

CERRAHPAŞA FACULTY OF MEDICINE INTERNATIONAL STUDENTS GUIDE

A GUIDE BY STUDENTS, FOR STUDENTS

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INTRODUCTION

Welcome to the International Students Guide. This guide has been created with the aim of being a reliable tool to help you hit the ground running and navigate university life with clarity and confidence! It provides essential information on a wide range of topics, from grade calculation and course selection to understanding university proceedings and adjusting to campus culture. We hope the guide will help you make informed decisions and avoid repetitive questions and support your success throughout your studies!

Our vision is for the guide to be an all-inclusive reference for international students of all grades in Cerrahpaşa Medical Faculty. We will keep updating it with more relevant and up-to-date information, so please keep an eye out for the latest version of the guide!

We wish you the best as you embark on your academic journey!

~The Authors Team

COMPLETING THE REGISTRATION PROCESS

Congratulations on your acceptance and welcome to the Cerrahpaşa family! Completing the registration process is the last step for you to be officially a proud Cerrahpaşa student!

Applicants who earned the right to enroll to the university can access their acceptance letters from the official website of the university where their applications were made originally.

Registration for medical students is made at the Students Affairs Office in Cerrahpaşa Faculty of Medicine (Location link below) on the dates announced on the University's website annually.

📍 [Basic Health Sciences Building, B Block, Gümrükçü Street, Fatih, İstanbul](#) 📍

Students who wish to complete their registration should have the required documents ready with them (see the link below) and go to the Students Affairs Office.

It is recommended that the registration is done on the first day. In the case of any missing documents/ certificates, you would have the rest of the registration period to obtain and complete the missing documents.

Note: The equivalency certificate can be obtained from the provincial directorate of national education (locally). Students have 60 days after completing their registration to provide the certificate to the Students Affairs Office, provided it is a time-consuming process.

!! Please keep in mind that applicants lose the right to registration unless it is completed within the registration period. !!

[🔗 MORE INFORMATION ON EQUIVALENCY CERTIFICATE](#)

[🔗 REQUIRED DOCUMENTS FOR THE REGISTRATION PROCESS](#)

RESIDENCE PERMITS

1. LODGING AN APPLICATION FOR THE FIRST TIME

All international students studying in Türkiye must have a student residence permit during their education period. According to the decision of the Directorate of Migration Management, students have to submit their residence permit documents to the International Students Office.

Having a valid residence permit (and therefore a foreign ID no.) also allows you to access education-related documents via the e-government portal (E-devlet).

While your student visa might be valid for a while, we recommend applying for a residence permit as early as possible.

Please note that Blue Card (MaviKart) holders do not need to apply for a residence permit.

You can start your residence permit application process by filling in the application form at <https://e-ikamet.goc.gov.tr>

When applying for a residence permit, here are a few things to keep in mind:

- You'll lodge an application for a student type residence permit.
- You will need to upload a biometric photograph to the website. Make sure you have a digital version of your biometric photo.
- Only fields marked with **red** in the application form are mandatory. You do not need to fill out the rest!
- When choosing the immigration office, it is suggested that you avoid Esenyurt and Sultanbeyli offices. It is highly recommended to choose Fatih or Kumkapı (Beyazıt) offices.
- After you complete your application, the application fees can be paid from the Tax Office (Vergi Dairesi) or can be paid online. If you choose to pay it online, don't forget to download a copy of the receipt from the website to print and include in your application file.
- The next step is to go to the corresponding immigration office and provide your fingerprints (don't forget to take your passport, student certificate and your residence permit application form.)
- Upon gathering the required documents, you should submit them to the International Students Office in our Avcılar campus.

For more details about Residence Permit applications:

2. LODGING AN EXTENSION APPLICATION

Applying for a residence permit extension is not very different from applying for the first time. However, some of the required documents might be different and some additional documents might be requested/ no longer needed. Please check the link above for an updated list of required documents.

Once your application is complete, download the application form and check the field below “Foreigner ID no.”, if there’s a number preceded by the letter G, you don’t need to provide your fingerprint again. Instead, you can submit your extension application directly to the International Students Office in Avcılar.

HEALTH INSURANCE

There are two types of health insurance available in Turkey: the state-provided General Health Insurance (GSS) and private health insurance offered by private companies.

State-Provided General Health Insurance

General Health Insurance (GSS) is administered by the Social Security Institution (SGK) in Turkey and aims to provide health coverage to all residents. **International students who want to enroll in GSS can apply to SGK within the first three months of registering at their university, even if they have not yet obtained a foreign identity number.**

Students with GSS can access state hospitals free of charge, and may also receive partial discounts at private hospitals.

Private Health Insurance

Many companies in Turkey offer private health insurance. These providers may also assist with residence permit applications alongside the health insurance itself. Please note that low-coverage policies obtained solely for residence permits may not provide adequate coverage in case of illness; therefore, it's important to review the policy's coverage carefully.

Students interested in private health insurance can seek help from the International Office for guidance on the application process. You can also independently research and select an insurer. If doing so, *make sure to inform the provider that your policy must meet the requirements for a residence permit.*

Please remember that students are responsible for obtaining their own health insurance and for completing the necessary procedures with the relevant authorities. It is important to choose your policy's coverage carefully.

Alternative option for EU students

Students from the EU, Iceland, Liechtenstein, Norway, and Switzerland can apply for a European Health Insurance Card (EHIC), which allows access to medical care in Turkey. You can request an EHIC free of charge by contacting your local health authority.

ABOUT OUR CAMPUSES

Our university has multiple campuses all over Istanbul which students can have access to with the help of the student card. Medical students will receive their education mainly in the Cerrahpaşa campus, and the university hospital campus located in Fatih and Yeşilköy respectively. The international student office, however, is in the Avclar campus.

Students can benefit from the facilities across all our campuses (E.g., libraries), and are not limited to the facilities in our campus!

Cerrahpaşa Campus:

The campus houses 7 lecture halls with a capacity of approx. 1200 students. These halls are the main venues of education for pre-clinical years. The lecture halls are mainly located in the Internal Medicine Building and Amphitheatre Building. You can learn which lecture hall is assigned to your class from the lecture program.

Basic Health Sciences Building's B block is home to most of the education laboratories that are relevant to pre-clinic students. It is also where one of the lecture halls is located. Each department's practical lessons are carried out in its respective laboratory. For more information, please check section XX.

The faculty's dining hall is on the basement floor of the Amphitheatre Building.

Yeşilköy Campus:

This is the university hospital campus. It is located in the Yeşilköy neighborhood in the district of Bakırköy. This is the campus where most of the clinical and internship years students receive their education. Pre-clinic students will also have a few clinic-based practical lessons in this campus throughout their first 3 years of education.

The university's dining hall also operates in the Southern wing of the hospital in the Yeşilköy Campus.

[!\[\]\(e1c624d4757f08486e89482c18364c17_img.jpg\) For more information about our university's campuses](#)

THE STUDENT CARD AND ITS BENEFITS

This is the card you'll use to gain access to all our university's campuses. The card also doubles as a tool for loading money and paying for meals at the dining hall. A few weeks after you complete your registration, you'll receive an email notifying you that the card is ready for pick-up from the Students Affairs Office.



You can check out our other guide for instructions on how to load money onto your card and use it in the dining hall.

THE LECTURE PROGRAM AND ACADEMIC CALENDAR

Two of the most important files that a student must regularly refer to are the academic calendar and lecture program. Students can get information about important dates from the academic calendar including start and end dates of semesters, deadline of tuition fees payment as well as official holidays and events.

The university releases an academic calendar file for every faculty on the official website of the university and the faculty. (Please see below).

The lecture program is a regularly updated file containing detailed information about modules, lectures, practical lessons, etc. It also outlines the topic, date, venue, as well as instructor of planned lectures. It is one of the most important resources and we highly suggest using it as a reference to build study plans based on it.

[!\[\]\(fc3a57079704ef1b99671c8cafae23be_img.jpg\) OFFICIAL PAGE OF ACADEMIC CALENDAR](#)

[!\[\]\(0ac73c45806a78de248a19d9a2dbe7a6_img.jpg\) OFFICIAL PAGE OF LECTURE PROGRAM](#)

ABOUT 'AKSIS' WEBSITE

AKSIS is our university's portal website. It is used by students to access education-related information, download education materials as well as receive updates from the professors. **It is also used by international students to check their due tuition fees and learn their reference number (the number with which students can pay their tuition fees).**

Course selection, which is done at the start of every semester, is done on Aksis within the allocated time window.

After registration to the university is complete, students can create an account on aksis from the following webpage.

Students who have special characters in their names, or those who do not possess a Turkish ID number yet might have trouble creating an account. In the case of any difficulties, please contact the Students Affairs Office.

[!\[\]\(4cafc60cd39da821525d7c6589540296_img.jpg\) CREATE AN ACCOUNT ON AKSIS](#)



AKADEMİK KAYIT SİSTEMİ
İSTANBUL ÜNİVERSİTESİ-CERRAHPAŞA

☐ Şifre Göster

Hesap Oluştur

Giriş

Kurumsal E-Posta Girişi

 E-Devlet Girişi

PRACTICAL LESSONS AND LABORATORIES

For every module, students have mandatory practical lessons that they need to attend for various subjects. These lessons are instructed in each department's respective laboratory.

Due to limited capacity, students are divided into different groups based on their student ID number. These groups are assigned different dates for their practical lessons. Students of the English program are assigned group number 1, while groups 2,3 and 4 are assigned to students of the Turkish medicine program.

For more information about practical lessons/exams dates, check the "Practices Rotation Program" table of each module. As for your group details, please check the "Öğrencilerin Gruplara Dağılımı" table of each module.

Depending on the module, some subjects will also have practical examinations whose scores will be directly added to the mid-term/final exam. These examinations are either done on the last practical lesson or done as smaller tests throughout the module.

It is important to know that there's a minimum attendance requirement of 80%. E.g., if a subject has 10 practical lessons in a module, students can be absent no more than 2 times. Students who fail to meet the attendance requirement lose the right to enter their practical exams as well as the marks they carry.

Navigating the laboratories can be a little difficult at first, so here's a table with the location of all of the Basic Health Sciences Laboratories for you to refer to!

LABORATORY	FLOOR/SECTION	LOCATION
ANATOMY	B Block, independent entrance, west wing of building	B Block Anatomy Entrance
BIOCHEMISTRY	B Block, Main entrance, 1st floor	B Block Main Entrance
HISTOLOGY	B Block, Main entrance, 1st floor	
PHYSIOLOGY	B Block, Main entrance, 1st floor	
BIOPHYSICS	B Block, Main entrance, 2nd floor	
MEDICAL BIOLOGY	B Block, Main entrance, 2nd floor	
MICROBIOLOGY	B Block, Main entrance, 2nd floor	
PATHOLOGY	Pathology Building, 1st floor	PATHO

EXAMINATIONS AND ATTENDANCE

The committee-based system ensures that the exams and attendance requirements for each course are independent of other courses. While attendance at theory lectures is not mandatory, students must attend at least 80% of the practical lessons before an exam in order to be eligible to sit for it. Failure to meet this requirement will result in the student being (barred/)excluded from (taking) the exam.

Each course typically includes two exams: a midterm, which is usually held halfway through the course, and a final exam at the end of the semester. For longer courses, a second midterm may be scheduled, bringing the total number of exams to three. Students who miss the final exam, as well as those who fail it, are eligible to take a make-up exam. Make-up exams are not available for midterm exams. However, in the case of serious illness, students need to contact the students affairs office and present a health report issued by a doctor who works in a SGK-affiliated health center AND on the day of absence from the midterm exam. In that case students are offered a delayed makeup exam in lieu of the midterm exam.

ELECTIVE COURSES

Elective courses offer an outlook beyond the scope of conventional medicine education but have a direct connection to it. The faculty offers one or more optional courses per semester, with some courses spanning a full academic year.

Most elective courses are carried out online, but some courses are hybrid learning or entirely face-to-face. Please note that the instruction language of elective courses is Turkish.

Elective courses usually have a 1-2 credit weight, therefore, do not have a big impact on the GPA grades-wise. However, they provide valuable variety and experience to a medical student's education.

Unlike most modules, elective courses are not bound to multiple-choice examinations, and can be graded in various ways depending on the course. Some are graded on assigned projects, presentations, or practical applications.

For more information about the available courses, their duration, grading style, and more, please check the link below.

 [FULL LIST OF ELECTIVE COURSES](#)

THE CREDIT SYSTEM AND GPA CALCULATION

Our medical program operates on a credit-hour system, with each semester requiring a minimum of 30 credits. The total credit number for the mandatory modules is 360 credits which is the required number of credits for graduating from medical school. The credits for each semester are distributed across the mandatory modules (committees), which you can learn more about from the student program. Elective courses typically have fewer credits (1 or 2) compared to mandatory modules which carry around 14 credits (or 8 credits in some cases).

To calculate your GPA, you need to first calculate your grade in each module. Mid-term examinations account for a total of 40% of the module, while the final examination accounts for the remaining 60%. Once you work out your overall grade in the module, you can refer to the following table to

For GPA calculation, you first multiply the credit hours of each course by the grade you received (on a 4.0 scale) to determine the course's grade points. Then, you sum the grade points for all courses taken so far and divide the total by the total number of credit hours. Be sure to include your elective courses in this calculation as well.

Grade Note	Percentage	GPA note
AA	100-88	4
BA	87-80	3.5
BB	79-73	3.0
CB	72-66	2.5
CC	65-60	2.0
DC	59-55	1.5
DD	54-50	1.0
FF	49-0	0.0

Suppose a semester with 2 modules and no elective courses. Each module has a 14 credit weight. You score an 80/100 in the midterm and 85 in the final of the first module.

And a 70/100 in midterm and a 90 in the final of the other module.

Your module 1 grade: $(40\% \times 80) + (60\% \times 85) = 83$ overall.

Your module 2 grade:
 $(40\% \times 70) + (60\% \times 90) = 84$ overall.

Now, both grades correspond to a BA, which is a 3.5 on a 4.0 scale EACH.

Multiply $(3.5 \times 14) + (3.5 \times 14) = 98$

Divide this by the total credit (28)

$98/28 = 3.5$ is the GPA for the semester

HOW TO PAY THE TUITION FEES

!! Important note: Tuition fees can only be paid after course selection has been completed for the semester. !!

The tuition fees are paid in two installments, at the beginning of each semester. The deadline for the payment of tuition fees usually extends to the first week of the semester. To get up-to-date information about deadlines, please refer to the academic calendar of our faculty (see above).

There are three methods to pay the tuition fees:

- 1- In person, from any Halkbank branch within working hours (Cash only)
- 2- Directly from our Aksis website with your debit/credit card.
- 3- From the bank application of Halkbank (only if you have an account in Halkbank)

For first time payment, we recommend paying at the following branch as it is close to the campus and gives a hardcopy of the receipt, which you can use to complete your registration at the university.

HALKBANK CERRAHPAŞA BRANCH

To make the payment at the bank, you need to have a valid identity document (Passport/ national ID card) as well as your reference number. Your reference number is a unique 6-digit number issued by the university. You will use the same reference number throughout your education period at the university. To learn your reference number, sign-in to our aksis portal and click on 'Harc Bilgileri'. If you haven't made an account on aksis yet, you can contact the Students Affairs Office to learn your number.

Please note: after every payment, it is important to send a copy of your receipt to the students affairs office either by hand or via the students affairs email.

Students affairs email address: ctfogrenci@iuc.edu.tr

CERRAHPAŞA STUDENT CLUBS

Our faculty has around 25 clubs established by the initiatives of and run by the passion of our students which provide environments that can help you expand your social circle and discover new hobbies or develop new ones! Given that they're developed by students, we have student clubs for various arts, sports and even academic societies and research.

At the start of every academic year student clubs organise stands to promote their activities and attract new members. That's the best opportunity for you to reach out and join clubs that you like! You can always get in touch with club members/ management to learn more about the enrollment process.

We highly recommend enrolling into student clubs and exploring activities organised by other clubs! For more information on our student clubs, see the link below.

 [CERRAHPAŞA STUDENT CLUBS](#)

CERRAHPAŞA STUDENT CLUBS

Throughout your education at Cerrahpaşa, you might have inquiries that may be outside the scope of this guide, or may be more specific to your situation. For such circumstances, we've listed the contact information of departments that could help you navigate any situation that may arise, including the international students representative.

INTERNATIONAL STUDENTS OFFICE (for the whole university)

 intstudents@iuc.edu.tr

 <https://international.iuc.edu.tr/en/>

STUDENTS AFFAIR OFFICE (in Cerrahpaşa Faculty of Medicine only)

 ctfогrenci@iuc.edu.tr

 <https://ctfогrenci.iuc.edu.tr/en/iletisim>

ERASMUS COORDINATOR OFFICE (for the whole university)

 erasmus@iuc.edu.tr

 <https://erasmus.iuc.edu.tr/en/iletisim>

INTERNATIONAL STUDENTS REPRESENTATIVE (In the Medical Faculty)

Mohamad Alhakim

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