

**KARADENİZ
TECHNICAL
UNIVERSITY**

RESEARCH UNIVERSITY



HANDBOOK

FOR
NEWCOMING INTERNATIONAL
STUDENTS

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01 WELCOME TO KTU!



Karadeniz Technical University

In today's world, besides having a good grasp of one's job, qualities such as effective self-expression and aptitude for teamwork are highly sought after.

The campus of *Karadeniz Technical University (KTU)* and the city of *Trabzon* are brimming with opportunities in this regard. Our university, with its unique natural beauty, social amenities, diverse student clubs catering to various interests, and extensive recreational areas, will greatly contribute to your development as a social individual.

Today, we are one of the leading universities in our country, boasting 12 faculties, 6 institutes, 1 college, and 8 vocational schools, supported by a strong academic staff of 2177 members. With over 32,000 students from 81 provinces and many different countries, as well as more than 247,000 graduates, we have established ourselves as an academic powerhouse. With our institution's rich history, exceptional campus facilities, and highly qualified teaching and research staff, we proudly assert our status as an institution of excellence, recognized also as a research university.

02 ABOUT KTU

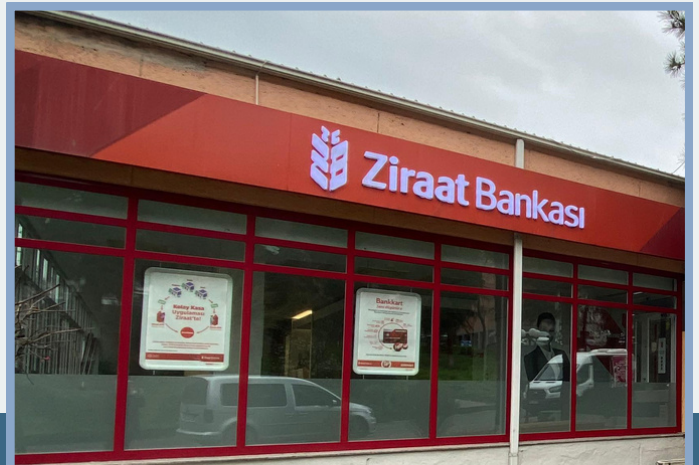


CAMPUS

The campus of KTU is a modern and dynamic learning center situated in a picturesque setting, surrounded by the cool breezes of the Black Sea. Spread across a vast area, the campus offers lush green spaces, educational and research facilities, comfortable student accommodations, and various social activity areas, providing students with a rich learning experience.

BANKS

Students can typically use ATMs from any bank that supports international transactions, such as *VakıfBank* and *Ziraat Bank* which are located on the campus.



WHERE TO EAT ON CAMPUS

On campus, there are several *cafes* where students can enjoy meals, with popular choices on campus. Additionally, each faculty *has its own cafeteria* offering similar dining options.



SHOPPING

On campus, there is a *store* where branded merchandise featuring our university's logo is sold. Additionally, there is a small convenience store available. However, just outside the campus, there is a nearby shopping mall, located within close proximity.

POST OFFICE - CARGOS

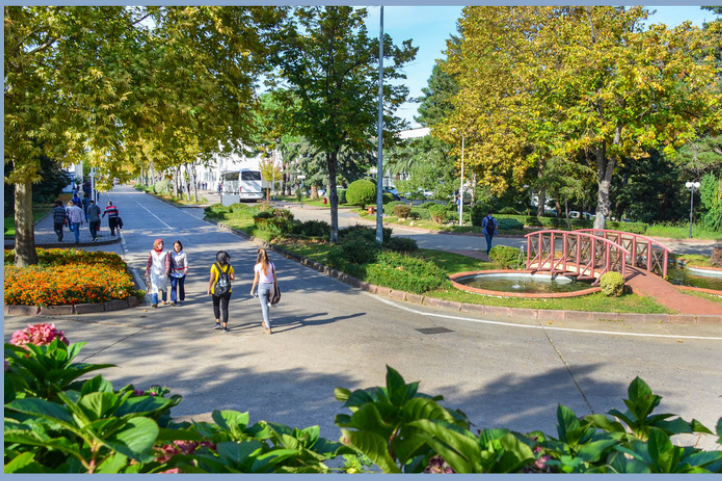
Within the campus, there is a *PTT CARGO* service available, providing convenience for students and staff members alike. With PTT Kargo located on-site, individuals can easily send and receive packages without having to travel off-campus.



STATIONERIES

Within the campus, multiple stationery stores are conveniently located to meet academic and office requirements. Additionally, several stationery stores are situated near the campus.





CAMPUS TRANSPORTATION

Inside the campus, *shuttle vehicles (dolmuş)* are available for transportation, allowing students and faculty to travel within the campus, reach different areas, and access facilities such as the central square or the shopping center. Similarly, *public buses* also pass through the campus, providing transportation services within and around the campus. To use public buses students need to take a bus card to travel.



THE LIBRARY

The library in the campus, *Faik Ahmet Barutçu Library*, provides students services and facilities, including study areas where they can focus on their learning.



ŞENLİK (JULY 15 DEMOCRACY AREA)

The 15th of July Festive Area of Karadeniz Technical University is an important space where students and staff can come together to celebrate special occasions, organize various events, and engage in social activities. It hosts various activities organized by student clubs, event committees, and other organizations. It is the venue for spring festivals, music concerts, cultural events, sports tournaments, and other social gatherings.



SPORTS SERVICES

The Directorate of Health, Culture, and Sports organizes sports initiatives aimed at enhancing students' physical and mental well-being, cultivating disciplined study routines, nurturing a passion for sports, directing their energies positively, and optimizing their leisure time. Internally, our university conducts intra-university sports events through sports festivals and programs promoting healthy lifestyles.

Externally, inter-university sports events involve participating in diverse competitions organized by the University Sports Federation yearly, spanning various sports disciplines.

Our sports complex, hosting athletic contests and training sessions, comprises 22 sports facilities.

You can explore the various sports services provided by our university through <https://www.ktu.edu.tr/sks/sporhizmetleri> (QR 1).



QR 1

You can find the use fees for the facilities in: <https://www.ktu.edu.tr/sks/> (QR2)

Sports Facilities are open every day between 08.00-22.00.



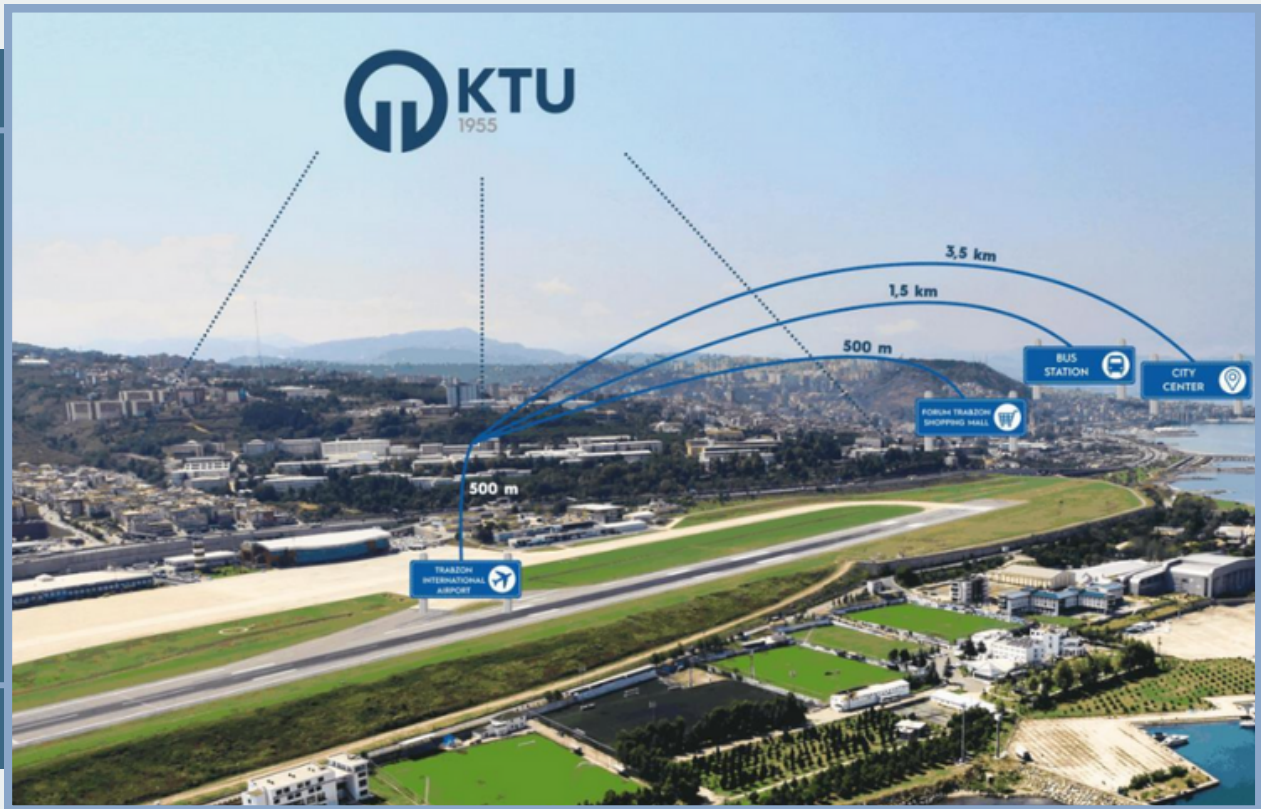
Also, reservations can be made by submitting a written application to Directorate of Health, Culture, and Sports

SPORTS FACILITIES RESERVATION

Students wishing to benefit from our sports facilities should follow the necessary steps and make an online application through the *KTU website, BYS*.

- The username and password required for the reservation process will be provided to you via email (*YourStudentID@ktu.edu.tr*) upon your registration as a student.
- After logging in to the KTU Information Management System page, navigate to *Sports Facilities Management -> Fields* section.
- All sports fields will be displayed. *Select the field* you wish to make a reservation for, then click on *the calendar icon* next to it.
- This will display the reservation calendar for the field. Proceed to the *"New Reservation"* section.
- On the opened page, select the date, start time, and end time for your reservation. Additionally, *provide your contact number* in case of any issues related to the field. Click on *"Save and Pay"*.
- The system will redirect you to the *S/KTÜ SPORT REVENUE* payment page.
- Fill in the required fields and click the *"Submit"* button. Your bank's 3D payment page will appear on your screen.
- Enter the confirmation code sent to your phone by your bank into the 3D payment screen. Once the payment is confirmed, the field will be reserved under your name.

03 HOW TO REACH KTU



FROM THE AIRPORT

To reach Karadeniz Technical University campus from Trabzon Airport, you have several options available.

The campus is conveniently situated near the airport, just a *5-minute walk* for students.

Another option is *taking a taxi* directly from the airport to the university campus. You can simply instruct the taxi driver to take you to "Karadeniz Technical University" or "KTU".

Public transportation is also accessible outside the airport. You can board a minibus (dolmuş) or bus that **goes to inside of the campus**. There are specific routes for minibuses and buses that pass through the area, so be careful before getting on the minibus.

For a more organized transfer, *private transfer services* are available. These services offer direct transportation from the airport to KTU. However, it's advisable to check their schedules and fees in advance.

Having someone to assist you in settling down will be beneficial for your adjustment and organization of essential tasks.

FROM THE BUS TERMINAL

Students can reach the campus from the bus terminal by using *KTU* minibuses, which provide direct access to the front entrance of the A gate of the university.

Alternatively, they can take *Moloz* minibuses to the KTU B gate or opt for a taxi for direct transportation to the campus.

If your bus company provides shuttle services to central locations, you can conveniently transfer to campus from there.



Trabzon Bus Terminal

FROM THE CITY CENTRE

Under the bridge in the square, *Meydan*, you can find minibuses labeled for either the Faculty of Medicine which goes to gate B, Forum Trabzon or KTU.



The Minibus Station Under the Bridge

KYK DORMITORIES

There are two separate dormitory complexes run by the KYK Dormitories on the Central Kanuni Campus of our University.

Eastern Black Sea (Doğu Karadeniz) Student Dormitory consists of eight (8) blocks and accommodation is provided for our female students in rooms for 1-3 people.

The other dormitory complex consists of four (4) separate blocks and provides accommodation for male students.

Apart from these, there are dormitories for our male and female students in Trabzon city center, Akçaabat, Yomra, Sürmene, Of and Maça.



*Trabzon Eastern Black Sea
Girls' Dormitory
(Doğu Karadeniz Yurt Müdürlüğü)*

*Gülbahar Hatun Girls'
Dormitory*



*Yomra Kanuni Boys'
Dormitory*

04 DORMITORIES

KYK DORMITORIES

(HIGHER EDUCATION STUDENT LOANS AND DORMITORIES INSTITUTION)

Students studying in Türkiye must obtain a Foreigner Identification Number from the Republic of Türkiye Ministry of Interior in order to apply for dormitories through the Ministry.

- It's crucial to obtain your Foreigner Identification Number in advance, as students without it will not be able to apply for the accommodation.
- Students holding a residence permit starting with the number 99 in Türkiye are legally allowed to stay in KYK dormitories.
- To do so, they should follow the announcement of KYK applications from the university along with their identification numbers and complete their applications within the specified period.
- During the application process, it is necessary to follow and provide the required documents such as the residence permit and student certificate from the official website of the KYK Institution.
- Additionally, students must possess an E-Government password during the application process.

KORU STUDENT DORMITORY

To meet the accommodation needs of our university students, there is one student dormitory located in the Central Kanuni Campus.

To stay in this dormitory, you need to fill the application form which is under the page of the <https://www.ktu.edu.tr/sks/barinmahizmetleri> (QR 3).



After you apply, please visit the guesthouse responsible person to finish the application process.

You can also find the prices for accommodation in the website or in QR 3.

* Please enter your information in capital letters in the application form



QR 3

05 STUDENT AFFAIRS OFFICE

BEFORE ARRIVING


Students studying in Türkiye must gather these below before arriving so as to have a smooth transition:

- **VISA** : Students need to obtain a Student Visa. However, after obtaining the Student Visa, it is possible to apply for a Residence Permit. The visa application process may take a long time. Therefore, applying for a visa immediately after receiving the acceptance letter will save you time.
- **DIPLOMA EQUIVALENCE CERTIFICATE** : The Diploma Equivalence Certificate demonstrates the equivalence of the student's completed high school education to high school education in Türkiye. It is mandatory for studying at a higher education institution (university) in Türkiye.
- **HEALTH INSURANCE** : Students are required to have health insurance that covers their entire study period. Additionally, health insurance is required to obtain a residence permit. Therefore, at least a health insurance policy must be obtained. Students who have come or will arrive in our country will have to obtain the Social Security Institution General Health Insurance (GSS) during their registration at the university.



STUDENT AFFAIRS OFFICE

AFTER ARRIVING

After arriving  the university, students must visit Student Affairs Office to complete their registration.

The required documents generally include:

- **Passport / Identification document**
- **Diploma / Transcript (may already be included in the Diploma)**
- **Exam result documents**
- **Declaration form**
- **Health Insurance**

(Diploma may suffice for some procedures.)

- After registration, the Student Affairs Office's system assigns a student number and identification number. The identification number is used for residence permit procedures, and after obtaining residency, a permanent identification number is provided.
- Before going to the Student Affairs Office, an online application for residence permit is made, and the printed application form is submitted along with documents such as passport, identification document, student certificate, 4 biometric photographs, health insurance, and address information.

*Student
Affairs Office*



AFTER ARRIVING

EDUROAM

Student Affairs Office's system assigns a student number. With that number students get a Outlook mail which is STUDENTSID@ogr.ktu.edu.tr. To use the university's internet connection, students need to connect to the eduroam wireless network within the university.

To do this, you must configure the necessary settings on your device. In the following website, you can find the settings for your devices <https://www.ktu.edu.tr/bilgiislem/eduroam>.

Students will use their student number followed by "@ktu.edu.tr" as the username, and their password will be the same as the one they use for the information management system (BYS).

To access BYS, scan the QR code.



KTUMOBIL

The developed application includes features such as viewing details of Academic Units, displaying important points within the university on the map, viewing Academic Calendars, Phone Directory, Announcements and Events, Social Life, Dining Hall **Menu**. In addition to these, students are able to view their exam results, transcripts, and weekly course schedules. They can also receive notifications sent by academic staff teaching any course or acting as their academic advisor.



You can find the app both in Google Play and in App Store.

06 CHECKING INTO YOUR RESIDENCE

For students coming to Türkiye, there are private dormitories and apartments available outside of campus where they can stay while waiting for their dormitory applications to be processed. Staying in these places initially will make it easier for them to settle in and handle documentation processes.

Students can find off-campus accommodation options in the vicinity of the campus, particularly in the neighborhoods of *Kalkınma, Konaklar, Bostancı and Pelitli*.

You can also refer to the route maps that are provided **in internet** to conveniently search for and find off-campus accommodation.

Students generally need to bring the following documents:

1. *Passport or identification document*
2. *Student ID or acceptance letter* (if available)
3. Documents showing the *student's financial situation* (bank statements, sponsorship letter, etc.)
4. *Accommodation agreement or lease contract*
5. If required, *health insurance certificate*
6. *Student residence permit application form* and other necessary documents (may vary)

However, every situation can be different, so it is important for the student to pay attention to the rules and requirements of the place they will stay.



07 RESIDENCE PERMIT

Residence permit applications in Türkiye **is** made through the following online platform that you can access it with <https://e-ikamet.goc.gov.tr> (QR 4).

*Students applying for a residence permit are required to submit the necessary documents listed on the residence permit student registration form **to** Student Affairs Office as soon as possible after submitting their residence permit application, without waiting for the appointment date.*



- Log into the website.
- During the application process, you must have your passport or travel document with you and then make your application with this document.
- If you want to apply for a Residence Permit for the FIRST TIME; select the "*FIRST TIME RESIDENCE PERMIT APPLICATION*" menu.
- After filling out the residence permit application form, prepare the documents specified in the form.
- Submit the required documents for the application *to Student Affairs Office* by the date notified to you during the university registration process.

Students applying for a residence permit can quickly and securely complete their transactions through the Digital Tax Office (QR 5).

You can click on the QR codes without having to go to the tax office for the Tax Identification Number (QR 6) and Residence Permit Fee (QR 7).

Foreign national identity number is written on your residence permit card. Alternatively, you can search it from the (QR 8).



QR5

<https://dijital.gib.gov.tr>



QR7

<https://dijital.gib.gov.tr/hizliOdemeler/IkametTezkeresiHarciOdeme>



QR6

<https://dijital.gib.gov.tr/foreigners/kimlikNoBasvuru>



QR8

<https://tckimlik.nvi.gov.tr>

07 RESIDENCE PERMIT

REQUIRED COMMON DOCUMENTS

1. Residence Permit Application Form
2. Copy of Passport or equivalent document
3. Four biometric photos
4. Declaration of sufficient and regular financial means for the intended stay (To be declared in the Application Form.)
5. Document/receipt showing payment of residence permit card fee
6. Valid health insurance

(Students who will benefit from general health insurance (GSS) service must obtain a document from the Social Security Institution (SGK) and submit this document to the Immigration Administration during the residence permit application process.)

7. Proof of Residence

Upon submitting the documents to the Migration Office, Student Affairs will inform the student if there is any missing document/information.

The Student Affairs Office, will specifically handle document collection. For any concerns or questions about your residence permit, please contact 157 for direct assistance from the Migration Office.

To access the residence permit application process brochure prepared by the Ministry of Interior's Directorate General of Migration Management in multiple languages, please click on the <https://www.goc.gov.tr/kurumlar/goc.gov.tr/Ogrenci-Ikamet-Basvuru-Sureci> (QR 9).



QR9

08 HEALTH INSURANCE

International students so as **not** experience any grievance during their stay in our country, they are required to use *General Health Insurance (GSS)* instead of a private health insurance.

International students are covered **by** Directorate of Social Security Institution which provides General Health Insurance (GSS) during registration at the University.

Students who are included in the scope of GSS must pay the necessary payments by adding the GSS document to the Students Affairs Office and residence application files, to the officers responsible for registration and residence.

Acquiring GSS is a simpler and more cost-effective option for students. To enroll in GSS, students must apply online via E-Government, following receipt of their foreign national ID number. Failure to apply within this timeframe forfeits the opportunity to enroll in GSS.

To apply for GSS, follow these steps:

- Inform the Students Affairs about *your foreign ID number* so as to update your information on the system.
- Visit a *PTT Office* and get an *E-Government password*.
- Visit www.turkiye.gov.tr (**QR 10**) and log in with your foreign ID number and E-Government password
- Search for "*Yabancı Uyruklu Öğrencilerin GSS Başvurusu ve Takibi*" and then click "*başvuru yap*" (apply).
- After your application, wait for 2-3 days and visit the same page to check your application status and *make sure that it is approved*.
- Visit <https://www.turkiye.gov.tr/sosyal-guvenlik-sosyal-guvenlik-kurumu-kart-ile-prim-odeme-uygulamasi>

(**QR 11**) login with your E-Government password, select "*Diğer Tahsilatlar*"-"*GSS Prim*" and enter your foreign ID number that starts with 99 and then *make the payment online*.

QR10



QR11

09 HEALTHCARE SERVICES

International students can benefit from basic health services offered at the Medical-Social Center (Mediko-Sosyal Merkezi) within the Directorate of Health, Culture, and Sports of KTU.

In cases where advanced examination and treatment are required, referrals are made to relevant institutions.

In situations where emergency medical intervention is necessary, emergency health services are provided without questioning the eligibility for service.

MEDICAL - SOCIAL CENTER

The *MSC* is located within the Directorate of Health, Culture, and Sports, building on the Kanuni Campus.

It operates on weekdays during business hours from 08:00 to 17:00. The service delivery is planned taking into account the sterilization and disinfection hours of the units.

At the MSC, basic primary healthcare services are provided, including injection administration, IV infusion, blood pressure, temperature, and pulse measurements, wound dressing, and limited inpatient observation under physician supervision when necessary, all catering to both students and university staff.

Karadeniz Technical University meets all the treatment expenses of those who are in need and who don't have any health insurance. In case of emergency, all students, regardless of their origin, are treated in the Health Centre on the campus. For more serious cases, the *Farabi Hospital of the Faculty of Medicine* is also nearby on the campus. There are also a variety of hospitals and private clinics in the city. To benefit from these health services, all international students are strongly advised to have a valid international health insurance during their arrival to Türkiye.

10 BANKING

When applying to open a bank account, banks typically request specific information and documents. With completion of these documents, it is possible to easily create a bank account. The documents required for opening a bank account are as follows:

- *Passport*
- *Residence address in Türkiye:* Banks may request proof of residence to verify the applicant's address in Türkiye.
- *Tax number:* Having a tax number registered in Türkiye's taxation system is necessary for the bank account opening process.
- *Mobile phone number registered in the applicant's name:* For communication purposes and security reasons, banks may require a mobile phone number registered in the applicant's name.

With these documents completed, one can apply for a bank account and have it opened. However, procedures may vary from one bank to another, so it is important to verify the requirements of the specific bank before applying.

Ziraat, PTT and Vakıfbank has the banks that you can visit on the campus. Students can settle their tuition fees using *Vakıfbank ATMs*.



11 CAMPUS CARD

The students are provided with the '*Campus Card*' as their student identification card. With the Campus Card, you can carry out student transactions, load money to benefit from dining services, and utilize library services. Additionally, you can also benefit from debit card or credit card features.

You can use the following link or **QR 12** code for card application:

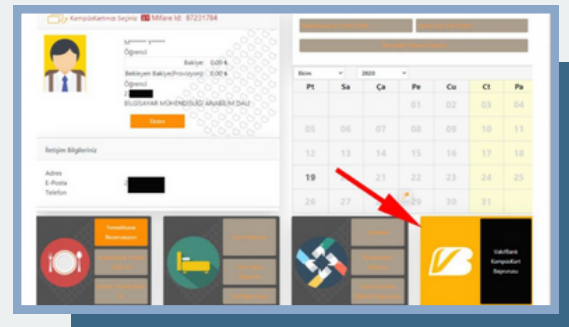
<https://kampuskart.ktu.edu.tr/>

For the application, your permanent foreign identification number obtained from the Immigration Office will be used as the username, and the BYS password will be used as the password. The Student Affairs Office will create the BYS password for you.



QR12

1. Begin the application by clicking on the '*VakıfBank CampusCard Application*' button located in the bottom right corner of the screen.



2. Confirm your information.



CAMPUS CARD

3. Click on the '*Apply*' (başvur) button to continue with your application. Enter the required information on the screen and click the '*Next*' (ileri) button to proceed. Fields marked with an asterisk (*) are mandatory to fill.

4. If you want your card to have credit card features, select the '*Credit Card Featured Campus Card*'; otherwise, select the '*Standard Campus Card*' option to proceed.

5. After filling in details such as the last payment date and whether you want to receive campaign SMS messages, click the '*Next*' button to continue the application.

6. Finally, a card photo showing your photo will appear on the screen. End the process by clicking the '*Apply*' (başvur) button.

Once the application is completed, you will receive a confirmation message on the screen.

12 BUS CARD



The Trabzon Bus Card is available for purchase through electronic card sales and filling ATMs within the city. To obtain different types of Trabzon Cards, students need to submit an application to the Trabzon Metropolitan Municipality Transportation Department (TULAŞ) along with the required documents.

Students seeking a discounted Trabzon Card can apply by providing a photocopy of their current academic year's student certificate that obtained from the Student Affairs Office or student ID card, along with one photo.



One of the places where you can go to get a bus card in Trabzon is the TULAŞ center located behind the Biology department on campus. However, if you find it closed, don't worry. You can also get your card from the *HAMAMİZADE İHSAN BEY CULTURE AND ART CENTER* located in Meydan.

13 CHECKLIST



Upon my arrival in Trabzon, I have made arrangements for my accommodation. Furthermore, I have submitted an application to reside in a dormitory as an alternative.



I have my passport, student visa, diploma equivalence certificate, exam results, and biometric photographs (at least 5) with me.



Upon arrival, I completed the registration procedures at the Student Affairs.



I have acquired my student number ID and temporary identity number for the residence permit application process.



I submitted the necessary documents listed on the residence permit to Student Affairs as soon as possible after submitting the residence permit application from the website.



I visited the PTT Office to obtain an E-Government password using my permanent identification number.



I applied for general health insurance within three months. OR I purchased private health insurance. OR, I ensured that my health insurance from my home country is valid in Türkiye.



I have completed the payment for my residence permit fee, obtained the residence permit, and acquired my tax ID number.



I opened a bank account in Türkiye.



I have applied for a Campus Card for use at the main dining cafeteria, library, and during exams.



I have attended any orientation sessions or meetings organized **by university** for international students.



I have met with academic advisors or faculty members to discuss my course schedule and academic requirements.



I will stay informed about any updates or announcements from university or the immigration office regarding my residence permit or other legal requirements.

14 IMPORTANT CONTACTS

Accessing key contacts is imperative for ensuring a smooth and official experience throughout your time in Trabzon. The tables below are a detailed compilation of important contacts which are essential for facilitating your academic pursuits and residency in the city.

Department/Office	Contact Number
<i>Campus Security</i>	+90 462 377 44 44
<i>Student Affairs Office</i>	+90 462 377 25 12
<i>International Student Affairs Office</i>	+90 462 377 4505
<i>Call Center for Student Affairs</i>	+90 462 377 3377
<i>Medical-Social Center</i>	+90 462 377 2220
Student <i>Koru Student Dormitory</i>	+90 462 377 3578
<i>Psychological Counseling</i>	+90 462 377 5878
<i>Directorate General of Migration Management</i>	+90 462 223 22 45
<i>Directorate of Health, Culture and Sports</i>	+90 462 325 3166
<i>KYK Directorate of Student Dormitory</i>	+90 462 230 7340
<i>Trabzon Dormitory Directorate</i>	+90 462 328 0982
<i>Presidency for Turks Abroad and Related Communities</i>	+90 312 218 40 00

IMPORTANT WEBSITES

- ◆ [Office of International Student Affairs](#)
- ◆ [KTU International Studies](#)
- ◆ [Directorate of Sports Services](#)
- ◆ [Directorate of Student Accommodation Services](#)
- ◆ [Student Clubs](#)
- ◆ [Campus Card Application](#)
- ◆ [Psychological Counseling and Guidance](#)
- ◆ [E-Residence Permit System](#)
- ◆ [Campus Tour](#)



W E L C O M E



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KTU OISA

https://www.instagram.com/ktu_oisa/



KTU TV

<https://www.youtube.com/ktutv>



KTU OISA

<https://www.youtube.com/@ktuoisa6110>



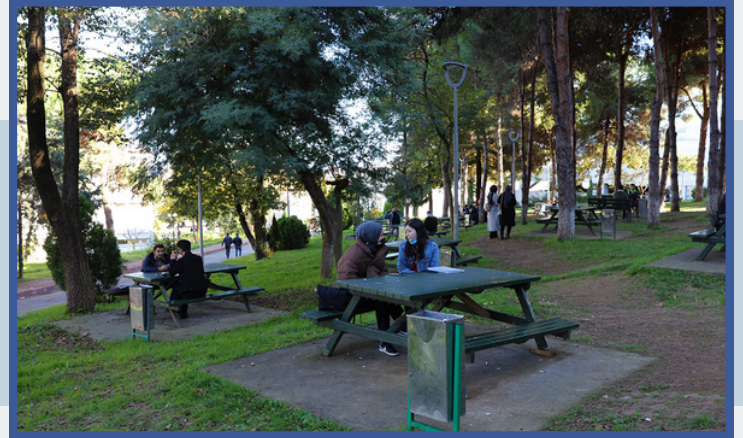
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