2019 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>2018</td>
<td>Aug 20</td>
<td>Sacrifice Feast Eve (Half day)</td>
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<tr>
<td>2018</td>
<td>Aug 21</td>
<td>Sacrifice Feast</td>
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<tr>
<td>2018</td>
<td>Aug 22</td>
<td>Sacrifice Feast Day 2</td>
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<tr>
<td>2018</td>
<td>Aug 23</td>
<td>Sacrifice Feast Day 3</td>
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<tr>
<td>2018</td>
<td>Aug 24</td>
<td>Sacrifice Feast Day 4</td>
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<tr>
<td>2018</td>
<td>Aug 30</td>
<td>Victory Day</td>
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<td>2018</td>
<td>Oct 29</td>
<td>Republic Day</td>
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<tr>
<td>2019</td>
<td>Jan 1</td>
<td>New Year’s Day</td>
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<tr>
<td>2019</td>
<td>Apr 23</td>
<td>National Sovereignty and Children's Day</td>
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<tr>
<td>2019</td>
<td>May 1</td>
<td>Labor and Solidarity Day</td>
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<tr>
<td>2019</td>
<td>May 19</td>
<td>Commemoration of Atatürk, Youth and Sports Day</td>
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<tr>
<td>2019</td>
<td>Jun 5</td>
<td>Ramadan Feast Eve (Half day)</td>
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<tr>
<td>2019</td>
<td>Jun 6</td>
<td>Ramadan Feast</td>
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<tr>
<td>2019</td>
<td>Jun 7</td>
<td>Ramadan Feast Day 2</td>
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<tr>
<td>2019</td>
<td>Jun 8</td>
<td>Ramadan Feast Day 3</td>
</tr>
<tr>
<td>2019</td>
<td>Jul 15</td>
<td>Democracy and National Unity Day</td>
</tr>
</tbody>
</table>

### ELECTRICITY

Turkey operates on 220 volts, 50 Hz, with round-prong European-style 2-round-pin plugs that fit into recessed wall sockets/points. In case your appliance does not fit, you'll need a plug adapter. If you do not bring that adapter, you can get one from small Turkish electrician's shops or from the construction markets in the shopping malls.

### WORKING IN TURKEY

International students, unfortunately, have no legal right to work either in public or private offices with their student visas. If you find a job while in Turkey you have to apply for a work permit.
OPENING A BANK ACCOUNT IN TURKEY

- Each bank will have a slightly different process for account opening, but you can expect to be asked for the following:
  - Valid Passport
  - Tax Identification Number. You will get this from the Finance and Tax Office
  - Residence Permit
  - Student Certificate
  - Proof of address in Ankara (For dormitory residents, it is possible to get a document from the dorm administration) and proof of address in home country

- If you are staying in the dorms, tax identification number can be counted instead of the residence permit. Otherwise, you have to wait until you get your residence permit and foreign ID number.

- The larger retail banks in Turkey have good websites with English translations. Check out your chosen bank’s site, so you’re confident of the documents you’ll need to take with you to the branch. For example, you may visit İş Bankası website: https://www.isbank.com.tr/EN/personal/expat-banking/become-our-customer/Pages/become-our-customer.aspx

- İş Bankası, Vakıfbank, Ziraat Bankası, Yapı Kredi, Akbank and PTT Bank have branches in the campus. Most of the other banks have ATM machines in the campus. Almost all banks in Turkey have high-quality internet and mobile banking options. It may be a good idea to check which Turkish banks have branches in your home country. This may help you to make transaction between you and your family.

- We recommend İş Bankası as it offers a service named as Cüzdanmatik, which will help you to use virtual money in ODTÜ Cafeteria, Library, Sports Center and Swimming Pool.

- Visa and Mastercard are the most common cards. The use of American Express is very limited. In Turkey (and in Ankara and at ODTÜ), you can use your major credit card to pay for most purchases. You can even use your credit card in many vending machines.

- Turkey uses the European credit card system whereby you are required to use a PIN (Personal Identification Number) when making charges.

- Turkey’s national currency is the Turkish lira, of which the sign is ₺, and the abbreviation is TRY. Note denominations include 200, 100, 50, 20, 10 and 5 lira. Coins, called Kuruş come in the form of 1, 5, 10, 25 and 50. There is the 1 Turkish lira that is also a coin.

- If you withdraw money from the ATM in Turkey, you will get the exchange rate used by your bank at that time. However, if you are carrying cash, only exchange a small amount in your home country to get you through the first few days. The reason is that you will get a better exchange rate using Turkish banks or commission shops in Turkey. (You need to present
identification such as your passport.) Never change money at the airport or in hotels because they rarely offer good deals.

**STUDENT CLUBS**

- Throughout the year 2017, the student groups and societies of the Office of Cultural Affairs and the Office of Sports have organized various cultural, sports and arts events like concerts, exhibitions, performances and conferences which amounts to the total number of 792.

- In order to become a member of these groups and participate in the activities, one should apply to the Office of Cultural Affairs and Directorate of Health, Culture and Sports, and fill out a membership form.

- A list of student clubs and sports groups is available via this link: [http://www.metu.edu.tr/student-clubs-and-societies](http://www.metu.edu.tr/student-clubs-and-societies)

- METU International Student Association is one of these student clubs, where you can meet many international students and benefit from their experiences. [https://www.facebook.com/misametu/](https://www.facebook.com/misametu/)

- METU Mentor Facebook Page: For insider's tips and recommendations about being an international student at ODTÜ, you may visit and follow the Facebook page and group of the METU MENTOR initiative.

  [http://facebook.com/groups/metuunion](http://facebook.com/groups/metuunion)

  [https://www.facebook.com/metumentor/](https://www.facebook.com/metumentor/)
**ODTÜ TERMINOLOGY**

**Hocam:** It is a common form of appeal at ODTÜ. Its dictionary meaning is "my teacher" because here at ODTÜ, we believe that everyone has something to learn from each other.

**Otostop:** Hitchhiking is a way of transportation to in and out of ODTÜ. You will see long hitchhiker queues on the campus.

**Ring:** The free in-campus transportation service provided by the cute blue buses.

**Yemekhane:** The university cafeteria of ODTÜ.

**Çatı:** A popular cafeteria offering open buffet.

**Çarşı:** The main shopping and food center.

**Sunshine:** An indispensable spot of the hot summer nights in the dorms area

**Mediko:** The health center of the university

**Dolmuş:** The blue minibus used for transportation between ODTÜ and city center.

**Rektörlük:** The Presidency/Rectorate Building (we, as ISO, are also located here)

**Prob(ation):** When your cumulative GPA is below 2.00 at the end of the year, your status will be probation. Stay away from Prob!

**A4:** One of the main gates of the university to the 100. Yıl neighborhood.

**A1:** One of the main gates of the university to the Eskişehir Yolu and subway station.

**Hazırlık:** English Preparatory School.

**Pop quiz:** You can face a quiz at any time in prep-school. Knock knock!

**Devrim:** The well-known stadium of the university. Its name means "Revolution".

**Bahar Şenliği:** Every May, the Spring Festival

**Kırmızı Koltuklar:** After long working hours in the library, the red armchairs on each floor will be your best friend.

**Fizik Çimleri:** The grass area in front of the Physics department is best to sit and have fun with your friends in springtime and to ski in the snow in winters.

**Bilim Ağacı:** The Science Tree statue is located at the A1 gate of ODTÜ and it is one of the well-known symbols of the university.
### PRE-ARRIVAL CHECKLIST

- If you receive on-going medical treatment and/or medication, obtain a letter from the doctor in your home country (in English or Turkish) with the details as it may be useful for your new doctor. Check whether you can take your medication on your flight and through customs.
- Consider how much money to bring to the Turkey (and whether your home country restricts the amount of cash that can be taken out of the country). You should request money in 5, 10 and 20 TL notes as 50 or 100 TL may not be accepted for smaller payments.
- Ensure you have sufficient money in cash/credit card to cover your expenses until you have opened a bank account.
- Establish whether your current bankcard, if applicable, can be used in Turkey and whether your bank can provide any advice about transferring money to Turkey.
- Plan your onward journey to Ankara.
- Consider baggage restrictions on your flight.
- Check any restrictions on goods that can be brought into Turkey.
- Consider travel insurance.
- Consider whether you need an adaptor for any electrical equipment you intend on bringing to the Turkey.
- Bring passport photos – you’ll need them for various things in the first weeks.
- Ensure you enter Turkey within the validity of your visa.
- Make photocopies of your passport, visa, exam results, diplomas and their translations.