

**Dear Prospective Students,**

**Congratulations!**

**You have been addmited to Boğaziçi University, for the Spring term 2012.**

We are looking forward to welcoming you on our campus soon!

Below you will find:

1. The Spring 2011-2012 Academic Calendar
2. Arrival Information
3. Accommodation Information
4. Payment Information (For Special Students Only)
5. Visa and Residence Permit Information
6. Registration Information and Orientation
7. Contacts

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| **ACADEMIC YEAR 2011-2012 SPRING SEMESTER****SPECIAL & EXCHANGE STUDENTS** |
| February 6th ,7th 2012, Monday - Tuesday | Pre-Registration  |
| February 8th , 2012 Wednesday | Orientation  |
| February 13th -15th , 2012 Monday - Wednesday | On-line Registration System Opens (10:00) |
| February 14th , 2012 Tuesday | Day for all students to meet with their advisors |
| February 15th, 2012 Wednesday | Registration System closes to student access (19:00) |
| February 16th, 2012 Thursday | Registration System closes to advisor access (19:00) |
| February 17th, 2012 Friday | Online Registration System opens (10:00) only to students whose schedules have been rejected by their advisors (the system closes to students access at 19:00). Students must request approval again. |
| February 20th , 2012 Monday | Classes begin for the 2nd semester of 2011 - 2012 |
| February 28th - 1st (10:00) – March 1st(19:00) , 2012 Tuesday -Thursday | Course add-drop period and late registration |
| March 2nd ,2012 Friday | Online Registration System (for add/drop and late registration) closes to advisor access (19:00) |
| April 17th (10:00) -19th (19:00) , 2012 Tuesday - Thursday | Withdraw from courses (online) (Approval necessary) |
| April 23rd , 2012 Monday | National Sovereignty & Children’s Day (Holiday) |
| April 23rd – 27th , 2012 Monday - Friday | Spring Break |
| May 1st , 2012 Tuesday | Labor Day (Holiday) |
| May 19th , 2012 Saturday | Atatürk Remembrance, Youth & Sports Day (Holiday) |
| May 24th , 2012 Thursday | Last Day of Classes |
| May 28th - June 9th , 2012 Monday - Saturday | Final Exams (except for the 8th of June 2012) |

For further details, please visit the following webpage: <http://www.boun.edu.tr/calendar/index.html>

## ARRIVAL INFO

The map at <http://www.map.boun.edu.tr/> can be useful for finding your way around the campuses.

Our office is located on the South Campus, first floor of the Students Activities Building, Bebek / Istanbul . *(Güney Kampus, 1 Kat, Öğrenci Faaliyetleri Binası (ÖFB) in Turkish)*

Our Office is open weekdays between 09:00-12:00 and 13:00-17:00 hrs.

There are two international Airports in Istanbul.

1. **The Atatürk International Airport** – at Yeşilköy

Ataturk International Airport is close to the city center. Most of the international flights land there.

**From Ataturk Airport to Bogazici University**

Taking a taxi is the easiest way to get to the university. It will cost about 60TL. Kindly give the taxi driver these directions if you intend to come to our office (check work hours) during the day:

Güney Kampüs (South Campus), Boğaziçi Üniversitesi – Etiler - Hisarüstü (TEM Otoyoldan gidilir)

It’s also possible to take the Tram from Atatürk Airport and get off at Zeytinburnu Metro Stop. Then you should take Metrobüs from Zeytinburnu to Zincirlikuyu (34). Then take a Rumeli Hisarüstü bus 559C or simply take taksi to Boğaziçi, which could cost you around 10 TL.

2. **The Sabiha Gökçen Airport** – at Kurtköy

The Sabiha Gokcen is slightly more distant and is also located at the Asian side of the city.

Since the Sabiha Gökçen Airport is 50 km away from the city center. You are advised to use Havaş buses if your plane is landing at Sabiha Gökçen Airport.

HAVAŞ BUSES

A private bus company called Havaş has shuttle buses to central locations in Istanbul.

If you want to use these buses from the Atatürk Airport, take the one to Taksim. Tickets are sold on the bus. You can then take the subway to Levent and take a taxi at the exit. It will cost about 10 TL. You can also come by taxi directly from Taksim to the university. It will cost about 20 TL.

If you land at Sabiha Gökçen Airport, Havaş Buses take you to Taksim.

For more information about the Havaş buses please visit :

<http://www.havas.com.tr/en/otobus_istanbul_ahl.asp>

<http://www.havas.com.tr/en/otobus_istanbul_saw.asp>

**ACCOMMODATION INFORMATION**

Bogazici University offers incoming students some in-site accommodation facilities. The “Superdorm” is the only dormitory option for exchange and special students and the confirmation of housing request is determined by the availability of rooms.

Students planning to request housing in the Superdorm should check the webpage

<http://www.superdorm.info>

For information about prices & payment options and forward the Application Form as a Word document to the superdorm@boun.edu.tr address as soon as you decide to stay.

All communication on housing issues should be carried out directly with the Superdorm. You are highly recommended to get in contact with the Superdorm administration for the dates and hours you may move in much before your arrival!

Office of International Relations does not provide its students with the help to find find private housing.

**PAYMENT INFORMATION**

**(only for Special students)**

Please note that Erasmus and Exchange Students are exempt from paying tuition fees!

All payments must be made free of transfer charges. Our university cannot be held responsible for transfer expenses. Amounts to arrive at Boğaziçi University must be net.

Boğaziçi University Special Student Tuition fee for a single semester is **$3000** for foreign students and **$2500** for Turkish citizens.

Your options are:

1. Payments in cash (US $) upon arrival
2. Payments by wire transfer prior to arrival\*

\*IMPORTANT: To avoid complications, students who choose this option should make sure that their names appear on the transfer statement. Please bring the bank statement with you; you will need to take it to the bank and obtain a receipt. We highly recommend to all students send at least 30 USD more, since banks are taking between 20 – 40 USD for transfer money, then we are receiving shorter amount of money.

**For Payment in US $**

Account Name: Bogazici Universitesi Strateji Geliştirme Daire Başkanlığı

Bank Name: Garanti Bankasi Bogazici University Branch

Address: Bogazici Universitesi, Istanbul, Turkey

Bank Code: TG BATRIS

Branch Code: 303

Account No: 9002981

IBAN NO: TR570006200030300009002981

SWIFT CODE: TGBATRIS300

**Please keep in mind that your registration cannot be completed, unless you pay the tuition fee by the end of the registration period.**

**VISA and RESIDENCE PERMIT**

As soon as you receive your acceptance letter, along with it you should apply for a Student Visa by contacting the nearest Turkish Consulate/Embassy. The procedure can take about 15 to 45 days.

**Upon your arrival you need to apply for a residence permit within 30 days.** This will allow you to travel in and out of Turkey without re-applying for the visa. Apply for the residence permit within 30 days doesn’t means to get residence permit. You are only applying for an appointment in the Foreign Police in Vatan/Fatih.

Tourist Visas can be purchased while entering the county. Its duration is three months. However this is slightly shorter than a full semester so it will be necessary to leave the country and re-enter in order to purchase a new one.

You are highly not recommended to try to change your student visa with a tourist visa as it is against the law and requires you to take out the stamp from your passport which in return makes your damaged passport invalid.

**Make an online appointment to apply for a residence permit !**

(http://e-randevu.yabancilar.iem.gov.tr/)

The following are needed in order to apply for a Residence Permit:

○ The cost of the Residence Permit booklet is 138 TL (fee for 2010).

○ Pick up your "Student Certification" from the Office approximately three weeks after the registration.

Following application, the residence permit is processed within several days. The authorities will need to keep your passport in the meantime. It will then be returned to you along with your residence permit booklet. Kindly hand our office a copy of this booklet to be filed along with your other documents. Take the booklet with you if you leave the country; you will need it to re-enter.

**REGISTRATION and ORIENTATION**

It is very important that you make every effort to attend the International Student Orientation shich will be held on February 8th, 2012. During the Orientation you will receive information regarding campus life, online course registration, residence permit, student ID cards etc.

**Upon your arrival, registration will be held in two steps.**

○ First, you have to visit the pre-registration hall. The location will be announced via e-mail. You will be given your student number (username) and password upon filling the forms (information sheet), and submitting the required documents ( 6 passport size photographs ( please keep in mind that photographs must be original photographs, not printed one), photocopy of your passport/ ID for the Turkish Citizens.

○ You are expected to bring the receipt of your tuition fee (Special Students Only)

○ Secondly the Online course Registration. You can find the course schedule online. The registration page is: http:/registration.boun.edu.tr. You must send your course list to your advisor for approval before the end of the online registration period. But do not forget to click on **SEND TO APPROVAL** to finalize your schedule!

*Erasmus / Exchange and Special Students do not pay registration fee as Boğaziçi University students do!*

○ The Orientation Program will be announced via e-mail prior to your arrival. Participation is not mandatory but we highly recommend you to take part in order to have a smooth transition and introduction to Bogaziçi University and Istanbul.

**CONTACT**

Please keep the following phone numbers with you during your travel.

If you have any questions please do not hesitate to call.

Address:

Office of International Relations

Guney Kampus

ÖFB Building, 1 Kat

Bogazici University

PO Box 2 Bebek 34342

Istanbul / Turkey

Tel: +90-212-359-7421, 7259 for Erasmus Exchange Students

 +90-212-359-7259 for Exchange and Special Students

Fax: +90-212-265-3248

Email:intloff@boun.edu.tr/erasmus-incoming@boun.edu.tr/ jana.stolarikova@boun.edu.tr / ece.gunay@boun.edu.tr

Website: [www.intl.boun.edu.tr](http://www.intl.boun.edu.tr)