

2014

Bozok University International Students Handbook

2014-2015 Academic Year





"Değerinize Değer Katar"

BOZOK ÜNİVERSİTY
INTERNATIONAL STUDENTS
HANDBOOK

2014-2015 ACADEMIC YEAR

YOZGAT

CONTEXT

- **GENERAL INFORMATION**
- **BEFORE YOU COME**
- **WELCOME!**
- **YOUR FIRST DAYS**
- **LIFE AT UNIVERSITY**
- **BEFORE YOU RETURN**

❖ A.GENERAL INFORMATION

TURKEY

Three percent of its territory being in Europe, and 97 percent in Asia, Republic of Turkey is the country that connects the two continents. Surrounded mostly by sea, it has land borders with eight countries. Its neighbours are Greece and Bulgaria in Balkan Peninsula and Georgia, Armenia, Azerbaijan (Nakhchivan Autonomous Republic), Iran, Iraq and Syria in Asia Minor. Turkey is among the top economies in the developing world. It has a population of 75 million, which is concentrated on more industrialized regions on the west. While Istanbul is the largest city, Ankara stands as the capital. Thanks to its natural beauties and historical heritage as well as the opportunities for education and health care, Turkey is a much frequented destination for international travelers. Turkish is the official language not only of Turkey but also in the Turkish Republic of Northern Cyprus. It is recognized as the official language in certain regions of Macedonia and Kosovo, while being listed among the minority languages in certain regions of Romania. Turkish is also spoken by a significant number of residents in Bulgaria and Greece.

Information on Turkey

<i>Area</i>	: 783.562 km ²
<i>Population</i>	: 76.667.864 (2013)
<i>Capital</i>	: Ankara
<i>Official language</i>	: Turkish
<i>Currency</i>	: Turkish Lira (TL)
<i>Calling code</i>	: +90
<i>Domain</i>	: tr
<i>Administration</i>	: Unitary state comprised of 81 provinces.

Political system:

Founded in 1923, Republic of Turkey is a democratic, secular and social state ruled by law. 550 members of the Grand National Assembly of Turkey are elected for 4 years, and the president of the republic is elected for 5 years, both by direct elections. Voting age is 18.

International Relations:

Turkey is a member of the Council of Europe, NATO, OECD, OSCE and G-20. It has a Customs Union with EU since 1995 and negotiations for EU membership have been in progress since 2005.

Official Holidays

- ✓ 1 January New Year's Day
- ✓ 23 April National Sovereignty and Children's Day
- ✓ 1 May Labor and Solidarity Day
- ✓ 19 May Commemoration of Atatürk, Youth and Sports Day
- ✓ 30 August Victory Day
- ✓ 28 October Republic Day's Eve (half day holiday)
- ✓ 29 October Republic Day

In addition to the ones listed above, there are 3 days for the Ramadan Feast (Eid) and 4 days for the Sacrifice Feast (Eid), which are considered religious holidays. Since religious holidays are kept in accordance with the Islamic Calendar, they occur on different days every year. There is also half a day holiday on the eve of these religious holidays. Government offices and work between the hours of **08:00 and 17:00** during weekdays, in general. Then banks work banks work between the hours of **09:00 and 17:30** during weekdays, in general.

Legal Issues

- ✓ The legal age is 18 in Turkey.
- ✓ Selling alcohol and tobacco products to minors is prohibited.
- ✓ People of legal age have full criminal liability. That is, people over the age of 18 years are regarded as adults in terms of legal procedures.
- ✓ Smoking is prohibited in all enclosed public places.
- ✓ Being unaware of laws and regulations cannot be considered an excuse. Therefore, it is absolutely essential that you obtain detailed information before signing a contract or conducting business.

YOZGAT

Yozgat is one of the oldest settlements of Anatolia. Yozgat, settled among the important capitals of Antiquity, is also on the junction of important roads. Yozgat is a city which is settled on Bozok Plato with the altitude of 1320 m. Yozgat; with its history, cultural, natural and thermal prosperities, its customs and traditions, its Anotolian cuisine, is a cultural city. One of the most important prosperity of the city is its thermal springs.

BOZOK UNIVERSITY

Yozgat, Turkey

HISTORY

Bozok University, established on 01 Mart 2006 and started education in 2007 - 2008 Academic Year with 3 Faculties 1 School and 2 Vocational Schools. By the year 2013 it has been continuing its service with totally 8 faculties, 3 institutions, 5 schools, 6 vocational schools, 1 research and application hospital, 7 research centers.

CAMPUS

Our University; is established on 8 campuses as; Rectorate Protocol Building, Erdoğan Akdağ Central Campus, Research and Application Hospital, Medical School, Vocational School, Akdağmadeni Vocational School, Yerköy Law Vocational School and Boğazlıyan Vocational School.

TRANSPORTATION

Yozgat City is at a distance of 3 hours to Ankara, the capital of Turkey, 2 hours to Kayseri. In-city transportation is provided by buses at every 15 minutes. The High-Speed Train project which will reduce Ankara - Yozgat arrival time to 50 minutes being worked on to be in service as soon as possible.

KEY FACTS

- Year of foundation : 2006
- Erasmus University charter awarded: 2008
- Total number of staff : 1354
- Total number of students : 13.450

❖ B-BEFORE YOU COME



Congratulations! You have received your letter of acceptance or formal invitation from Bozok University, so your departure date is definite. Now you should start visa procedures as soon as possible; meanwhile, you should look for flight tickets. Or are you taking a bus or a train? They are not as comfortable as flying but at least there is no luggage limit. Speaking of luggage, have you thought about what to bring to Yozgat? You can find some important recommendations about what to do in this section.

There may be an international agreement regarding visa exemption between your country and Turkey. There are many countries that have lifted the visa requirement with Turkey. If you are a citizen of one of those countries, you are not required to have a visa; then only a “sticker visa” or “entrance stamp” is put in your passport so that you can go through passport control and enter Turkey. You can find out if citizens from your country are required to get a visa by visiting the web page of the Turkish Consulate in your country.

If you are exempt from the student visa requirement, you don't have to worry about any of the following information. If there is no international agreement regarding visa exemption between your country and Turkey, you should apply for a visa before you plan the details of your trip. At this stage, you can learn about the Republic of Turkey Electronic Visa Application System (www.evisa.gov.tr) by simply searching on the internet. However, please note that this e-visa is only valid when the purpose of travel is tourism or commerce. (Other purposes, such as work and study, require a regular visa given by Embassies or Consulates.)

Since you are a student, you need to obtain a student visa by applying in person at a Turkish consulate. Additionally, you may need to make an appointment in advance to apply to the nearest Turkish mission to obtain the visa. Applications sent by mail, fax or e-mail will not be taken into consideration.

Secondly, please don't get the idea that you are exempt from the visa requirement if you are entitled to enter Turkey without a visa or a passport for touristic or work purposes. You are coming to Turkey to study. And education purposes require a student visa (an Annotated Student Visa) given by Embassies or Consulates.

2. Visa Application

Although it varies depending on your citizenship (the nationality of your passport), where you reside or the length of your stay, you will need the following documents to apply for a student visa;

Visa application form: You can either download it from the consulate's internet page or the consulate staff can provide you with it upon request. Please follow the instructions on how to fill out the form carefully. It is important to fill out the form completely and in capital letters. All the information you provide here should be set out exactly as it appears on your ID card.

Passport valid for at least a year: Please note that on the date of application, your passport should be valid for at least one year to the day.

Travel insurance: You can make travel insurance optionally.

Photograph: Photos should be recent. Please note the specifications and quantity required.

An official acceptance letter: Please be informed that in order to obtain a student visa, you should get an official acceptance letter from a Turkish university, school or a language course certified by the Ministry of Education. They might also want the letter officially certified by the school that you are currently enrolled in or by your place of employment.

Student certificate: You may be required to present a student certificate from your current school in addition to your acceptance letter from the Turkish university or school.

Residence permit: You may be requested to show a residence permit if you are not a citizen of the country that you are applying from. For example, you have applied for a visa from the Turkish Consulate in the UK, but you are not a British citizen, so you must show a residence permit for the UK valid for at least one year.

Proof of sufficient financial resources: Documents such as a bank statement or scholarship documents etc.



Visa application fee: It is not possible to say exactly which documents you will need for your visa application since it varies depending on your nationality, where you reside and the length of your stay. The easiest way to obtain reliable information is to visit the website of the Turkish Embassy or Consulate in your home country for the latest information about visa requirements. If you need further help, you can consult the consulate staff by e-mail or by phone. Please don't forget that it is always useful to have a few copies of your original documents especially copies of the filled in pages of your passport, acceptance letter, and student certificate. Students are advised by the Ministry of Foreign Affairs to apply for their visa at least 4 weeks in advance of their desired travel date to avoid possible disruptions. However, it may not be suitable to start too early. If you cannot find any recommendation on the internet page of your consulate, it can be a good idea to get in touch personally before your application.

Travel Plans

Turkish Airlines flies to more than 200 destinations on five continents. Choose the flight that best suits your needs. A flight into Istanbul is usually necessary, followed by an air transfer to Ankara. In addition, although flight numbers may change throughout the year, there are direct international flights to İzmir, Antalya and Dalaman from where you can also get connected flights to Ankara. The list of airlines offering direct flights to Ankara are given above.

If you wish to travel from Europe to Turkey by train, you can come to Istanbul from Bucharest, Russe, Sofia, Plovdiv, Dimitrovgrad and Svilengrad. You can also get transfer tickets to Ankara. Railway connection between Turkey and the Middle East is provided by Trans-Asia train which runs once a week between Istanbul-Tehran- Istanbul. You can get to Ankara from Tehran, Tabriz or Razi. For detailed information please see www.tcdd.gov.tr

All right, is there someone to pick you up when you arrive in Ankara? The answer to the question should be a part of your travel plans. Does your university or school assign a person to pick you up? Even if official pick-up service is unavailable, you can still request someone to pick you up. Maybe, your contact person can arrange a suitable ride for you. It is a good idea to insist on this. Although trying to find your way on your own in a foreign country, in an entirely new city, among people whose language you don't know at all may sound adventurous, it is actually very stressful. It will be much more relaxing to find that someone is there to pick you up for both physical assistance and cultural guidance.

If you can't find someone to pick you up, contact "T.C. Başbakanlık Yurtdışı Türkler ve Akraba topluluklar Başkanlığı" (www.ytb.gov.tr, info@ytb.gov.tr, or call: 0090-312-218 40 00). This institution offers pick-up and consulting services at the desks at the international terminal arrival halls of both the Istanbul Atatürk Airport and Ankara Esenboğa Airport. As soon as you arrive there, you will be provided with whatever information you need.

There exist bus services from Ankara or Kayseri to Yozgat. The information about is below.

FİRMA ADI	ANKARA AŞTİ-İRTİBAT TEL.	YOZGAT OTOGAR-İRTİBAT TEL.
GÜLEN TURİZM	+90 312 224 08 24	+90 354 212 50 10
METRO TURİZM	+90 312 224 06 92	+90 354 212 21 41
SES TURİZM	+90 312 224 09 66	+90 354 645 10 35

Personal Preparations

If you have gotten your visa and tickets then you are ready to set off. Well, almost! You may have a few more things to do before you depart:

- Learn international tariffs from your GSM operator.
- See your dentist. Travel insurance usually does not cover dental treatment.
- Give power of attorney to someone you trust (preferably to a first degree relative) to handle your financial matters for you. Thus, you won't have to travel thousand of miles for a minor signature issue.
- Make two photocopies of all your important documents (your passport, all sorts of IDs, driver's license and the credit cards, travel insurance policy) you plan to take. Leave one copy of each with family or friends at home and pack the other copies separately from the originals. Since the originals will be in your hand luggage, you can keep the copies in your suitcase.
- Don't forget to say good-bye to your friends! If everything is ready, now you need to prepare your suitcase. In one respect, it is one of the most challenging things that you have to do before you set off. You won't be able to go back to your country for months or even a year maybe. Thus, what to take with you is important. No one can do it for you. You should decide what is important for you. However we can still offer some tips:

Clothing: Yozgat has a continental climate. The cold winter temperatures are commonly below the freezing point during this season and may be windy.. Summer days can reach nearly 40 C. You will definitely need to bring more seasonable clothes. But it may not be a good idea to fill your suitcases with only t-shirts or sweaters. In order to adapt to short term changes in the weather, you may need both. Generally, Turkey is geographically located where all of the four seasons exist. Detailed weather forecasts can be found on the Turkish State Meteorological Service site: www.mgm.gov.tr

Boots and a coat: You cannot survive a winter in Yozgat without them. If you are coming in the fall, you should have a warm jacket and a pair of boots. The best way to carry both of them is to wear the boots and carry the jacket with you. It will save you one-third of your suitcase. However, you can always buy new ones in Yozgat if you think there is a very long time till winter or they are too heavy to carry.



At this point may we remind you that Turkish power plugs are 2 round pins at European standards running at 220 V. Generally speaking, plugs in North African and the Near East are the same as Turkish plugs. On the other hand, power plugs in India, China, Japan, Australia, Saudi Arabia, England, East African countries and almost the entire part of the American continent do not match electrical sockets (outlets) in Turkey. Learn whether your plugs match Turkish sockets or not before leaving home so that you can bring necessary adaptors and/or convertors. Alternatively, you can buy them at one of the many hardware stores in Ankara. Make sure you read the manuals of your appliances before leaving home to see what you'll need to plug them in when you come to Turkey. Even if your plugs match the outlets in Turkey, the voltage difference can damage your appliances.

Your laptop: You can easily profit free internet networks at our university. Also; You can find internet cafes everywhere in Yozgat and they are cheap, too. However, no computer can take the place of your own. It may be a good idea to bring your own computer. It will be worth the trouble. Of course you may consider buying a smaller and more easily portable computer than your present one. Alternatively, buying one when you arrive in Yozgat can be a possible solution.

Receipts and prescriptions: If you bring medications, make sure they are in the original packaging and are accompanied by a prescription from your physician. You may also be asked at the customs to show sales receipts of your computer and prescriptions to prove that they belong to you and you don't plan to sell them. Thus, have these documents in an accessible, yet secure, location.

Memories: Having photographs of your family friends, a poster you like or a picture in your room in Yozgat may not look as good as it does at home but seeing something familiar around you that has personal meaning will be comforting in a completely unfamiliar environment. Apart from these, keep all types of important documents such as passport, IDs, student certificate, acceptance letter from the school in Yozgat and possibly an acceptance letter from the institution where you will reside in your hand luggage. Even if you won't be driving in Yozgat, bring your driver's license. You may find it useful for other purposes. For example, you can leave it instead of leaving your passport or ID at the library's check room.

Lastly, it would be a good idea to have a copy of this guide book with you. You may also want to consider having some Turkish Lira (TRL) on you. If you have enough Turkish liras to go to the city center from the airport or railroad terminal, you may exchange the rest of your money in the Currency Exchange Offices at the city centers. They offer better exchange rates. Generally speaking, we recommend that you bring with you enough money to pay for your living expenses for at least a month. Considering the fact that your expenses for the first few days will be higher than normal, you should have about 1000 TRL with you.

❖ C-WELCOME!

Basic Information

First of all, don't forget to adjust your watch if you take an international flight. Turkey is in the Eastern European Time Zone: GMT+2. Summer (Daylight-Saving) Time is observed in Turkey, where the time is shifted forward by 1 hour during summer months: Eastern European Summer Time = GMT+3

Secondly, be aware that you are at an airport or a train terminal, be watchful (and common sense should be applied here!) No matter how safe a city is, you always have to be wary at the airports or train/bus terminals so be especially cautious in areas such as these where you may be more easily victimized. Though Ankara is generally a safe city, you definitely don't want to be victimized at the transportation centers where many foreigners first

arrive in a city. That's why you need to keep your bags with you at all times. Keep your phone, wallet and money out of sight and be mindful of where you put them. The local currency in Turkey is the Turkish Lira (TL). While shopping you may be asked to pay for something with a currency other than the Turkish lira such as Dollars or Euros. Do not agree to this since paying in the money more valuable than the Turkish Lira it would be disadvantageous for you. Besides this, never give your money into the hands of anybody even if they want to help you. However much you need to pay, count out the money yourself and give it. You'll soon become familiar with the units and get used to them. The local currency in Turkey is available in the following denominations: banknotes: 5, 10, 20, 50, and 100 TL; coins: 5, 10, 25, 50 kuruş and 1 TL. One Turkish Lira equals 100 kuruş. But 1 kuruş is actually not in circulation. Thus, for example, 1, 98 TL actually means 2 TL so while shopping, don't expect change for this in return.

If you have learned how to use your cell phone abroad beforehand, you can use your cell phone right away to check in with the folks at home hoping to hear from you. If not, don't worry! You can find the information regarding how to get in touch with your friends and family cheaply under the telephone and internet heading of this guidebook.

❖ D.YOUR FIRST DAYS

Entering any new setting is difficult. However, entering into a totally foreign setting is even more difficult. You will feel a little bit more calm and relaxed if you have people or institutions that give you support and guidance while you are in Yozgat. On the other hand, don't panic if you have to handle everything on your own. It's not that difficult. The first days may appear to be hard and stressful for two reasons: First, you may feel alone and powerless since you don't know anybody or anything for the time being. The joy of discovering, learning and having fun will soon replace this feeling before you know it in the coming days. The second reason is that when you first arrive, there will be lots of formalities you need to cope with including enrolling, finding accommodation, obtaining a residence permit, etc and you don't know where to go and how to go there. You can find the answers to your questions here in this section.

Residence Permit

If you have a valid visa, you do not need a residence permit for up to 90 days. On the other hand, foreigners who reside, work or study in Turkey, should register themselves at the nearest local police department upon their arrival in Turkey, regardless of the validity of their

visa. Accordingly, since you will be staying in Yozgat as an international student with a student visa (Annotated Student Visa), you are required to apply for a residence permit at the Yozgat Yabancılar Şube Müdürlüğü (Foreigner Office of the Police Department) within the first month of your arrival.

The documents (although they may vary according to the type of your education) requested from international students are:

- **The Residence Permit Information Form:** You can download the form from the internet and fill it in or get a copy from the Police Directorate during your application.
- **Passport:** Copies of passport's photo-page and page with the last entry to Turkey are also required as well as the original passport.
- **Photograph**
- **Official paper indicating that you are staying at the dormitory** (if you are staying at one.)
- **Foreign student information form:** This foreign student information form is issued by the Turkish learning center or your university. It is a different document from your acceptance letter and can be used as a student certificate.
- **Scholarship document:** If you don't have a state or private scholarship, proof of sufficient financial resources for the duration of your education in Yozgat may be required.

Other particular points regarding your residence permit may be listed as:

- Student Residence Permits can normally be given for a single calendar year at a time and is free of charge. However, by the name of “book” or “booklet” value, a kind of paper fee is required. All students have to pay this amount themselves whether they have scholarships or not. It costs 181 TL (fee for 2013).
- If your education program in Turkey is to take longer than a year, your residence permit will be extended for another year automatically when you provide the necessary documentation demonstrating that you have renewed your enrollment at your school for the current academic year.
- In other cases, you are expected to file an application at the Yozgat İl Emniyet Müdürlüğü Yabancılar Şube Müdürlüğü (Police Department for Foreigners) within 15 days at the latest from the time your residence permit has expired.

- If you lose your residence permit booklet, you are expected to apply at the Yozgat İl Emniyet Müdürlüğü Yabancılar Şube Müdürlüğü (Police Department for Foreigners) promptly to obtain a new one within 15 days. Should you fail to do so, you will be subjected to a penalty fee as stated in law no. 492 concerning Fees. Foreigners violating the visa and residence rules face a ban from entering the country for a period ranging from 3 months to 7 years, depending on the extent of their violation.
- If you change your school or address, you are obliged to report the change to the local authorities, both at your previous and current residences within 48 hours.
- A foreign student who fails to enroll within the official enrollment period at a school from which he/she holds an acceptance letter shall be reported to the police by the school administration.
- All student residence permits are annulled in the event of dismissal from school, deferral of acceptance, taking leave, being arrested or incarceration.
- As stated in law no. 4817 “Concerning the Employment Permits of Foreigners,” foreign students holding student residence permits in Turkey are not allowed to work whilst in Turkey.

<i>CONTACT INFORMATION OF THE POLICE DEPARTMENT FOR FOREIGNERS</i>
Web: http://www.egm.gov.tr/Sayfalar/Yabanci-Islemleri.aspx
E-mail: yozgatpasaport@egm.gov.tr
Adres: Bahçeşehir Mahallesi, 1. Selimiye Sokak No: 1 <u>YOZGAT</u>
/Information:+90 354 212 37 00

Foreign National Identity Number

All Turkish citizens utilize a personal number, called Turkish Republic Identity Number, to carry out official business. A similar system has also been established for foreigners residing in Turkey. All foreigners holding a residence permit for at least 6 months are reported to Nüfus ve Vatandaşlık İşleri Genel Müdürlüğü (Citizenship Records Bureau). The Bureau issues a “foreign national identity number” to each of those foreign citizens that have been reported. Foreign national identity numbers are also 11-digit numbers, like the ones issued for Turkish citizens, but they always start with 99, unlike those given to Turkish citizens. You may not be aware of it, but if you have been given a residence permit that is at least 6 months long, you have a foreign national identity number as well. We suggest that you

find out what that number is as soon as possible since you will be asked for that number when you next wish to conduct business at a government office, hospital, notary public or a bank. On all occasions when a Turkish identity number is requested, you are expected to provide your foreign national identity number.

The simplest way to find out what your identity number is going online to the following web page <https://tckimlik.nvi.gov.tr/> and entering your personal details. When you use this page, make sure that the address bar on your web browser contains a green padlock symbol to protect your online security. If you notice any mistakes on the screen containing your identity number, you should inform the authority that has issued your residence permit, in other words, the Yozgat İl Emniyet Müdürlüğü Yabancılar Şubesi (Police Department for Foreigners). It may take a while for your foreign national identity number to appear in the national system, a week, ten days or even a month. Therefore, if you have just collected your residence permit, do not panic if you fail to see your foreign national identity number in the system right away.

Telephoning and the Internet

a. Internet

Internet cafés are quite common throughout Turkey and the cost of one hour of being online is about 1.00 TL, which is quite a bit cheaper than the rates in most countries in Europe. You can easily make use of those cafés until you establish an internet connection at your dormitory or house. Moreover, many cafés and restaurants provide free Wi-Fi connection for their customers. Therefore, you can simply go online if you have your laptop, tablet or smart phone with you when you are in one of those places. However, do bear in mind that there are various security risks concerning online banking and shopping with such wireless connections with open public access. The same is also true for airports, bus terminals and train stations.

It is essential that you make note of the following three emergency numbers!!!

Ambulans-İlk Yardım:112
Polis: 155
İtfaiye:110

You can find other assistance numbers at the end of this guide.

Registration of Mobile Phones

If you are bringing your phone from your country, you must register your phone in 30 days after you arrive in Turkey. You must pay 120 TL (subject to change) to any tax office (vergi dairesi). With the receipt, visit one of the cell phone companies (Turkcell, Vodafone, Avea) Abone Kayıt Merkezi (consumer/subscriber center) with your phone and passport and tell the staff that you want to register your personal mobile phone. Prepaid units can be bought at the consumer center or from almost any mobile phone company shop.

❖ E. LIFE AT UNIVERSITY

SOCIAL OPPORTUNITIES

Food Services

The Central Refectory at the Erdoğan Akdağ Campus provides food services for students with a 600 person capacity. Additionally, in all faculties and schools there are Cafeterias and Canteens.

Accommodation

The students of the university are provided accommodation at the dormitories of the Credits and Dormitories Foundation. The dormitory for male students is located at the Erdoğan Akdağ Campus and provides facilities for 544 students. The dormitories for female students that are located in Esentepe and consist of 4 blocks provide facilities for 882 students. Dormitories are centrally heated with showers and provide social facilities for the students. Also there is a 1000-bed capacity dormitory at the Erdoğan Akdağ Campus. In addition to these, students may stay at private dormitories or rent apartments in the city center.

Cost of Living

Rented flat: Aproximately 250 USD per month (with heating system)
Books, other expenses: Aproximately 125 USD per year
Transportation: Aproximately 50 USD per month
Food: Aproximately 100 USD per month
<i>Cost of Living per month minimum totally 450-500 USD</i>

Health Services

The Medical-Social Services Center offers services of medicine and psychiatry for students with a doctor and three nurses. For more serious cases; our university Research and

Application Hospital, hospitals and health centers in Yozgat are in service. In addition, a psychologist gives therapy services to students in order to help them solve problems they encounter and help them to be well-adjusted people in having self-awareness.

a. Medical centers

As stated in Law no. 6111, foreign students who are given full scholarships by either public institutions, institutions set up by law, non-profit organizations or foundations that have been given tax exemptions are eligible to visit the medical center at their school for any healthcare issues while being enrolled in a higher education institution under the quota given by the Council of Higher Education (YÖK). If the university health center is not able to resolve the problem, and further tests and examinations are required, the medical center will prepare a document to refer the student to a hospital within the framework of the Turkish Social Security Institution (SGK), and preferably to a university hospital. The students may also state their preferences. There is a fixed payment of 1 TL for this procedure. Students do not pay for medical examination and therapy at hospitals. The healthcare expenses of students on full scholarships are covered by the medical centers in the universities.

b. General Health Insurance

Students who are not on full scholarships as described above cannot use the services of a university medical center. However, they can have health insurance under the General Health Insurance system, while living in Turkey. All foreign students at higher education institutions had to be part of the General Healthcare Insurance system in the past but it has been left to the personal preference of each student since May 2013. If you would like to be part of the general healthcare system in Turkey, you need to file out an application at the Social Security Institution (SGK) no later than 3 months after you finalize your registration at your school in Yozgat. If you fail to do so, this option will be closed to you indefinitely. The only option at your disposal will then be private health insurance for the remainder of your education period in Turkey.

Foreign students on the General Health Insurance system are required to pay a monthly contribution to SGK. The monthly contribution for the period between 01.07.2013 and 31.12.2013 has been calculated to be 40.86 TL, according to the provisions of Law no. 5510 concerning Social Security and General Health Insurance. Once you have become part of the General Health Insurance system, you can receive free medical care at public hospitals under the same regulations that Turkish citizens have to follow. You may also receive medical care at some private hospitals by making a small contribution. Students on full scholarships whose medical care is provided by the medical centers at their universities can also become

part of the General Health Insurance system, if they wish. They are not required to pay monthly contributions. Monthly health insurance contributions of students on Turkish scholarships are covered by the Prime Ministry Presidency for Turks Abroad and Related Communities. Efforts are currently being carried out to handle the insurance registry procedures of students on Turkish scholarships by the same organization as well. Therefore, you are advised to contact the International Students Office of the presidency for further information:

http://www.ytb.gov.tr
info@ytb.gov.tr
(0312) 218 40 00
Oğuzlar Mahallesi, Mevlana Bulvarı No: 145 Balgat/ANKARA 06520

c. Making an appointment at a hospital

Once you have become a part of the General Health Insurance system, you do not need referral from the university medical center to make an appointment with a doctor. As a General Health Insurance holder, you can directly contact hospitals. You can use the Hospital Appointment Center to set up an appointment with a doctor, just like Turkish citizens do.

The hospital Appointment Center is a service designed to provide appointments at secondary and tertiary care centers, including dental care clinics. It can be reached by calling “182” or visiting www.hastanerandevu.gov.tr or www.mhrs.gov.tr online. The first time you contact the system, you will be directed to set up an account for yourself. Please follow the directions to do so. When you are asked to give your identity number, you should submit your foreign national identity number. (see the section entitled “Your First Days” above concerning information on foreign national identity number)

If you would like to set up an appointment by phone:

- Call 182 from any telephone you have at your disposal. Calls will be charged at the standard landline call rates.
- The operator answering the call will ask to know your identity number. Tell the operator that you are a foreigner and give your foreign national identity number.
- Then inform the operator about the hospital and clinic from which you would like to get an appointment. If there is a certain doctor you would like to see, you should state your wish at this stage.

- Finally, choose the most suitable day and hour offered to you by the operator to set up your appointment.

d. Pharmacies

All medicines prescribed by university medical centers or hospitals are covered by your insurance policy. By paying a small contribution, you can collect your medicines from pharmacies. Although there might be small seasonal variations in working hours of pharmacies in Yozgat, they are generally as follows:

- Weekdays: 08:00-19:00
- Saturday: 08:00-13:30
- Sunday: Closed, except pharmacies on duty.

You can find out about the addresses of pharmacies on duty on the following web pages:

Webpage of Yozgat Chamber of Pharmacists:
http://www.yozgateo.org.tr/index2.php?tur=nobetci

Banking and Postal Services

Banking services are offered by banks in the city center that are 15 minutes from the campus. Market building in Erdoğan Akdağ Campus is in service with many bank ATMs. Postal services are also

TUITION FEES

2014-2015 ACADEMIC YEAR TUITION FEES FOR FORMAL EDUCATION				
FACULTIES		TOTAL FEE	1ST INSTALLMENT	2ND INSTALLMENT
1	Faculty of Engineering and Architecture	387.00 TL	194. 00 TL	193. 00 TL
2	Faculty of Arts and Sciences	284. 00 TL	142. 00 TL	142. 00 TL
3	Faculty of Economics and Bussiness Administration	313. 00 TL	157. 00 TL	156. 00 TL
4	Faculty of Agriculture and Natural Sciences	387. 00 TL	194. 00 TL	193. 00 TL
5	Faculty of Teology	284. 00 TL	142. 00 TL	142. 00 TL
6	Faulty of Education	284.00 TL	142.00 TL	142.0 TL
GRADUATE SCHOOLS		TOTAL FEE	1ST INSTALLMENT	2ND INSTALLMENT
1	School of Health	190. 00 TL	95. 00 TL	95. 00 TL
VOCATIONAL SCHOOLS		TOTAL FEE	1ST INSTALLMENT	2ND INSTALLMENT
1	Yozgat Vocational School	190. 00 TL	95. 00 TL	95. 00 TL
2	Akdağmadeni Vocational School	190. 00 TL	95. 00 TL	95. 00 TL
3	Health Assistance Vocational School	190. 00 TL	95. 00 TL	95. 00 TL
4	Yerköy Law Vocational School	190. 00 TL	95. 00 TL	95. 00 TL
5	Boğazlıyan Vocational School	190. 00 TL	95. 00 TL	95. 00 TL
6	Sorgun Vocational School	190.00 TL	95.00 TL	95.00 TL

2014-2015 ACADEMIC YEAR TUITION FEES FOR EVENING EDUCATION				
FACULTIES		TOTAL FEE	1ST INSTALLMENT	2ND INSTALLMENT
1	Faculty of Engineering and Architecture	1.529.00 TL	765. 00 TL	764. 00 TL
2	Faculty of Arts and Sciences (Social)	962. 00 TL	481. 00 TL	481. 00 TL
3	Faculty of Arts and Sciences (science)	1.281. 00 TL	640. 00 TL	641. 00 TL
4	Faculty of Economics and Bussiness Administration	1.155. 00 TL	578. 00 TL	577. 00 TL
5	Faulty of Education	1.027.00 TL	514.00 TL	513.00 TL
6	Faculty of Teology	1.027.00 TL	514.00 TL	513.00 TL
VOCATIONAL SCHOOLS		TOTAL FEE	1ST INSTALLMENT	2ND INSTALLMENT
1	Vocational School	770. 00 TL	385. 00 TL	385. 00 TL
2	Akdağmadeni Vocational School	770. 00 TL	385. 00 TL	385. 00 TL
3	Yerköy Law Vocational School	770.00 TL	385.00 TL	385.00 TL
4	Health Assistance Vocational School	770. 00 TL	385. 00 TL	385. 00 TL

NOTE: The tuition Fees are the fees which were announced by the Council of Ministers in 2013-2014 Education Year, If there is a change in 2014-2015 Education Year ,it will be add for second installment fee.

❖ F. BEFORE YOU RETURN

There may be certain steps to take before returning to your country:

Close your bank accounts and terminate your telephone contracts.

Do not just discard your debit cards.

- ✓ Terminate your memberships at libraries, gyms etc.
- ✓ Make sure that you have paid all your bills.
- ✓ Make sure that you have paid back all personal debts. Don't forget to return furniture etc that you have borrowed.
- ✓ Your friends may be happy to receive some of your personal belongings that are too large to fit into your suitcases or things that you do not want to take back to your country.
- ✓ Convert your Turkish lira into currencies that are easily convertible in your country, such as the dolar and euro. However, make sure you have kept enough Turkish liras with you to pay for your expenses until you leave Turkey.
- ✓ Don't forget to bring back gifts and souvenirs to your family and friends at home.
- ✓ Say goodbye to your friends in Yozgat. Don't forget to take their telephone numbers and email addresses.



CONTACT INFORMATION
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International Student Back Office
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