

PROCEDURES FOR INCOMING STUDENTS AFTER ACCEPTANCE

1) Learning Agreement

Incoming students should contact the Erasmus Departmental Coordinator in Marmara University before they arrive in Marmara University and determine the courses they want to study. The communication infos of the Erasmus Departmental Coordinators can be found on:

<http://international.marmara.edu.tr/sayfa/4038/departmental-coordinators/departmental-coordinators>

It is also recommended to refer to M.U. website for ECTS course catalogue, to get info about the course lists of the Faculties/Departments.

<http://ilp.marmara.edu.tr/Content.aspx?sayfa=ects&kultur=en-US>

After determining the courses, please prepare a “[Learning Agreement](#)”. One original Learning Agreement signed and stamped by Departmental and Institutional Coordinators of Sending University and Marmara University must be delivered via post or e-mail to M.U. International Office prior to the arrival of the student. Please use our office’s website to reach the “[Learning Agreement](#)”.

http://international.marmara.edu.tr/sayfa/4008/documents/forms_incoming_students

**The signatures and stamps on the Learning Agreement must absolutely be completed and delivered to M.U. International Office before the students arrive in Turkey for studying.*

2) The Situations that Students Need to Change Courses After Arriving in Marmara University

If the student needs to make changes because of cancelled/overlapping courses after his/her arrival in Marmara University for studying, he/she needs to prepare 3 original copies of “Changes in the Learning Agreement” which is the second page of the “[Learning Agreement](#)”.

!!! The student needs to get the change paper signed and stamped by Departmental Coordinator and then Institutional Coordinator in M.U. Then he/she needs to send it to his/her home university via post or e-mail and get it signed and stamped by home university’s Departmental Coordinator and Institutional Coordinator as well and must hand it over to M.U. International Office in 1 month!!!

To reach this document you can use our office’s website:

http://international.marmara.edu.tr/sayfa/4008/documents/forms_incoming_students

3) Incoming Students Needs to Enroll the Course Automation System Online on Marmara University's Website

Preparing a Learning Agreement is not enough to select courses. To get the procedure done and to be able to get transcript at the end of their study in M.U. they need to enroll online to Student Information Sys (BYS).

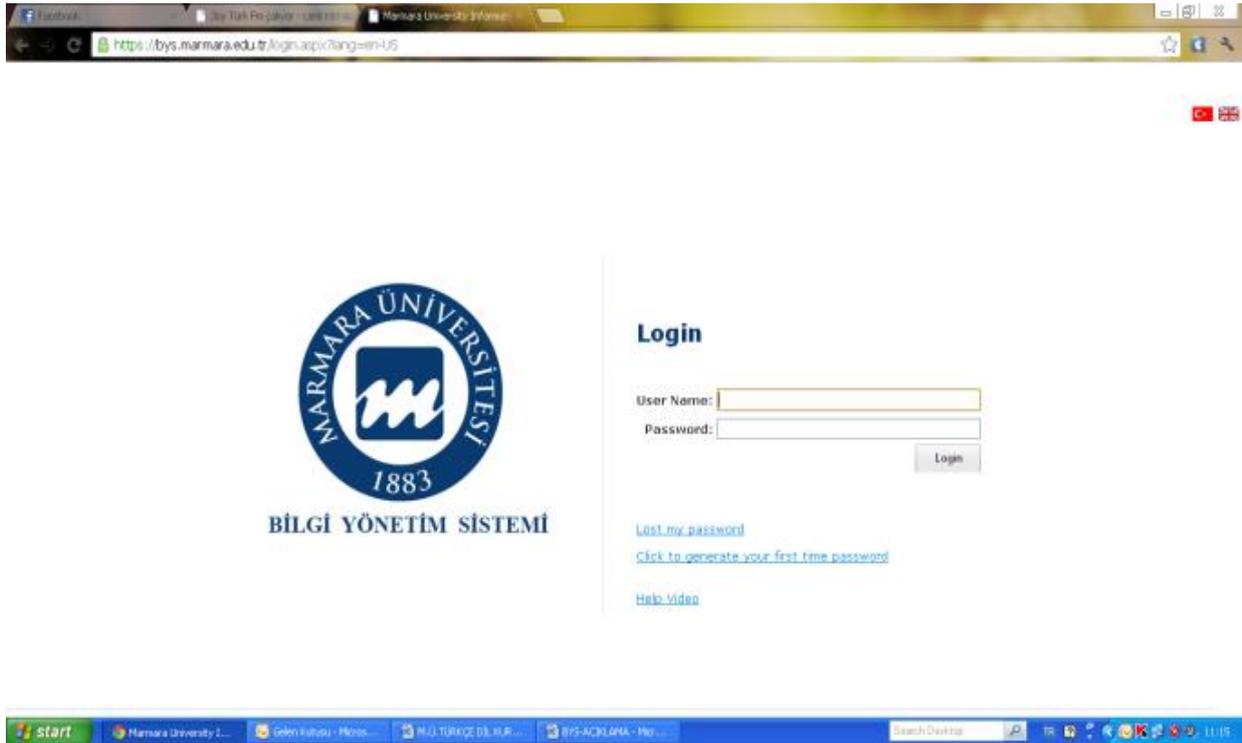
BYS; is an automation system that every single student studying in Marmara University needs to enroll and select courses on it. And it allows the International Office to get students' transcript when the semester ends.

Please apply the following instructions to enroll BYs.

ASSIGNING THE FIRST PASSWORD TO THE BYS

A) Go to <http://www.marmara.edu.tr/en>.

B) Click "Student Information Sys" on the left column. Click English on the right top of the page again. You will see the entry below:



- Click on "Click to generate your first time password".

C) New window will be seen as below:



- First enter your “Passport Number”. (All the letters must be in capital)
- Then enter your “Father Name”. (All the letters must be in capital)
- For the field called “Birth Date” you should choose your birthday.

** The students who miss any of these infos on their application form should immediately contact The International Office.*

- After you fill the fields accordingly, click on the button “Generate Password”.

The system will assign you a password that will last for 5 minutes.

**You should complete the following process in 5 minutes, because if you don't you will be signed out automatically.*

D) When you click on “Generate Password” you should get the window below:



- For the part with the text: “Name Surname” write your name and surname.
- For the part with the text: “Current Password” write the password the system assigned you.
- For the part with the text: “New Password” write the password you want to assign.
- For the part with the text: “New Password Again” write the password you want to assign again.

**The password should contain at least 1 letter,1 number, and 1 special character(!/^+'%&=?*) and should be at least 8 characters long.*

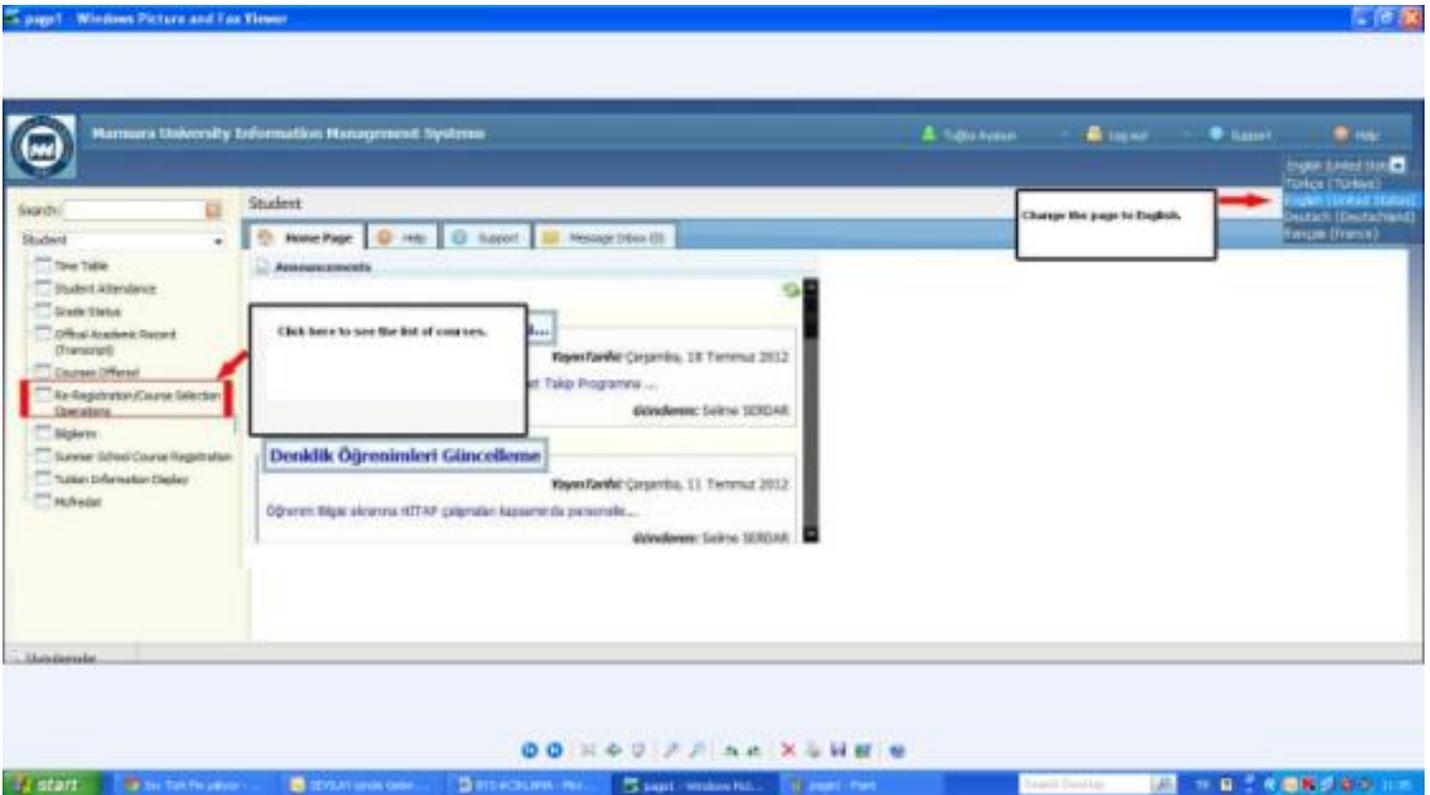
- For the part with the text: “E-Mail” write your e-mail address.

**This information is important in case you forget your password, you should enter a valid e-mail address to make sure it is possible to send you a new password.*

- For the part with the text: “GSM” write your mobile phone number.
- For the part with the text: “Telephone” write your home phone number.
- The part with the “Security Question” should be filled with a personal question about you that only you know the answer, it will be asked when you forget your password. Please put the answer of the question into the part saying “Security Answer”.
- Click on “Save” to finish it.

SELECTING COURSES ON BYS

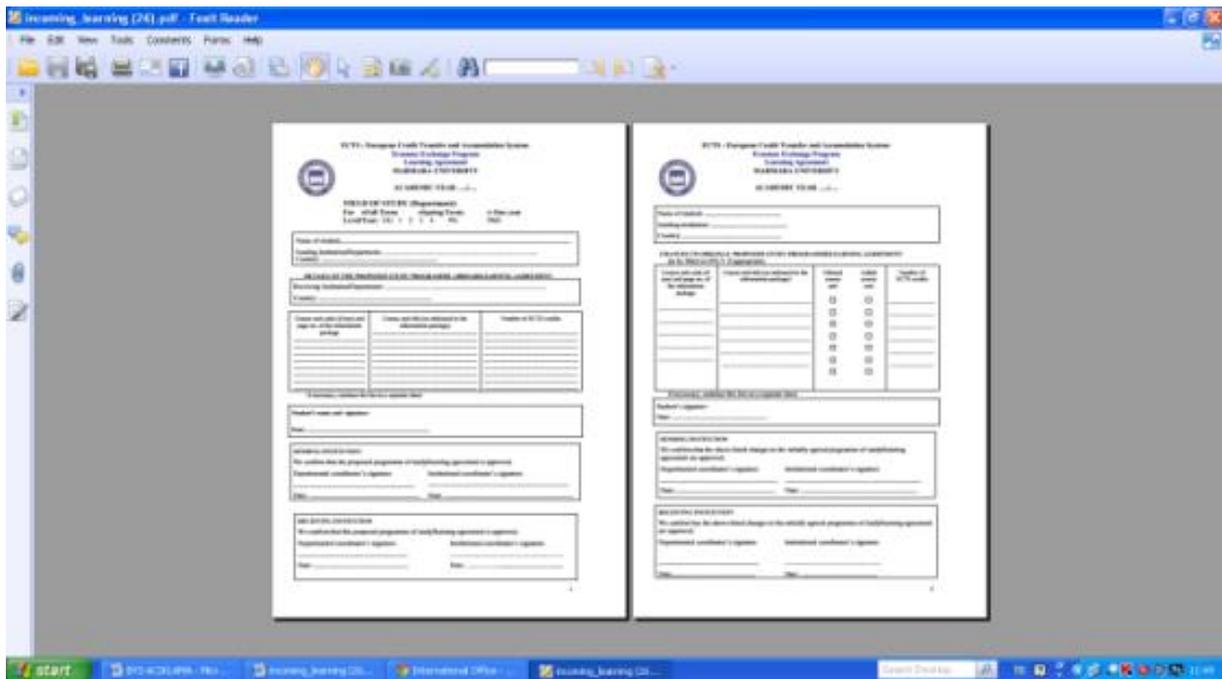
After you log in the system with the password you assigned, change the page to English. Click “Re-Registration/Course Selection Operations” to see and to select the courses you can get from the faculties and the departments.



**After you’re done with course selection, you need to click on “Save” button to send it to the coordinator’s confirmation. If you don’t do this, none of the courses will be selected.*

The names & codes and the credits of the courses you selected on BYS must match the Learning Agreement exactly. In case of necessity, to make it possible use the second page of [Learning Agreement](#)

!!! You need to get the change paper signed and stamped by Departmental Coordinator and then Erasmus Coordinator in M.U. Then you need to send it to your home university via post or e-mail and get it signed and stamped by your home university's Department Coordinator and Erasmus Coordinator as well and must hand it over to M.U. International Office in 1 month!!!



****If the courses you selected on BYS doesn't match your Learning Agreement, you cannot have your Transcript.***

4) All Incoming Students Who Will Study in Marmara University Needs to Get A Temporary Student ID Card.

In order to be able to enter M.U. campuses you should obtain temporary student ID card. With this card you can also have lunch in dining hall in the campus. For that you should load your card with cash. You can get your temporary student ID card from M.U. International Office after you arrive in Istanbul. At the end of your Erasmus study, before you leave M.U. you must return your temporary student ID card to M.U. International Office, otherwise you might have problems with getting your Certificate of Attendance and Transcript at the end of the semester.

HOW TO LOAD YOUR TEMPORARY STUDENT ID CARD WITH CASH?

- a) Press GİRİŞ (Entry) at Denizbank ATMs or E-Booths. (Can be found at dining hall's entrance.)
- b) Choose "Marmara Üniversitesi Multinet".
- c) Enter M.U.'s tax number (0612 0066 328), press DEVAM (Continue).
- d) Enter a phone number you use in Turkey (mobile or home), press DEVAM.
- e) Enter the card number which is on your temporary student ID card. You should put a "0" in front of it.

EXAMPLE; 02095590

- f) After you enter your temporary student ID card's number, choose "Marmara Üniversitesi Yemekhane Menüsü"
- g) Choose "Nakit Ödeme" (Cash).
- h) After you choose "Nakit Ödeme" press "Onaylıyorum" (I Confirm) and get your info paper.
- i) After confirming the procedure you can update your temporary student ID card at the updating POS machine and use it in dining hall.

5) The Students Needs to Come to M.U. International Office When They Arrive Istanbul

To get info and document about Temporary Student ID Card, Student Certificate, Transportation Card Form and Student Automation System (BYS) students need to come to M.U. International Office just after they arrive in Turkey. Our International Office is located in Marmara University, Göztepe Campus.

Office transportation info: <http://international.marmara.edu.tr/sayfa/3988/contact/administration>

6) Visa and Residence Permit

You must have a **STUDENT VISA** to be registered as a student and reside in Turkey. In order to apply for a student visa, you will need to visit the nearest Turkish Consulate in your country with the following documents:

- The Letter of Acceptance from M.U.
- A completed visa application form
- Visa fee

There is a visa fee that might vary from country to country. Please be aware that student visas cannot be obtained within Turkey. Come to Turkey with **STUDENT VISA**. Our office is not responsible for anything. After you arrive in Turkey with student visa you must obtain a residence permit.

A Residence Permit is an official document stating registration with the Directorate of Security (Emniyet Müdürlüğü). Once you arrive in Turkey, you have to apply online to get a residence permit **within the first month**. Actually it would be a lot better if you get an online appointment before you arrive in Turkey. Remember that you will not be able to travel abroad until you obtain a valid residence permit. If you leave the country for any excuse without having your residence permit, your student visa will be cancelled and you will need to go back to your country and re-apply.

You will be able to get an online appointment for residence permit from the link below. All of you have to apply individually.

<http://e-randevu.yabancilar.iem.gov.tr/>

Due to the fact that the Foreigners Department of the Directorate of Security receives too many applications, they are giving appointments to very late dates. Therefore, we strongly advise you to get the online appointment **before you arrive in Turkey.*

The Directorate of Security for Istanbul is on the European side of the city, in the neighbourhood of Fatih. The address is;

Vatan Caddesi, İstanbul il Emniyet Müdürlüğü, Yabancılar Şube Müdürlüğü, A Blok, Kat 1, Fatih/İstanbul

Office hours for the Directorate of Security are 8:30 to 12:00 and 13:00 to 17:30, Monday through Friday except holidays. On the day of your appointment, you will go to the police with all the necessary documents.

Required Documents For Residence Permit Application:

- 4 passport size photos
- Your passport
- A copy of the following pages in your passport (The page containing your photo, duration of your passport, the last entry date to Turkey)
- Fee for Residence Permit Booklet

7) Important Dates:

- 2012-2013 Spring Semester in Marmara University begins on **11.02.2013**.
- There will be an Orientation Day around 1 week later from the beginning date of the semester. Exact date, time and place will be announced via e-mail to all students.
- Students who would like to take Turkish Language Course (5 ECTS) must take a level placement test after their arrivals. Also the exact date and place of the test will be announced via e-mail to all students.

8) Incoming Office Hours

Monday: 13.30 – 16.30

Tuesday: 09.30 – 16.30

Wednesday: 13.30 – 16.30

Thursday: 13.30 – 16.30

Friday: 13.30 – 16.30

**Lunch Break: 12.00 – 13.00*