The Istanbul, Turkey program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with Bogazici University. This IAP Program Handbook supplements handbooks or materials you receive from Bogazici University as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to IAP at UW-Madison.

This program handbook contains the following information:

- **On-Site Program Information**
- **UW-Madison Information**
- **Emergency Contact Information**
- **U.S. Embassy Registration**
- **Preparation Before Leaving**
  - Immigration Documents
  - Handling Money Abroad
- **Travel and Arrival**
- **The Academic Program**
  - Bogazici University
  - Course Information
  - Credits
  - Pass/Fail/Drop/Audit
  - Grades and Grade Conversions
- **Living Abroad**
  - Turkey
  - Istanbul
  - Housing
  - Safety
  - Communication
Contact Information

ON-SITE PROGRAM INFORMATION
Your primary contacts at Bogazici University will be:

**Ece Gunay**, Assistant International Relations Coordinator
Office of International Relations
Bebek 34342
Istanbul, Turkey
Tel: +90 212 359 7421
  +90 212 359 7674 (direct line)
Fax: +90-212-265 3248
(Mobile/cellular – Emergencies ONLY): +90-532-733-4120
Email: ece.gunay@boun.edu.tr
http://www.intl.boun.edu.tr/

**Jana Stolarikova**, Erasmus Students’ Advisor
Office of International Relations
Bebek 34342
Istanbul, Turkey
Tel: +90 212 359 7259
Email: jana.stolarikova@boun.edu.tr or erasmus-incoming@boun.edu.tr

UW-MADISON INFORMATION
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329, Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

**Kate Hamoonga**
IAP Study Abroad Advisor
(608) 265 6296
hamoonga@studyabroad.wisc.edu

EMERGENCY CONTACT INFORMATION
In case of an emergency, call the main IAP number (608) 265 6329 between 7:45 a.m. and 4:30 p.m. Monday to Friday; after-hours or on weekends call the IAP staff on call at (608) 516 9440.
U.S. EMBASSY REGISTRATION

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate. You should register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, check with your home country’s embassy for any comparable services.

U.S. Embassy in Istanbul
İstinye Mah. Kaplıcalar Mevkii Sokak No.2
İstinye 34460
İstanbul
Turkey
Phone: (90) 212 335 9000
http://turkey.usembassy.gov/

Preparation before Leaving

IMMIGRATION DOCUMENTS

Passport: A passport is needed to travel to Turkey and to obtain your residence permit. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website http://travel.state.gov/passport/. If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Pre-departure: Student Visa:
Semester or Academic Year students:
Students studying in Turkey for a semester or academic year are required to apply for a student visa prior to departure. A visa is a sticker or stamp in your passport that grants you entry to your country for the duration of the program.

A tip sheet for applying for your student visa can be found in the Travel and Visa tab of your MyStudyAbroad account. You will find that one of the requirements is a letter of acceptance given by the school in Turkey. Bogazici will mail this to you before the start of the program. Please start the application process as soon as you receive this letter.

Upon arrival: Apply for your Residence Permit
You need to make an appointment for a residence permit within 30 days of your arrival in Turkey. The international office will provide you with a letter you will need to do this. This permit will allow you to travel in and out of Turkey without re-applying for the visa. After you apply, the residence permit is processed within several days. The authorities will need to keep your passport in the meantime. It will then be returned to you along with your residence permit booklet.

When to Apply: The requirement stipulates that you must apply no earlier than 30 days after your arrival. You will need a certificate from the BU International Office when applying for your Residence Permit. You will not be able to leave Turkey and re-enter until you have a residence
permit. If you don’t have a Residence Permit when you are leaving Turkey at the end of your program, you will be fined. Because your student visa is a single-entry visa, you only get to enter the country using it once

**Summer program students:**
For summer program students, a student visa is not required and students may enter on a tourist visa. You must apply for this tourist visa through the e-Visa process before you depart for Turkey. Apply here: [https://www.evisa.gov.tr/en/](https://www.evisa.gov.tr/en/)

**HANDLING MONEY ABROAD**
The cost of living in Turkey is low relative to other European countries, and high relative to other Middle Eastern countries. Nevertheless, it is possible to spend a fair amount of money during the semester. Many students are surprised at how expensive Istanbul is. However, basic survival items are less expensive in Turkey than in the United States.

**Banks:** There are two banks in the school and several ATM’s. The Garanti Bank is by the Engineering Building. It exchanges foreign traveler’s checks or cash for Turkish Lira and vice versa. There are ATMs located just outside the bank as well as in the quad. There is also a Yapı Kredi Bank right across the Registrar Office. They cannot change traveler’s checks but are able to convert dollars and Euros to Liras. They also have an ATM. Halkbank has an ATM behind the telephone booths across from the 1st Women’s Dormitory. In front of the entrance of the North Campus there is a Garanti Bank ATM and a Yapı Kredi ATM.

**ATM/Debit Cards:** You can obtain cash advances from your Visa or MasterCard, or with your ATM card in bank machines all over Istanbul. Make sure your card is linked to the CIRRUS or PLUS systems. Remember that it may not be possible to get balance information when using foreign ATMs, so it is important to track your finances carefully if you choose this option to handle your money. Also- be sure that you can use your ATM card while abroad and that fraud protection systems do not hinder you from withdrawing money while in Turkey. Remember that cash advances taken on a credit card often begin accruing interest at high rates immediately after the money is received. It is best to check on this before leaving the United States.

**Credit Cards:** You may be able to use a credit card at supermarkets, upscale restaurants, tourist facilities, and for online travel and entertainment ticket sales. However, cash is more commonly used and you should be prepared with cash on you, especially for local bazaars and souvenir shops.
Electronics: The current in Turkey, as in nearly all of Europe, is 220 Volts, 50 Hz cycle AC. Electric converters and adapter plugs must be used to connect North American equipment. Travel supply shops and some hardware stores in the United States carry them. If you plan to bring any electrical appliance from home, you must also bring a converter and adapter with you because they are difficult to find in Turkey.

If you are buying any new electrical items to bring with you, try to get dual-voltage models so you won’t need a converter at all—though you will still need the adapter plug. The adapter should have a plug that fits European electrical outlets. If you use a blow dryer, bring a small, dual-voltage travel model (Ronson and Braun make them) and an adapter plug. The Turkish plug is a standard European plug with two round prongs.

There is a recently opened Apple store in Zorlu Center in Zincirlikuyu.

Travel and Arrival

Upon arrival in Istanbul, you should go to your Residence Hall. After checking in, you should visit the international office on the first floor of the Students Activities Building (Öğrenci Faaliyetleri Binası (ÖFB) in Turkish), at South Campus (Güney Kampus in Turkish). The office is open weekdays between 09:00-12:30 and 1:30-5:00. The map at http://www.map.boun.edu.tr/ can be useful for finding your way around the campuses.

There are two international Airports in Istanbul.
- The Atatürk International Airport - at Yeşilköy: Atatürk International Airport is outside the city center on the European side of the city. Most of the international flights land there.
- The Sabiha Gökçen Airport - at Kurtköy: The Sabiha Gokcen is slightly more distant and is also located at the Asian side of the city.

Havataş and/or Havaş shuttle buses are an inexpensive and convenient way to travel between the Istanbul airports and the city center (the buses drop you off in Taksim Square, which, depending on traffic, is about a 20-40 minute cab ride from the main Boğaziçi campuses). The fare is 10-15TL (plus cab fare from Taksim to campus, approximately 20TL) as compared to a 60TL cab ride directly to campus.

The Academic Program

BOGAZICI UNIVERSITY

Prof. Aptullah Kuran, a graduate of Robert College, became the first Rector of Boğaziçi University upon its establishment in 1974. From that date on, the University entered a new phase of rapid structural and academic expansion and entered the 1990’s with four Faculties (Arts and Sciences, Economics and Administrative Sciences, Education, Engineering), six graduate Institutes, School of Foreign Languages, School of Applied Disciplines and numerous research centers in a wide variety of fields.

The historic South Campus, where Robert College was originally established, still serves as the nucleus of the University. A historic site harboring the limestone quarry is now adorned by a lovely green “quad.”
North Campus comprises the Main Library, the Science and Engineering Laboratories building, the Faculty of Education, men and women’s dormitories and the Educational Technology building.

Kandilli Campus is the home of the historic Kandilli Observatory (founded in 1910) and the Institute of Earthquake Research. It was incorporated into Boğaziçi University in 1982.

Hisar Campus, which became a part of the University in 1989, is the home of the School of Applied Sciences and Institute of Environmental Sciences and an indoor olympic swimming pool.

The newly constructed Uçaksavar Campus includes a housing complex for the staff, a student dormitory (Superdorm), a cultural center, and a large athletic complex including a stadium and a fully equipped gymnasium.

Kilyos (Saritepe) Campus is situated on the shores of the Black Sea 20 km to the northwest of the South and North campuses.

**COURSE INFORMATION**

**Courses:** The language of instruction at Boğaziçi University is English. The predominant language of support staff, the bulletin boards, the services available on the campus, and most of the casual conversation is Turkish. Any student is a potential translator for you. Students are often gracious and well equipped to help.

More information about semester courses can be found at:
http://www.boun.edu.tr/en-US/Content/Academic/Faculties_Schools_and_Graduate_Institutes/Faculties_.aspx

More information about summer courses can be found at:
http://www.summer.boun.edu.tr/CourseSch.aspx

The best way to learn whether a particular course is offered when you go is the course schedule. To view the course offerings and schedule for a specific term (fall and spring semesters, summer), go to https://registration.boun.edu.tr. Under ‘General Services’ and then ‘Schedule,’ you will find the course listings.

**Turkish Language courses**
The Turkish language sequence at UW-Madison is as follows:
LCA 339, 340, 439, 440, 539

The following courses at Bogazici would be equivalent to the UW-Madison courses

TKF 111 Elementary Turkish 1 - LCA 339
TKF 112 Elementary Turkish 2 - LCA 340
TKF 217 Intermediate Readings in Turkish - LCA 440
TK 316 Advanced Turkish Grammar II - LCA 539

**Semester and Academic Year Registration:** Enter the online system with your username and password given to you at pre-registration period and select your courses. The registration page is: https://registration.boun.edu.tr where you can also find the course schedules online. You have to choose the respective term to find which courses are offered by different departments.
Since the online system is opened at the same time for all our students, it works on a "first come first serve" basis. If you would like to learn the general quota limitations for specific courses, you can check the online schedule which will be published online prior to the registration period.

The Office of International Relations is responsible for the registration of all the exchange students upon their arrival. The Office provides a series of orientation sessions and will be your contact for any questions related to visa matters and regulations. The Office guides students to the appropriate academic advisors, who help them select courses relevant to their study program.

**Summer Registration:** When students have been accepted into the summer program, they will receive an email about how to use the Online Registration System (OBKAS). You will register for courses before you depart for Istanbul. Contact a Returned Student if you would like some advice on this process, as they will likely have information to share.

**Exams:** The exam schedule is posted on the university website midway through the semester. However for special and exchange students provisions to set up separate times may be provided.

**Course Equivalent Requests (CER):** Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Requests through your My Study Abroad account. Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook.

**CREDITS**

**Conversions:** Bogazici University uses credit points. One BU credit = one UW-Madison credit. A full study load for one year is equals 24 credits and a full study load for one semester equals 12 credits. Information about credits for individual courses will be listed in the course catalog. Summer students can take no more than 7 credits.

**PASS/FAIL/DROP/AUDIT**

Please refer to the IAP Study Abroad Handbook for academic policies.

**GRADES AND GRADE CONVERSIONS**

The following scale will be used to convert your Bogazici University grades to UW-Madison equivalents:

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Living Abroad

TURKEY

Turkey has been described as the country where the east meets the west. Turkey’s borders include the Anatolian peninsula in Western Asia and part of Thrace in Eastern Europe. Strategically positioned at the crossroads between the eastern and western worlds, and a once convenient route to Africa, Turkey has a rich history involving the exchange of goods, ideas, and culture among different ethnic groups spread across the Eurasian continents.

Anatolia, situated in the Fertile Crescent, is thought to be the site of the agricultural revolution and of one of the first settlements in human history. Continuously inhabited since prehistoric times, it has been the home of many civilizations. To name a few, the Hittites, Phrygians, and Urartians have each left their cultural mark on the land. Anatolia has been important in the progression of Christianity. One of the first churches is found in Antakya, and St. Paul traveled and preached across the country. During the Byzantine period, Constantine’s conversion to Christianity brought about the foundation of Constantinople, creating a major turning point for the early Church.

The Turks, whose history goes back some 4,000 years, began appearing in Anatolia before the 10th century. However, it was the defeat of the Byzantine army at Malazgirt in 1071 by the Seljuk Turks (whose empire already included Iran, Iraq, and Syria) that established a Turkish State and Islam as a religion in Anatolia. The Seljuk Anatolian State existed alongside a truncated Byzantine Empire for about 250 years with Konya as its capital for most of that period. During the 12th and early 13th centuries, Konya was an intellectual and artistic center. Its most famous inhabitant was Rumi (Mevlana), the great Sufi thinker and poet whose shrine can be visited in Konya today. As the Seljuk Empire disintegrated, the Ottoman Turks gained control over the Seljuk Empire in Anatolia. They continued to expand westward, eventually conquering Constantinople and bringing an end to the Byzantine Empire.

The Ottoman Empire, one of the largest empires in world history, lasted for over 600 years, finding its defeat in the First World War. The treaty of Sevres signed at the end of the War would have caused the division of modern-day Turkey by the Entente Powers. However, under the leadership of a young general called Mustafa Kemal (later called Ataturk), the Turks fought for and won their independence. The modern Turkish state was founded on October 29, 1923 with Mustafa Kemal as its first president and Ankara as its capital.

ISTANBUL

Spanning two continents and over 3,000 years of history, the city of Istanbul is a microcosm of Turkey, reflecting the diversity and complexity of the nation’s ethnic, religious, and cultural identities. Once the seat of the Byzantine and Ottoman Empires, Istanbul is now the cultural and economic capital of the Republic of Turkey as well as its largest city, with a population of over 13 million. Istanbul has seen the rise and fall of great empires and the ongoing transformations wrought by rapid migration, urbanization, and globalization. The CIEE Study Center in Istanbul provides students with many opportunities to experience how the influences of the past, present, and possible futures shape and impact the physical and cultural landscapes of Turkey.
**HOUSING**

**Semester/Academic Year**

The “Superdorm” is the only dormitory option for semester exchange and special students and the confirmation of housing request is determined by the availability of rooms. Once you send in your academic application to Boğaziçi Üniversitesi, please also fill in the Superdorm Application Form right away. It is important to apply early to increase your chances of getting a room and of your preferences. Late applicants may have to wait for a room assignment. When the assignment process begins, assignments are made on a first-come, first-served basis, based on the date your application is received. All communication on housing issues should be carried out directly with the Superdorm.

http://www.superdorm.info

**Summer**

Summer students have the option of staying at the Superdorm (see above) or at the Uçaksavar dorm. More information about applying for a room can be found here:

http://www.summer.boun.edu.tr/Students.aspx

**Optional alternative housing**

While we recommend that you consider the dorm first, past students have also chosen to live in apartments throughout the city. Some returned students have found that the apartment option is generally less expensive, and gave them a richer and more independent cultural experience. In this case, you will be responsible for finding your own housing. Potential places to search include Craigslist (When entering location on Craigslist, Bogazici University is near Rumeli Hisari, Rumeli Hisarüstü, Etiler, and Beşiktaş) and Bogazici Student Networks you can search for on Facebook. If you are interested in speaking more about housing options with a previous program participant, feel free to contact a student from the Returned Student Network:

https://www.studyabroad.wisc.edu/pdf/returnedStudentNetwork.pdf, for more information.

**SAFETY**

Istanbul's overall crime rate remains lower than that of other cities of a comparable size. While the majority of crime is non-violent in nature, both the level of crime and aggressiveness of criminals remains a concern. The most common crimes involve theft, pick-pocketing, bag-snatching, and purse slashing. Muggings are rare but are becoming more common. Violent crime against tourists and the expatriate community is also very rare. Criminal incidents tend to be concentrated in areas frequented by tourists such as Taksim Square, Istiklal Caddesi, Sultanahmet, and the Grand Bazaar.

Protests and demonstrations are a common occurrence in Istanbul. Taksim Square and Istiklal Caddesi, two areas frequented by tourists, are often the venue for demonstrations. While demonstrations are usually peaceful, their potential to escalate into political violence should not be underestimated. Labor Day (May 1) events have resulted in clashes between the police and workers. However, in the past three years, workers have been allowed to assemble in Taksim Square for May Day celebrations, and there were no incidents.
**Special Note for Women**

Since women do not have the same status or role in Turkey as in the United States, some female students may experience difficulties. Women may experience some harassment on the streets in certain districts of any city and in smaller towns. Men may make comments or follow you along the street; however, touching almost never occurs. Young Turkish women handle such issues by dressing up inconspicuously, never making eye contact and walking purposefully. Foreign women may find the most irritating encounters in tourist areas and from fringe tourist guides. The rule is to be firm in rejecting offers. Throughout Turkey, both foreign men and women will be approached by people of all ages who simply want to speak in English.

**COMMUNICATION**

**Telephone:** When making calls, keep in mind time zone differences. To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online. Some of above steps can vary if you are using a calling card.

Remind callers that Turkey is in the Central European Time Zone, 7 hours ahead of Eastern Standard Time. When it’s 5:00 p.m. in New York, it’s midnight in Turkey.

**Cell phone:** Cell phones are commonly used in Turkey and make keeping in touch with family, friends, and staff easy. However, if you bring a cell phone from the U.S. to Turkey you must register it with a local provider after you enter the country or you risk having the service blocked later (as a precaution against phone theft). This process can be quite time-consuming and it is recommended that you ask assistance from a Turkish friend. You can buy a local service provider once you arrive in Turkey for about $40. Note that Turkey is on a dual band system (as in Europe). Most students find it easy and inexpensive ($100-150) to buy a standard cell phone after their arrival in Turkey. If you wish to go this route, you might consider bringing your smart phone with you anyway, as many places you visit will have free WiFi.

**Mail:** Turkish post and telephone offices are easily recognizable by their "PTT" and "Turk Telekom" signs. Major post offices are open from 8:00am to 12am Monday to Saturday and 9:00am to 7:00 pm on Sunday. Small post offices have the same hours as Government offices, i.e. 8:30 am - 12:30 pm; 1:30 pm-5:30 pm (Closed Saturday and Sundays, open daily in tourist areas)

There is a Post Office at the North Campus, next to the bookstore. From there you can buy phone cards, tokens and stamps. It is open from 09: 00 - 16:00. You can send all your mail form here but you cannot send or receive packages from the school branch. You need to go a central Post Office (closest located in Levent and Bebek). Incoming mail with Boğaziçi University address is delivered to academic departments.

It can be somewhat difficult to find your postal code (the 34337 you see below), but you can always ask one of your Turkish friends which one to use. If you live in Superdorm, this will be your address:

(your name)
Bogazici Universitesi
Ucaksavar Kultur ve Spor Tesisleri, Superdorm
Email: If you have a laptop computer you can take it to Turkey (in fact, considering how expensive Turkish electronics are, we strongly recommend you bring your US laptop). You might have WiFi in the Superdorm, but if not, you will need an Ethernet cord with USB adapter. Please check on the accommodation website for more details. If you do not have a laptop, there will be computer access at your department and internet access in all libraries. There are also a number of internet cafes where you can go online for a reasonable price.

Skype: Skype is a free, downloadable software application that allows users to make live video and voice calls over the internet. Skype users can also add money to their account and can then use the service to call land lines and cell phones internationally at very low rates. Additionally, Skype also provides an instant messaging function as well as file sharing.

To create a Skype account, users must download the application from www.skype.com and create a user name and password. Once the application is installed onto their computer, they can search for friends either by first and last name or using their friends' Skype usernames. Once a friend is added to a users contact list, they will be able to see whether that person is available to chat. If two users both have web-enabled video cameras for their computers, they will be able to chat face to face. For users without a web cam, a microphone is all that’s required for calls to another computer.

Whatsapp: Whatsapp (http://www.whatsapp.com/) is a smartphone app that is similar to the texting platform: you can send/receive texts, links, messages, etc. much like texting. Past students have found it useful for keeping in touch with Turkish friends after they have returned to the US, and if you have a smartphone over in Turkey, this (and similar apps) can be a simple way to keep in touch with your friends and family without spending a lot of money on international text/messaging fees. Viber and Tango are also useful apps for calling and video chatting.

WEBSITES OF INTEREST

International Academic Programs (IAP) at UW-Madison:
www.studyabroad.wisc.edu

Bogazici University
http://www.boun.edu.tr/index_eng.html

Office of International Relations, Bogazici University
http://www.intl.boun.edu.tr/?q=node/2

Summer Term, Bogazici University
http://www.summer.boun.edu.tr/

General Orientation Information:
www.worldwide.edu/travel_planner/index.html
(includes topics such as culture shock, international travel, etc.)

U.S. State Department:
http://travel.state.gov/

U.S. State Department Students Abroad site: