

## INCOMING STUDENTS INFORMATION PACKAGE FOR 2020-21 SPRING SEMESTER

**Dear Students,**

This document has been prepared for all incoming Exchange students who have been admitted to METU for 2020-2021 academic year Spring semester. It contains information and tips that will assist newcomers about bureaucratic, academic and daily issues they will experience; ranging from course registration to Smart Cards etc. Thus, reading this document will help you to deal with any difficulty you might face during your semester.

The issues mentioned above will also be covered in detail during the online Orientation Program. You are always welcome to contact us for any problem you may encounter.

Please also bear in mind that the semester will start online at METU, thus some of the information given below (e.g. Using your IDs for classroom entrance) may be useful only if face-to-face education starts during the semester. In that case, you will also be provided with further information by our office.

Best wishes for a successful and productive semester ahead.

### **International Cooperations Office**

ICO website: <http://ico.metu.edu.tr>

ICO e-mail address: [ico@metu.edu.tr](mailto:ico@metu.edu.tr)

Erasmus+ ICM Queries: [icm@metu.edu.tr](mailto:icm@metu.edu.tr)

Erasmus+ European Mobility Queries: [europeanmobility@metu.edu.tr](mailto:europeanmobility@metu.edu.tr)



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## RESIDENCE PERMIT

**After entering Turkey, all international students must apply for the Residence Permit at the Ankara Migration Office in one month.** Here is what to do:

1. URGENT! Get an online appointment from: <https://e-ikamet.goc.gov.tr/> and upload a photo, you may get help from your hosts. You can choose any date, it is not important.
2. Documents:
  - I. Health Insurance: You have to submit a valid health insurance for application.
    - a) If you made a health insurance in your country, bring it to your ICO advisor for approval.
    - b) If you made a health insurance in Turkey, you can directly use it.

Minimum Policy Content of the required insurance (maybe subject to change over time)				
	Contracted Institutions		Non- Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
<b>Outpatient Diagnosis Treatment</b>	2.000. -TL	Insured : % 40 Company : % 60	2.000.-TL	Insured : % 40 Company : % 60
<b>Inpatient Diagnosis Treatment</b>	Unlimited	Insured : % 0 Company : % 100	20.000.-TL	Insured : % 20 Company : % 80

- II. Accommodation information
  - a) Dorm: Letter from the director of your dorm
  - b) Flat:
    - a. Rent contract (notary approved): if you've signed the contract of the flat yourself just rent contract approved by notary is enough.
    - b. Rent contract (notary approved) + confirmation document written by contract holder (notary approved): if you share the flat with someone, the signer of the contract must give a confirmation document approved by notary.

Closest notaries: <http://www.tumnoterler.com/sehir/6-ankara/59-cankaya/312-balgat/>

- III. 4 biometric photographs (write your name and surname on the back)
- IV. Passport
- V. Copy of the passport >> identity information page, Turkish visa page and all pages with stamps must be copied.
- VI. Application fee: All students will pay **125 Turkish Liras** for application, the fee will be paid to Vakıfbank or Ziraat Bankası with the reference number **9207**. You will not pay any extra fees.
- VII. Give all these documents to your ICO advisor at once, and not separately.



**\*You may dial 157 for Migration Office Help Desk for anything you wonder about residence permit.**

**\*Please bear in mind that when your residence permit expires, you will have max 10 days to leave Turkey without paying a fine at passport controls.**

## BANKING IN TURKEY

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

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

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

## STEP BY STEP COURSE REGISTRATION PROCEDURES

### STEP 1: Get user name and password

1. Visit <https://useraccount.metu.edu.tr/newstudent/> address and fill out the form.
  - **SID** is your METU ID Number
  - Choose your **METU department** from the list
  - Write an **e-mail** which you are currently using
  - You will receive a confirmation code to this e-mail address
2. Enter <https://useraccount.metu.edu.tr> with temporary credentials sent to the e-mail provided at first step.



- **User Code:** will be created by adding "e" in front of your METU ID and omitting the last digit of it. ( Ex: Your METU ID is **1234567**--- then your user code is **e123456**)
  - **Password:** It is the one time password that is send to your e-mail address as a result of the first step.
1. Specify your permanent password, recovery e-mail address and METU e-mail address.

## STEP 2: Start registration process

Use user name and password to enter the registration system.

Log-in to <https://student.metu.edu.tr> by your METU user name and password to enter the registration system and select program no **640**.

## STEP 3: Course Selection

You will be able to see all available courses to you. Program allows you to filter the courses based on department, level and ECTS credits.

If you click on any course, you will be able to see detailed information about the instructor, time and place of the course, section and capacity of the course and course syllabus.

Each course has a capacity for exchange students which is mostly 2 and you will be able to register to courses on "first come first served" basis.

## STEP 4: Adding Course

Decide on the instructor and section of the course you would like to register because same course may be offered in different sections by different instructors.

Click on "Add Course" button if you would like to register for a course.

Non- European ICM students should have minimum 30 ECTS credits.

After adding the courses, we strongly advise you to attend the first meeting of the classes and introduce yourself to the instructor as an exchange student.

## STEP 5: Dropping Course

Control "Registered Courses" section at the end of the page. If you add any course mistakenly, use "Drop Course" button to drop the course.

## STEP 6: Approval of academic advisor (*deadline March 12, 17:00 hr.*)

Please make sure that you **request approval of your academic advisor** after completing the course selection. Otherwise, the registration will not be completed. Your academic advisor's contact information is available in the profile section of the course selection program. After you get approval of your academic advisor, it will not be possible to make change on the course list.

## NOTICE TO APPLICANTS!

**March 9, 2021:** List of courses will be available online.

**March 10, 2021:** Beginning of the registration period at 14:00.

**March 12, 2021:** End of the registration period at 17:00.

**March 15, 2021:** Classes start.

*\*\*Please make sure that you get approval of your academic advisor after completing the course selection. Otherwise, the registration will not be completed. Your academic advisor's contact information is available in the profile section of the course selection program.*

## STUDENT ID CARD (SMART CARD)

### GENERAL INFORMATION

Incoming students must have a valid student ID card (smart card) to use university facilities, use at the campus gates and to enter some classes in the departments. Student IDs can also be used as electronic wallets (E-wallet). Our students can electronically transfer cash from their bank accounts to their IDs and pay for the meals they have at the student cafeteria using their IDs instead of paying in cash. Student IDs are also used for entry to certain facilities on campus.

### Cash Loading Point

Cash loading point is a device, the ownership of which is on METU, with a smart card reader and cash-loading unit. Via this device, to be used at Cafeteria, you can perform actions such as, deposit virtual money and getting a receipt. You can find this device at Cafeteria (Ground floor & Upstairs). (Important Note: The deposited virtual money via cash loading point can only be used at cafeteria services.) The deposited virtual money via cash loading point is non-refundable. To obtain an ID card, the steps are as in the following:

ID cards are valid through the duration which a student is registered to a program. Student ID cards are free of charge. However, a fee must be paid for renewal due to card loss, or student demand. In case of getting an official record regarding the loss of ID card which is provided by the police, security staff or any other official unit, student can make an application for a new card with this record without making any payment.

The bank account numbers in which the fee shall be deposited is indicated under the heading "Payments": <http://oidb.metu.edu.tr/en/bank-account-numbers-other-services>

The bank receipts must bear the student ID number, name and last name. The receipt must be retained as the bank will issue one copy only.

Information is provided on the website of the EGO Directorate for those who wish to benefit from student discounts in public transit fares.

## HOW TO APPLY FOR IDENTITY CARD?

Students apply for identity card from the following link electronically.

<http://cardinfo.metu.edu.tr/>

**In order to apply for identity card, you should have ODTU user code and password (You can get your user id and password from the following link:**

<https://useraccount.metu.edu.tr/newstudent/>

Students who are responsible for paying identity card fee should upload the bank receipt to the system.

You will see your photo during the application if you have it on the system. You can use this photo or you can upload another one.

### 1. Photograph Specifications

1. The photograph should be 50 mm x60 mm in size, in white background and without pattern.
2. Files must be less than 3 MB and png/ jpg/ jpeg/ gif formats are allowed for upload.
3. In the photo you should have a neutral expression with closed mouth and be facing the camera.
4. Eyes should be opened and clearly seen. Your hair should not cover your eyes and you should directly look at the camera.
5. You should center the head with the frame.
6. Accessories (like hat) are not allowed except glasses used not as accessorize.

### 2. Uploading photo to the system

Information about the photo upload can be found on the program. While uploading, photo should be centered in terms of shape and size. Applications not faithful to explanations about format of the photograph will be rejected.

### 3. Preparation of student ID cards

ID card application of students are controlled by the Registrar's Office, and appropriate applications are approved through the on-line system. Inappropriate applications (photo format problems, bank receipt problems, such as no bank receipt or mistaken bank receipt, etc.) are rejected. Students can track the application procedure, approval status of their applications and readiness of their ID cards through the application program (<http://cardinfo.metu.edu.tr/>).

In case of a rejected application, students should login to the program, make the necessary corrections, and complete their application.





#### 4. Picking up the ID card

Students whose ID cards are ready can pick up their cards from their advisors at International Cooperation Office (ICO) when they are ready, in case of late applications, you should apply to Registrar's Office.

#### LOSS OF AN ID CARD

If found on Campus, lost ID cards are sent to certain units. You are, therefore, advised to ask to the following units.

- The Office of Domestic Services / President's Office / Ground Floor
- The Registrar's Office / Student Counters
- The Department Chair Secretary

It is not mandatory, but advisable to place an ad on a local newspaper and save the ad in case of loss of the ID card or its being stolen.

Since the ID cards bear a smart card feature and function as electronic wallets with money loaded on them, <http://cardinfo.metu.edu.tr/> should be notified of the situation so as to block its usage by someone else. If this notification is not made, the risk and the responsibility lies with the student.

#### WHAT NOT TO DO REGARDING ID CARDS:

- Do not keep the card outside a wallet, and in particular in your trousers' back pocket
- Avoid its contact with water, oil, chemical solutions, etc.
- Do not staple or perforate the card
- Do not bend the card, or use it as a scraping device for ice, etc.
- Do not make incisions on the card with sharp and piercing objects
- Avoid the card's contact with hot surfaces
- Do not leave the card as a deposit since it functions as an electronic wallet

ID cards should not be given to others. Some of our students give their ID cards to people from outside university to enable them to enter the campus. Their intention in doing so is usually innocent and they do not consider the consequences of the conduct. This, however, is a serious misconduct which calls for the disciplinary action of **SUSPENSION**. Unfortunately, quite a few students go through disciplinary procedures and are punished due to this misconduct. Disciplinary actions are recorded in student files and are not subject to repeal. Therefore, we strongly remind you to be careful regarding this issue and refrain from behavior that will lead to consequences which you will regret in the future.



## EMERGENCY AND EVACUATION PROCEDURE FOR EXCHANGE STUDENTS AT METU

All exchange/Erasmus/visiting students are advised to register with their embassy in Ankara and put in embassy warden network. In case of any emergency regarding evacuation eventualities, embassies contact students and ICO. It is the student's responsibility to register with their Embassy.

In case of evacuation, ICO contacts all students and meets them at the International Cooperations Office (day or night). ICO staff takes students to the Embassy and learns about travel plans. ICO staff contacts each student's Study Abroad Advisor or other contact person that is specified on the records. ICO is responsible for having some money in cash in order to use in case of unexpected expenses. If students are on travel, ICO contacts students and informs them about the situation. It is the student's responsibility to come back to Ankara and to the meeting place.

## HEALTH CARE SERVICES AT METU

METU has a Health and Psychological Counseling Center, shortly “MEDİKO” in Turkish, which serves all METU members with its several clinics and more than 50 health professionals. MEDİKO is the first resort for students regarding their health and psychological problems. Students apply with their Student ID Card to the Patient Reception Desk. The student's initial examination, tests, and treatment are carried out at the HGC within the capacity and in accordance with the regulations. In cases that call for further examination, tests and treatment, state and university or private hospitals are resorted to. There is a treatment fee as determined by the Council of Higher Education. This fee must be paid for each visit to a physician. For detailed information, you can see <http://srm.metu.edu.tr/en/>.

### MEDICAL CENTER CONTACT INFO:

- Phone: (312) 210 49 68
- Emergency Hotline: (312) 210 49 60
- Ambulance Call Center: (312) 210 41 42 (in campus only)
- <http://srm.metu.edu.tr>

**Ambulance Call Center number in all Turkey: 112**

## COVID-19 MEASURES IN TURKEY

During your stay in Turkey, you should follow the regulations and restrictions applied by Turkish government relating COVID pandemic. These regulations can be updates time to time, so please try to follow any changes in regulations not to face any problems.

In general:

- Face masks must be worn in public (e.g. streets, gardens, workplaces, etc.) at all times in all 81 provinces of Turkey. (Violators will be issued fines.)
- Standing passengers will not be allowed in urban public transportation vehicles where physical distance rules cannot be applied.
- All individuals must wear face masks where people are collectively located, including supermarkets, marketplaces, hair salons, shopping malls, and workplaces as well as in all forms of transportation (including private vehicles) with at least two persons inside.
- Local authorities may put in place additional COVID-19 restrictions, including curfews, with little or no advance notice.

To protect yourself and others:

- Keep social distance and wear face masks in public
- Avoid travelling other countries
- If you have symptoms of common cold, try to stay home. Keep social distance and wear your mask if you need to go out
- If you have any symptoms like fever, cough or difficulty in breathing, visit a hospital by wearing your face mask.

**You may also dial “184” for services provided by Turkish Ministry of Health on COVID-19; counselling and treatment issues.**

Sources:

<https://covid19.saglik.gov.tr/TR-66393/covid-19-salgin-yonetimi-ve-calisma-rehberi.html>

## ACADEMIC CALENDAR

<b>March 8</b>	Orientation Program
<b>March 10-12</b>	Course Registration and Advisor Approvals
<b>March 15</b>	Classes Start
<b>March 22-26</b>	Add-drop period
<b>May 17-23</b>	Course withdrawal period
<b>June 25</b>	Last Day of Classes
<b>June 28 - July 10</b>	Final Exams
<b>July 26</b>	Announcement of Final Grades

## BEFORE YOU LEAVE METU

Before leaving METU, you must be sure that you completed the clearance procedures:

- Make sure you returned all the books checked on you to the library. Failing to return the books you borrowed from the library before you leave Turkey will result in failure to send your official transcript to your home institution.
- When the study period is over, all smart cards must be returned to the International Cooperations Office.
- Erasmus+ students should sign their study period forms to their ICO advisor as well as their learning agreements to their departmental Erasmus coordinators at METU