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WELCOME DEAR STUDENT

We are delighted to welcome you to Fatih Sultan Mehmet Vakıf University and Istanbul. We hope you have a wonderful experience during your stay and get a chance be part of the FSMVU community.

Our team at the International Relations Office is here to offer you support from the first moment you become familiar with us until the last day you spend here with us. If you are a student, a scholar, or the family of those, coming to FSMVU, we will be there to help you adjust to your new life at our university and overcome challenges of living and studying/teaching abroad. We will help you with accommodation arrangements taking your personal preferences and expectations into consideration. Orientation meetings will be held on your arrival to give you necessary and practical information.

We are dedicated to make your experience here as smooth, worthwhile and fun as possible. It will be our greatest pleasure to have contributed to your academic achievement, personal satisfaction and your understanding of Turkish life in general.
Fatih Sultan Mehmet Vakıf University (FSMVU) higher education institute established in 2010 whose goal is to be at the forefront of Turkish higher education and research. The university is subsidized by the famously old Fatih Sultan Mehmet waqf (charitable trust) which was founded in 1471 by the Conqueror of Istanbul himself and has continued to provide funds for learning since then. We feel privileged to have our origins in such a venerable academic heritage. And we strive to carry this tradition further by combining traditional education with contemporary knowledge.

The University is located in the historical peninsula of Istanbul, at the heart of the city in buildings whose history date back to earlier centuries of the Ottoman Istanbul. This gives a very unique edge to our mission. We are constantly aware of occupying an important place at a point where daily life intertwines with culture, history, and art. We hope to be a meeting point for higher education in the same way and we welcome all students, academicians and cooperation with other higher education institutions.
ABOUT MEHMET II “THE CONQUEROR”

Mehmed II, also known as Muhammed bin Murad, Mehmed the Conqueror, and Fatih Sultan Mehmed (30 March 1432 – 3 May 1481), was an Ottoman sultan who ruled first for a short time from August 1444 to September 1446, and later from February 1451 to May 1481. At the age of 21, he conquered Constantinople (modern-day Istanbul) and brought an end to the Byzantine Empire. Mehmed continued his conquests in Anatolia with its reunification, and in Southeast Europe as far west as Bosnia. Being a highly regarded conqueror, Mehmed is considered a hero in modern-day Turkey and parts of the wider Muslim world. Among other things, Istanbul’s Fatih Sultan Mehmet Bridge and Fatih Mosque are named after him.

Mehmed II introduced the word Politics into Arabic "Siyasah" from a book he published and claimed to be the collection of Politics doctrines of the Byzantine Caesars before him. He gathered Italian artists, humanists and Greek scholars at his court, allowed the Byzantine Church to continue functioning and ordered the patriarch Gennadius to translate Christian doctrine into Turkish.
He collected in his palace a library which included works in Greek and Latin. Mehmed invited Muslim scientists such as Ali Qushji and artists to his court in Constantinople, started a University, built mosques (for example, the Fatih Mosque), waterways, and Istanbul’s Topkapi Palace and the Tiled Kiosk. Around the grand mosque that he constructed, he erected eight madrasas, which, for nearly a century, kept their rank as the highest teaching institutions of the Islamic sciences in the empire.

He founded many mosques and religious schools in the city, such as the Külliye of the Fatih Mosque. Mehmed II is recognized as the first Sultan to codify criminal and constitutional law, long before Suleiman the Magnificent; he thus established the classical image of the autocratic Ottoman sultan.

His thirty-one year rule and several wars expanded the Ottoman Empire to include Constantinople, and the Turkish kingdoms and territories of Asia Minor, Bosnia, Kingdom of Serbia, and Albania. Mehmed left behind an imposing reputation in both the Islamic and Christian worlds. According to the 20th Century historian, Franz Babinger, Mehmed was regarded as a bloodthirsty tyrant by the Christian world and by a part of his subjects. Mehmed is the eponymous subject of Rossini’s 1820 opera Maometto II. Istanbul’s Fatih Sultan Mehmet Bridge (completed 1988), which crosses the Bosphorus Straits, is named after him; and his name and picture appeared on the Turkish 1000 lira note from 1986 to 1992.

On his accession as conqueror of Constantinople, aged 21, Mehmed was reputed fluent in several languages, including Turkish, Arabic, Hebrew, Persian, Greek and Latin.

In 1481 Mehmed marched with the Ottoman army to a new campaign but when reaching Maltepe, Istanbul, the place was later called Hünkar Çayırı (Field of the Sultan) he became sick and after some days he died on May 3, 1481, at the age of forty-nine, and was buried in his Türbe in the cemetery within the Fatih Mosque Complex.
STUDENT VISA

All international students who do not have Turkish Citizenship are required to obtain student visas before coming to Turkey (you can also arrive in Turkey with a tourist visa but you will be required to pay a fine at the Istanbul Security Directorate). Or if they are already in Turkey at the time of their acceptance, they can apply for a student residence permit in Turkey with their student certificate (Öğrenci Belgesi) but you will be required to pay a fine. You should apply for a Student Visa to the nearest Turkish Consulate in your city/country. It can take from 15 to 45 days.

The Student Visa (or the student certificate) is an essential document to get a Residence Permit in Turkey. The permit allows you to travel in and out of Turkey without re-applying for the visa until it is expired. To get a student visa, consulates may require acceptance letter, valid passport, a document such as bank account, scholarship stating that the student has sufficient financial resources during the education in Turkey, fee for visa. Consulates may require additional documents.

Students cannot stay in Turkey without having a residence permit. If they leave the country before they receive their residency permit, their visas will be invalidated. The event that they stay past their visa duration of 30 days without receiving their residency permit and then leave Turkey then they can be banned from entering Turkey for three months and/or receive a monetary fine.

(Information is correct as of 2014-2015)
RESIDENCE PERMIT

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 a visa.

NOTE: You are required to provide proof of health insurance in your residence permit application.

Please view the “Health Insurance for International Students” section of this guide for more information. FSMVU’s International Relations Office assists international students during their residence permit application. The application is made to the Foreigners Department of the Istanbul Provincial Security Directorate.

Students must register for an online appointment to receive an application at the following website:


The following are needed in order to apply for a Residence Permit:
• Please keep the tracking number of your online appointment.
• Pick up your "Student Certification" from the Student Affairs Office after you finish registration.
• 4 passport size photographs
• Original Passport with copies of the pages which contain your photo, information of your identification, duration of your passport, the last entry date to Turkey, and student visa.
• Proof of health insurance.
• Declaration of residence (copy of rent contract or any other document showing where you will be residing)

Upon the application, the residence permit is processed within several days and it will then be sent to the Student Affairs Office where you can pick up your residence permit.
RESIDENCE PERMIT

Take the permit with you if you leave the country; you will need it to re-enter.

The address of the Directorate of Security for Istanbul is Vatan Caddesi, in the neighborhood of Fatih, on the European side of the city. You can use the Metro system by taking the M1 line and getting off at the “Emniyet-Fatih” station.

In order to renew or extend your Residence Permit, you should apply to the Istanbul Police Headquarters (İstanbul Emniyet Müdürlüğü) where you got your Residence Permit for the first time. You should make your renewal or extension application at least one (1) month before the expiry date of your current Residence Permit.

The residence permits that are worn out or erased should be renewed. If you lost your residence permit, consult the Directorate of Security immediately.

We would like to remind you that it is your responsibility to be aware of these rules and regulations. Please pay attention to these rules in order to avoid any serious legal and financial problems ahead.

NOTE: PLEASE TRY NOT TO SCHEDULE A TRIP OUTSIDE OF TURKEY UNTIL YOU RECEIVE YOUR RESIDENCE PERMIT. YOU ARE ALLOWED TO LEAVE FOR A MAXIMUM OF 15 DAYS IN CASE OF AN EMERGENCY BUT ANY LATER AND YOU RISK VOIDING YOUR VISA AND MAY BE REQUIRED TO OBTAIN A NEW ONE BEFORE YOU CAN ENTER TURKEY.

STUDENT ID CARD

Your student ID card will be given to you by the Student Affairs Office after you have completed your registration. Please allow a few weeks for the card to be prepared.

How can I replace a lost student ID card?

You should report your lost student ID card to the Student Affairs Office and then request a new card.
As the requirement of a recent regulation, every foreign resident, like Turkish citizens should have an identity number given by the Republic of Turkey. Every foreigner staying in Turkey for more than six months is required to obtain an ID number to facilitate taxation, healthcare, banking, education, work, government benefits, social security and other related functions.

This number is used in FSMVU's information system as well. FSMVU Information system requires this number:

- when students need health insurance,
- when opening a bank account for scholarship,
- when students graduate.

Where will you receive your ID number?

When you get your residence permit:

1. Go to http://tckimlik.nvi.gov.tr and click on the following link

2. Make an inquiry by entering:
   a. Entering your BIRTH YEAR in “Doğum Yılı”
   b. Entering your RESIDENCE PERMIT NUMBER (which is a number on the first page of your Residence Permits, like 1-112233).
   c. Enter the CAPTCHA verification

3. The inquiry results in an 11 digit number generally starting with 99. Record this number and submit it to your advisor who is responsible for your department in the Student Affairs Office either by coming to the Student Affairs Office or by sending an e-mail to them.
HEALTH INSURANCE

Although medical costs are relatively low in Turkey (compared to western countries) obtaining health insurance is still a requirement put forth by the Istanbul Police Department for international students who wish to obtain a residency permit.

Currently there are two methods of obtaining health insurance for International students.

1. If you already have a Turkish ID Number: You can contact the nearest SGK (Social Security Institution) with your ID Number and Student Certificate within 90 days of initial registration to the university and obtain SGK Health Insurance. This costs around 45 TL per month (per person) payable in VakifBank branches. You have to physically go to the bank each month and pay the monthly fee. **SGK coverage is only for 9 months of the year (it only provides coverage during the academic year and not during the summer holiday).** If you do not apply within the 90 day period you will no longer be able to get SGK coverage.

2. If you do not have a Turkish ID number: You can obtain insurance coverage through private insurance companies. From time to time FSMVU establishes agreements with various private insurance companies that provide yearlong (12 months) coverage for international students at competitive prices. You can get more information through the International Relations Office.
TRAVEL CARD (ISTANBUL KART)

IETT English website for Student Travel Discount Cards:  
http://skart.iett.gov.tr/Eng/

Documents required for online applications:
• Official ID
• Proof of Student Certificate from FSMVU
• Bank Receipt (2 copies)

Please keep your receipt until your card is delivered.

NOTE: A signed, sealed and dated Student Certificate must be prepared by the Student Affairs Office in the last 30 days.

Before filling out online application form Students should pay the required fee by either going to the nearest branch of T.C Vakıflar Bankası or via bank trasfer to IETT PASO HESABI - Account number: TR280001500158007282473579.

To receive your card, please bring your documents to the application center you have chosen during your application.

Documents required for applications in person:
• Official ID
• Proof of Student Certificate from FSMVU
• A Recent photograph (Picture must be with a solid background showing a full front view of your face)

CARD FEES:
Student Card fee is 10 TL.

If you lose your valid Student Card, you may obtain a replacement. A fee of 10 TL is charged for the first replacement, 20 TL for second and third replacement and 40 TL for fourth replacement. You must have valid identification when applying for a lost card.

You can also obtain the card from any IETT, Metro or Metrobus administration offices located throughout Istanbul.
REGISTRATION

You must go to the Student Affairs Office located in Topkapı and Haliç campuses with the following documents to start your registration (FSMVU IRO may also arrange registration centers in other campuses as well from time to time):

DOCUMENTS REQUIRED FOR REGISTRATION TO PROGRAMS
(Only documents written in English or Turkish are accepted and considered, documents in other languages must be translated in either English or Turkish)

FOR UNDERGRADUATE STUDENTS

• Student Visa (if you already have an applicable student visa please provide that)
• Residency Permit or proof of appointment for the Residency Permit application.
• Original copy of High School Diploma or graduation certificate
• Original copy of notarized and translated High School Diploma or graduation certificate
• Certificate of equivalency for high school diploma (From Turkish Ministry of Education-Board of Education and Discipline or Turkish Consulates abroad)
• Original copy of official transcript (An official document showing all the courses and grades that the candidate has taken in high school) (If it is not in Turkish or English it should be original copy of notarized and translated)
• Original copy of the exam result (if available)
• Language proficiency exam result (if available)
• Passport and photocopy of the passport
• Original copy of TOMER Exam Result (B2-C1) (If available)
• 6 Photos (passport size)
REGISTRATION

FOR MASTER’S STUDENTS

• Student Visa (if you already have an applicable student visa please provide that)
• Residency Permit or proof of appointment for the Residency Permit application.
• Original copy of undergraduate diploma or graduation certificate
• Original copy of notarized and translated undergraduate diploma or graduation certificate
• Original copy of official transcript
• Photocopy of the passport
• TOMER Exam Result (B2-C1) (If available)
• Original copy of ALES/GRE/GMAT Result (If available)
• Language proficiency exam result (if available)
• 6 Photos (passport size)

FOR DOCTORATE STUDENTS

• Student Visa (if you already have an applicable student visa please provide that)
• Residency Permit or proof of appointment for the Residency Permit application.
• Original copy of Undergraduate and Master Diploma or Graduation Certificates
• Original copy of notarized and translated photocopy of Undergraduate and Master Diploma or Graduation Certificates
• Original Copy of official transcript
• Photocopy of the passport
• English proficiency exam result (If available) (KPDS, UDS, TOEFL, TOEIC or IELTS)
• TOMER Exam Result (B2-C1) (If available)
• Original copy of ALES/GRE/GMAT Result (If available)
• 6 Photos (passport size)

After you present your documents you must sign the student contract and other documents depending on the applied department then finally complete the payment procedures.
REGISTERING FOR COURSES AND ADD/DROP PERIOD

You can register for classes through the FSMVU Automation System at [http://obs.fatihsultan.edu.tr/](http://obs.fatihsultan.edu.tr/) from anywhere (you do not need to be in Turkey to register for classes). After you register for the classes your course list will be sent to your academic advisor for approval. It is advised that you contact your advisor (either in person or via e-mail) prior to selecting your courses so that they may help you in choosing the right courses. Course registration is required before each semester.

Master’s and Doctorate Students who are in their thesis terms must register for the relevant thesis course in the automation system before each semester.

Please take great care in following the relevant registration periods found in the Academic Calendar.

The Add/Drop period is the first week of classes. The procedures are the same as registering.

OBTAINING STUDENT CERTIFICATES AND TRANSCRIPTS

You can obtain Student Certificates (Öğrenci Belgesi) and transcripts from the Student Affairs Office’s located at the Topkapı and Haliç Campuses.

FREEZING OR CANCELING REGISTRATIONS

Students who wish to freeze or cancel their registrations can do so before the start of the academic term by obtaining the relevant forms from the Student Affairs Office. (Forms and procedures can vary between institutions and faculties. For details please consult the faculty or institute officials)
LANGUAGE CONDITIONS AND TÜMER

English:  Turkish is the primary language of all the degree programs offered at all the departments at Fatih Sultan Mehmet Vakif University except the Faculty of Islamic Sciences. English Preparatory Program is mandatory. Candidates who want to start the program directly must provide proof of English proficiency. Candidates who do not submit any documents showing their level of English proficiency (TOEFL or a similar exam) will be required to take the exam prepared by the Foreign Languages Center. If they fail to get a passing score on this exam they will be required to attend one year of English Preparatory class.

Arabic:  The instruction language of the Faculty of Islamic Sciences is 100% Arabic and thus one year of Arabic preparatory class is mandatory. Before the preparatory class begins the Arabic Preparatory Department will hold an Arabic Proficiency Test, candidates who receive a passing score can start the program directly.

Turkish:  If their first language is not Turkish, candidates must submit TÜMER (Turkish Proficiency Exam) test results with a minimum of B2/C1 score. Candidates who do not submit a TÜMER score will be required to attend FSMTÜMER and receive their B2/C1 certificate within 1 year. Students who receive 25% or 50% scholarships do not pay for TÜMER as the remaining amount paid by the student covers the TÜMER fees. Students who are receiving 100% scholarships on the other hand must pay the fees for TÜMER but receive a 20% discount if they are students of FSMVU.
SUMMER SCHOOLS & EXCHANGE PROGRAMS

Our University is a member of various international communities which strengthens our communication networks to allow increased international student mobility. Our aim is to keep this process vivid with overseas possibilities offered to our students.

ENGLISH PREPARATORY PROGRAMS
Exams will be held in the spring semesters to which at least one student from each department who are successful will be sent to an English-speaking country as a scholarship student to attend a language preparatory course. This scholarship covers tuition, accommodation and flight costs.

ARABIC PREPARATORY PROGRAMS
Summer school opportunities are offered to students attending the Arabic Preparatory Program. Depending on their success during the semester, students have the chance to go to countries like Jordan, Sudan, Saudi Arabia, Qatar and Malaysia with full or partial scholarships to spend the summer.

SUMMER SCHOOLS FOR FACULTY AND INSTITUTES
Each Department announces their summer programs at the beginning of the spring semester. Admission requirements can vary according to program content and duration and may require conditions such as language proficiency and minimum GPA. Summer schools are planned with the aim of supporting department courses to increase the professional competence of students.
ERASMUS+ STUDENT MOBILITY

You can follow the up-to-date list of partners which your department has agreements with at IRO website.

ERASMUS STUDENT MOBILITY APPLICATION REQUIREMENTS

1. Applicants must be fulltime students and must have completed at least two semesters.

2. Applicants must have minimum GPA of 2.20 for undergraduate students and 2.50 for master’s and doctorate students in the academic year in which they submit their applications.

3. Each student can take advantage of the Erasmus Student Program as many times as they wish but they can only receive Erasmus grants for a total of 12 months throughout their educational lives (undergraduate, master’s and doctorate included).

4. The number of students participating in the program is limited to the grant allocated to the University by the National Agency (UA).

5. Students can waive the financial grants if they wish. In the event the grant is not sufficient enough for students who want to participate in the program, then the students can be eligible to participate in the program as a "Zero Grant Erasmus Student" and cover the expenses through their own finances.

You find more information relating to the Erasmus Student Mobility Program and the current application calendar in the back pocket of this guide.
MEVLANA EXCHANGE PROGRAM

Mevlana Exchange Program is a program which aims the exchange of students and academic staff between the Turkish higher education institutions and higher education institutions of other countries. With the regulation published in August 23, 2011 (num: 28034), students and academic staff exchange between Turkish higher education institutions and higher education institutions of other countries has been possible. Different from other exchange programs, Mevlana Exchange Program includes all higher education institutions in the world regardless of their region.

The list of international universities which FSMVU has Mevalana student exchange agreements are located in the pack pocket of this guide.

FARABI EXCHANGE PROGRAM

Farabi Exchange Program enables university students in Turkey to continue their education at an institution of higher education other than their own within Turkey during a period of one or two semesters. With this program, students from different universities exchange their knowledge and take advantage of facilities offered at such institutions. During their graduation, students are given a Certificate of Participation, indicating that the student participated in the Farabi Exchange Program.

The list of Turkish universities which FSMVU has Farabi student exchange agreements are located in the pack pocket of this guide.
THESIS PROCEDURES FOR GRAD STUDENTS

MASTER’S STUDENTS

STARTING THE THESIS PERIOD

Master’s students who wish to begin their thesis terms must first complete 24 credits by passing all major courses, selective courses and compulsory non-credit courses.

After completion of this requirement a Thesis Advisor Assignment Request Form (Tez Danışmanı Ataması Talep Formu) is filled out and submitted to the secretariat of the relevant faculties and institutes along with all transcripts. After an advisor is assigned the student shall consult with the thesis advisor and identify a suitable thesis subject. Afterwards they shall fill a Thesis Subject Declaration Form (Tez Konusu Bildirim Formu) and deliver it to the secretariat of the relevant faculties and institutes for the thesis term to begin.

NOTE: In the event that any changes are made to the subject of the thesis after the Thesis Subject Declaration Form is submitted (no matter how small, including fixing typos) then the student must resubmit another form. Failure to resubmit the form will prevent your thesis from being accepted.

The required forms can be downloaded from the websites of the relevant faculty or institute or can be obtained from the Student Affairs Office.

Information on thesis writing procedures and regulations (including the format of the outer cover) can be obtained from the relevant faculty or institute secretariats.

NOTE: Please make sure to select the Thesis course during your course registrations at the beginning of every semester. Failure to select these courses can invalidate your thesis work for that semester.
COMPLETION OF THESIS AND GRADUATION

After students complete their thesis they are required to submit a Thesis Jury Formation Request Form (Tez Jürisi Oluşturma Talep Formu) with the help of her advisor to the secretariat of their faculty/institute to start their thesis defense procedures, form the thesis defense committee and set up a date and time for the defense.

Completed copies of the thesis must be submitted to each member of the committee at least ten (10) days before the date of the defense and each member must sign the Jury Member Thesis Delivery Record (Juri Üyelerine Tez Teslim Tutanağı).

NOTE: The thesis defense committee consists of three (3) main members (one of them must be the student’s advisor and one of them must be from outside the faculty/institute) and two (2) substitute members. In the event that the student’s second advisor becomes a member of the committee along with the main advisor then the committee must consist of five (5) main members (one main advisor, one second advisor, at least one member from outside the faculty/institute and two additional members) and two (2) substitute members. You can receive more detailed information from the secretariat of your faculty/institute.

Once the student successfully passes their thesis defense and the their advisor and the committee members approve that the thesis was written in accordance with the relevant thesis writing procedures and regulations then the student can submit their thesis along with the following documents to the secretariat of their faculty/institute to start their graduation procedures:
Once the student successfully passes their thesis defense and the their advisor and the committee members approve that the thesis was written in accordance with the relevant thesis writing procedures and regulations then the student can submit their thesis along with the following documents to the secretariat of their faculty/institute to start their graduation procedures:

1. 3 Copies of the completed thesis (signed by the committee members)
2. Thesis Approval Form (signed by the committee members)
3. Thesis Defense Form (signed by the committee members)
4. Jury Member Thesis Delivery Record (signed by the committee members)
5. Thesis Data Entry and Publishing Consent Form (signed by the student)(this form is obtained from the Higher Education Commission Thesis Data Entry website at: https://tez.yok.gov.tr/UlusalTezMerkezi/
you must register with the website first in order to obtain the form)
6. Their student ID card and bus pass.

After all the documents are submitted the student may receive a temporary graduation certificate from the Student Affairs Office. Graduation Diplomas are prepared much later.
DOCTORATE STUDENTS

STARTING THE THESIS PERIOD

Doctorate students who wish to begin their thesis terms must first complete 24 credits by passing all major courses, selective courses and compulsory non-credit courses.

After completion of this requirement the student must submit a written petition to the secretariat of their institute and apply for the Doctoral Qualification Exam. The student’s transcripts and one foreign language proficiency result (other than Turkish and the Student’s native language) must be attached to the submitted petition.

After successfully passing the qualification exam, a Thesis Advisor Assignment Request Form (Tez DanışMANı Ataması Talep Formu) is filled out and submitted to the secretariat of the relevant faculties and institutes along with all the student’s transcripts.

NOTE: Scholarship students must successfully pass the Doctoral Qualification Exam by their 5th Semester at the latest. Failure to do so will void their scholarships. Failing the Qualification

After an advisor is assigned the student shall consult with the thesis advisor and identify a suitable thesis subject. Afterwards they shall fill a Thesis Subject Declaration Form (Tez Konusu Bildirim Formu) and deliver it to the secretariat of the relevant faculties and institutes for the thesis term to begin.

NOTE: In the event that any changes are made to the subject of the thesis after the Thesis Subject Declaration Form is submitted (no matter how small, including fixing typos) then the student must resubmit another form.
The required forms can be downloaded from the websites of the relevant faculty or institute or can be obtained from the Student Affairs Office.

Information on thesis writing procedures and regulations (including the format of the outer cover) can be obtained from the relevant faculty or institute secretariats.

**NOTE:** Please make sure to select the Thesis course during your course registrations at the beginning of every semester. Failure to select these courses can invalidate your thesis work for that semester.

**COMPLETION OF THESIS AND GRADUATION**

After students complete their thesis they are required to submit a Thesis Jury Formation Request Form (Tez Jürisi Oluşturma Talep Formu) with the help of her advisor to the secretariat of their faculty/institute to start their thesis defense procedures, form the thesis defense committee and set up a date and time for the defense.

Completed copies of the thesis must be submitted to each member of the committee at least ten (10) days before the date of the defense and each member must sign the Jury Member Thesis Delivery Record (Juri Üyelerine Tez Teslim Tutanağı).

**NOTE:** The thesis defense committee consists of three (3) main members (one of them must be the student's advisor and one of them must be from outside the faculty/institute) and two (2) substitute members. In the event that the student's second advisor becomes a member of the committee along with the main advisor then the committee must consist of five (5) main members (one main advisor, one second advisor, at least one member from outside the faculty/institute and two additional members) and two (2) substitute members. You can receive more detailed information from the secretariat of your faculty/institute.
Once the student successfully passes their thesis defense and the their advisor and the committee members approve that the thesis was written in accordance with the relevant thesis writing procedures and regulations then the student can submit their thesis along with the following documents to the secretariat of their faculty/institute to start their graduation procedures:

1. 3 Copies of the completed thesis (signed by the committee members)
2. Thesis Approval Form (signed by the committee members)
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4. Jury Member Thesis Delivery Record (signed by the committee members)
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6. Their student ID card and bus pass.

After all the documents are submitted the student may receive a temporary graduation certificate from the Student Affairs Office. Graduation Diplomas are prepared much later.

NOTE: Please make sure to follow the current academic calendar throughout your student term so that you do not miss any important dates. Please contact the secretariat of your institute, the Student Affairs Office or the International Relations Office for any questions you may have.
INFORMATION ON ISTANBUL

Istanbul is the largest city in Turkey, constituting the country’s economic, cultural, and historical heart. With a population of 14.1 million, the city forms the largest urban agglomeration in Europe,[d] second largest in the Middle East and the fifth-largest city in the world by population within city limits. Istanbul’s vast area of 5,343 square kilometers (2,063 sq. mi) is coterminous with Istanbul Province, of which the city is the administrative capital.[c]

Istanbul is a transcontinental city, straddling the Bosphorus—one of the world’s busiest waterways—in northwestern Turkey, between the Sea of Marmara and the Black Sea. Its commercial and historical center lies in Europe, while a third of its population lives in Asia.

Founded on the Sarayburnu promontory around 660 BC as Byzantium, the city now known as Istanbul developed to become one of the most significant cities in history. For nearly sixteen centuries following its reestablishment as Constantinople in 330 AD, it served as the capital of four empires: the Roman Empire (330–395), the Byzantine Empire (395–1204 and 1261–1453), the Latin Empire (1204–1261), and the Ottoman Empire (1453–1922). It was instrumental in the advancement of Christianity during Roman and Byzantine times, before the Ottomans conquered the city in 1453 and transformed it into an Islamic stronghold and the seat of the last caliphate. Although the Republic of Turkey established its capital in Ankara, palaces and imperial mosques still line Istanbul’s hills as visible reminders of the city’s previous central role.

Istanbul’s strategic position along the historic Silk Road, rail networks to Europe and the Middle East, and the only sea route between the Black Sea and the Mediterranean have helped foster an eclectic populace, although less so since the establishment of the Republic in 1923. Overlooked for the new capital during the interwar period, the city has since regained much of its prominence.
The population of the city has increased tenfold since the 1950s, as migrants from across Anatolia have flocked to the metropolis and city limits have expanded to accommodate them. Arts festivals were established at the end of the 20th century, while infrastructure improvements have produced a complex transportation network.

Approximately 11.6 million foreign visitors arrived in Istanbul in 2012, two years after it was named a European Capital of Culture, making the city the world's fifth-most-popular tourist destination. The city's biggest draw remains its historic center, partially listed as a UNESCO World Heritage Site, but it’s cultural and entertainment hub can be found across the city's natural harbor, the Golden Horn, in the Beyoğlu district. Considered a global city, Istanbul is one of the fastest-growing metropolitan economies in the world.[12] It hosts the headquarters of many Turkish companies and media outlets and accounts for more than a quarter of the country's gross domestic product.

<table>
<thead>
<tr>
<th>Country</th>
<th>Turkey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Marmara</td>
</tr>
<tr>
<td>Province</td>
<td>Istanbul</td>
</tr>
<tr>
<td>- Byzantium</td>
<td>c. 660 BC</td>
</tr>
<tr>
<td>- Constantinople</td>
<td>330 AD</td>
</tr>
<tr>
<td>- Istanbul</td>
<td>1930 (officially)</td>
</tr>
<tr>
<td>Districts</td>
<td>39</td>
</tr>
<tr>
<td>Area</td>
<td>5,461 km² (2,109 sq mi)</td>
</tr>
<tr>
<td>Population (2013)</td>
<td>14,160,467</td>
</tr>
<tr>
<td>Rank</td>
<td>1st in Turkey</td>
</tr>
<tr>
<td>Density</td>
<td>2,725/km² (7,060/sq mi)</td>
</tr>
<tr>
<td>Demonym</td>
<td>Istanbulite(s)</td>
</tr>
<tr>
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</tr>
<tr>
<td>Postal code</td>
<td>34000 to 34850</td>
</tr>
<tr>
<td>Area code(s)</td>
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</tr>
<tr>
<td></td>
<td>0216 (Asian side)</td>
</tr>
<tr>
<td>Plate Code</td>
<td>34</td>
</tr>
</tbody>
</table>
GENERAL COSTS PER MONTH
FSMVU currently does not offer dormitories for student use. Students must arrange their own housing. FSMVU Health, Culture and Sports Department (SKS) can provide some assistance for students in the matter.

Housing : 650TL – 1000TL (monthly rent for an apartment, excluding deposit)
Food : 300 TL – 500 TL
Transportation : 200 TL

FOOD COSTS
Bread : 1TL-2,50TL
Water (per lt) : 1TL-1,50TL
Fruit & Vegetables (per kg): varies from 1TL to 6TL
Chicken & Meat & Fish (per kg): varies from 7TL to 20TL
Pasta & Rice (per kg) : varies from 1TL to 4TL
Sugar & Salt (per kg) : around 2TL
Tea/Coffee (a cup) : 1TL - 5TL

TRANSPORTATION
Public Transport (excluding Taxis, Dolmuş, Minibüs andIDO Sirkeci - Harem Car Ferry, Bostancı-Kabataş, Bostancı-Bakırköy, Kabataş-Islands and Bostancı-Islands ferries)

NOTE: If you board a second (or third etc.) transport within 2 hours of your first ride you will be charged transfer fares instead of the regular fares.

<table>
<thead>
<tr>
<th>Istanbul Kart</th>
<th>Full Fare (TL)</th>
<th>Student Fare (TL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First ride</td>
<td>2,15</td>
<td>1,10</td>
</tr>
<tr>
<td>1st Transfer</td>
<td>1,45</td>
<td>0,45</td>
</tr>
<tr>
<td>2nd Transfer</td>
<td>1,15</td>
<td>0,40</td>
</tr>
<tr>
<td>3rd Transfer</td>
<td>0,85</td>
<td>0,40</td>
</tr>
<tr>
<td>4th Transfer</td>
<td>0,85</td>
<td>0,40</td>
</tr>
<tr>
<td>5th Tranfer</td>
<td>0,85</td>
<td>0,40</td>
</tr>
</tbody>
</table>
MARMARAY

<table>
<thead>
<tr>
<th></th>
<th>Full Fare (TL)</th>
<th>Student Fare (TL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First ride</td>
<td>2,15</td>
<td>1,10</td>
</tr>
<tr>
<td>1st Transfer</td>
<td>1,45</td>
<td>0,45</td>
</tr>
<tr>
<td>2nd Transfer</td>
<td>1,15</td>
<td>0,40</td>
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<tr>
<td>3rd Transfer</td>
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<td>0,40</td>
</tr>
<tr>
<td>4th Transfer</td>
<td>0,85</td>
<td>0,40</td>
</tr>
<tr>
<td>5th Transfer</td>
<td>0,85</td>
<td>0,40</td>
</tr>
</tbody>
</table>

METROBUS

Metrobus fares are charged depending on how far you ride on the line (number of stops). You are charged 2,95 TL first and then receive a refund. After you exit the bus make sure you have your travel card read on one of the small readers positioned right after the exit turnstiles so that you get your refund.

<table>
<thead>
<tr>
<th>Number of Stops</th>
<th>Full Fare (TL)</th>
<th>Student Fare (TL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 3</td>
<td>1,75</td>
<td>0,95</td>
</tr>
<tr>
<td>4 - 9</td>
<td>2,65</td>
<td>1,10</td>
</tr>
<tr>
<td>10 - 15</td>
<td>2,75</td>
<td>1,10</td>
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<tr>
<td>16 - 21</td>
<td>2,85</td>
<td>1,10</td>
</tr>
<tr>
<td>22 - 27</td>
<td>2,95</td>
<td>1,10</td>
</tr>
<tr>
<td>28 - 33</td>
<td>3,10</td>
<td>1,10</td>
</tr>
<tr>
<td>34 - 39</td>
<td>3,20</td>
<td>1,10</td>
</tr>
<tr>
<td>40 or more</td>
<td>3,25</td>
<td>1,10</td>
</tr>
</tbody>
</table>

MISCELLANEOUS COSTS

- Cinema ticket: from 8TL to 25TL
- Concert ticket: from 25TL
- Men’s Haircut: from 8TL to 45TL
- Women’s Hair Salon: from 10TL to infinity and beyond

(Prices as of 2014-2015)
SIGHTSEEING IN ISTANBUL

Rumelian Fortress (Rumelihisarı): It is a fortress located in Sarıyer on the European side. It was built by the Ottoman Sultan Mehmed II between 1451 and 1452, before he conquered Constantinople. The three great towers were named after three of Mehmed II’s viziers, Sadrazam Çandarlı Halil Pasha, who built the big tower next to the gate, Zağanos Pasha, who built the south tower, and Sarıca Pasha, who built the north tower. Since 1960 Rumelihisarı has been a museum and an open-air theater for various concerts at festivals during the summer months.

Anatolian Fortress (Anadolu Hisari): The fortress is situated on the Asian shore of the Bosphorus, the sole outlet of the Black Sea, and it was built by Sultan Bayezid in 1390-91. Next to it there is a stream running into the sea. Together with the Rumelian Fortress on the opposite side, it ensured full control over the traffic in the Bosphorus. This small fortress creates a picturesque scene with the old wooden houses leaning on its walls and its green surroundings. The Kanlica district, a little further up the Bosphorus, is famous for its seaside cafes and yogurt. The Asian towers of the Fatih Sultan Mehmet Bridge rises in this district.
Hagia Sophia (Ayasofya): is a former Greek Orthodox patriarchal basilica (church), later an imperial mosque, and now a museum (Ayasofya Müzesi) in Istanbul, Turkey. From the date of its construction in 537 until 1453, it served as an Eastern Orthodox cathedral and seat of the Patriarchate of Constantinople, except between 1204 and 1261, when it was converted to a Roman Catholic cathedral under the Latin Empire. The building was a mosque from 29 May 1453 until 1931. It was then secularized and opened as a museum on 1 February 1935.

The Bosphorus (Boğaziçi): is a strait that forms part of the boundary between Europe and Asia. The Bosporus, the Sea of Marmara, and the Dardanelles strait to the southwest together form the Turkish Straits. The world's narrowest strait used for international navigation, the Bosporus connects the Black Sea with the Sea of Marmara (which is connected by the Dardanelles to the Aegean Sea, and thereby to the Mediterranean Sea). It is one of the defining characteristics of Istanbul making it one of the most beautiful cities in the world.
**SIGHTSEEING IN ISTANBUL**

**Blue Mosque (Sultan Ahmet Camii):** Facing Aya Sofya across a small park and mirroring its domed silhouette, the early 17th-century Blue Mosque is one of only a handful of mosques in the world to boast six minarets. Is it really blue? Well, not noticeably, although all the walls are papered with fine Iznik tiles. To view it as the architect, Sedefkar Mehmed Aga, originally intended, enter via what looks like the side entrance from the Hippodrome. Afterwards, pop your head into a building the size of a small mosque on the corner of the complex. This houses the tomb of Sultan Ahmed I, the man who gave his name to both the mosque and the neighborhood.

**Istanbul Archaeology Museum:** Walk to Istanbul’s three-in-one equivalent of the British Museum via the grounds of Topkapı Palace or through Gülhane Park. If time is tight, go straight to the large porticoed building housing the glorious sarcophagus of Alexander which depicts scenes from the life of Alexander the Great in vivid 3D. Kids will love the model Trojan Horse in the children’s section. Then pop into the lovely Tiled Pavilion, one of the city’s oldest Ottoman structures, beautifully restored to show off its finest ceramics. Finally, catch a glimpse of a peace treaty from 1269 BC preserved in the part of the museum nearest to the gate.
SIGHTSEEING IN ISTANBUL

Turkish and Islamic Arts Museum: Housed in what was originally the palace of Ibrahim Pasha, a favorite grand vizier of Suleiman the Magnificent, and overlooking the Hippodrome where Byzantine lovers of chariot racing once brought the same passion to their sport as modern Turks do to football, this museum houses a magnificent collection of gigantic carpets from all over the country. Its basement features reconstructions of everything from a fully-fitted nomad tent to a grand interior from a 19th-century Bursa mansion. Don’t leave without trying a thick black Turkish coffee in the pretty cafe in the grounds.

Süleymaniye Mosque: Unmissable as you stand on the busy Galata bridge and look up at the city’s historic skyline is the mosque designed by the great Ottoman architect Sinan for Suleiman the Magnificent. Newly restored to its original splendor, it is generally regarded as the finest of the 42 surviving mosques he designed for Istanbul. Unusually, it retains much of the original complex of social service buildings that came attached to it, including several madrasahs, a hospital, a library and a Turkish bath.
Galata Tower (Galata Kulesi): Istanbul is a city that cries out to be viewed from on high, and you can get a bird's-eye view of everything from the balcony at the top of the Galata Tower in Beyoğlu, the modern part of old Istanbul that, in pre-Republican days, was home to the city's foreign residents. Built in 1348, the tower once formed part of a sub-city belonging to the Genoese that stretched right down to the Bosphorus. In a footnote to aviation history, it was from this tower that Hezârfen Ahmed Çelebi flew across the Bosphorus from Europe to Asia in 1638, thus inaugurating the first ever intercontinental flight.

Taksim Square (Taksim Meydani): Taksim is the heartbeat of Istanbul nightlife and a main tourist attraction during the day. It is also the location of the Monument of the Republic (Turkish: Cumhuriyet Anıtı) which was crafted by Pietro Canonica and inaugurated in 1928. It is considered the heart of modern Istanbul, with the central station of the Istanbul Metro network. Closed off to most traffic, Taksim is wall-to-wall restaurants, stores, bars, specialty shops and more. NOTE: Taksim is the main location for protests in Istanbul with the Police occasionally using teargas to disperse the protesters so please take caution at times.
SIGHTSEEING IN ISTANBUL

Dolmabahçe Palace (Dolmabahçe Sarayı): Located in the Beşiktaş district of Istanbul, on the European coastline of the Bosphorus strait, served as the main administrative center of the Ottoman Empire from 1856 to 1922. It is the largest palace in Turkey with an area of 45,000 m² (11.2 acres), and contains 285 rooms, 46 halls, 6 baths (hamam) and 68 toilets. The design contains eclectic elements from the Baroque, Rococo and Neoclassical styles, blended with traditional Ottoman architecture to create a new synthesis. The palace commands a nice view right on the Bosphorus and its gardens are very pretty, especially in spring and summer.

The Grand Bazaar (Kapalıcarşı): It is one of the largest and oldest covered markets in the world, with 61 covered streets and over 3,000 shops that are always filled with crowds who not only come to shop but to window-shop carpets, jewelry, leathers, handcrafts, home decoration items and many more. During Byzantine times, this was the site of a bustling market; when the Ottomans arrived, it grew bigger and more diverse, and before long, the Grand Bazaar became the center for trade in the entire Ottoman Empire. It can easily be reached from Sultanahmet and Sirkeci by trams (Beyazıt-Kapalıcarşı stop)
The Spice Bazaar (Mısır Çarşısı): It is one of the largest bazaars in the city. Located in the Eminönü quarter of the Fatih district. This bustling marketplace was constructed in the 1660s as part of the New Mosque complex, with rents from the shops going to support the upkeep of the mosque and its charitable activities. It was called the Egyptian Market because it was famous for selling goods shipped in from Cairo. The bazaar was (and still is) the center for spice trade in Istanbul, but in the last years more and more shops of other type are replacing the spice shops. It has a total of 85 shops selling spices, Turkish delight and other sweets, jewellery, souvenirs, and dried fruits and nuts.

Ortaköy: Ortaköy is a neighbourhood, formerly a small village, within the Beşiktaş district of Istanbul. It is a cosmopolitan area which hosts many different religious (Muslim, Jewish, Orthodox, and other Christian) structures. It is also a popular spot for locals and tourists alike, with its art galleries, night clubs, cafés, bars, and restaurants located on the seaside. The Neo-Baroque style Ortaköy Mosque is a beautifully ornate structure, right on the jetty of Ortaköy, bordering the waters of the Bosphorus, and thus highly visible from the passing boats.
SIGHTSEEING IN ISTANBUL

The Basilica Cistern (Yerebatan Sarnıcı): The city’s most unexpectedly romantic attraction, the Basilica Cistern, offers an insight into the complicated system that once brought drinking water into Istanbul from Thrace. Constructed in the sixth century and then forgotten for centuries, the cistern that once stored the water has been fitted with lights and music. Fish flitter around the bases of the 336 columns that support the ceiling. Don’t miss the upside-down head of Medusa that forms the bottom of one column, proof that Byzantine builders saw Roman relics as little more than reusable rubble.

Topkapı Palace: If there is one absolute must-see in Istanbul, it has to be the Topkapı Palace, home to generations of sultans and their wives, who were closeted in the famous harem. A collection of lush green courtyards and delicate kiosks, the Topkapı boasts a treasury to put the crown jewels in the shade, as well as views to die for over the Sea of Marmara, Bosphorus and Golden Horn. The secretive harem – really just the family quarters – is a warren of lushly-tiled rooms wrapped round a gem of a Turkish bath. Try to visit on a day when no cruise ship is in town to avoid the worst of the crowds.
International Relations Offices are located in the Rectorate Building in Fatih and the Haliç Campus. Please check working days and hours before you visit the Offices.

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