

## WELCOMING GUIDE

2024-2025

### Dear CyberMACS Students,

First of all, congratulations on your big achievement. You have been selected from outstanding applicants and compelling applications from worldwide. We know that starting a new graduate programme and moving to new countries are fundamental decisions. To this end, we want to support you throughout your whole journey. The purpose of this Welcoming Guide is to assist you with your smooth involvement in the CyberMACS Master's programme.

This document aims to inform you about several practical information including your visa and residence permit process, accommodations, cost of living, travel, student services, insurance, and health services. It should be read in conjunction with your student agreement (for all students) and scholarship contract (for the students on scholarship).

Please do not forget to regularly check the Programme's website where we try to provide all useful and updated information on CyberMACS.

Please review CyberMACS Team who will assist you throughout your journey at the following [link](#). To get swift and robust replies to your inquiries, we advise you to contact the right department. For academic inquiries please contact the academic coordinators. For your administrative inquiries please contact the local administrative coordinators. If you have specific questions regarding Erasmus Mundus Joint Master's Degree Framework, please reach out to the Project Team Members.

With any further inquiries, feedback comments, and suggestions, please feel free to contact us at [info@cybermacs.eu](mailto:info@cybermacs.eu)

We are looking forward to welcoming you soon!

CyberMACS Team

### Some Key Dates

<b>Arrival to Türkiye</b>	30-31-1 August September 2024
<b>Cultural Orientation Week</b>	2-6 September 2024
<b>Joint Integration Week</b>	9-13 September 2024
<b>First Semester</b>	23 September 2024 – 20 December 2024
<b>Winter School</b>	20-24 January 2025
<b>Summer School / International Conference</b>	2-6 June 2025
<b>Internships / Practical Trainings</b>	Duration: Minimum 8 Weeks
<b>Second Year - SRH Berlin</b>	01.10.2024 - 30.09.2025
<b>Second Year - UKIM</b>	01.10.2024 - 30.09.2025 (TBC)*
<b>Thesis Defence</b>	06.2025 to 08.2025 (TBC)*
<b>Graduation Ceremony</b>	30.08.2026 (TBC)*

\* To be confirmed (TBC): We will regularly inform you about events, please check your e-mail box regularly.

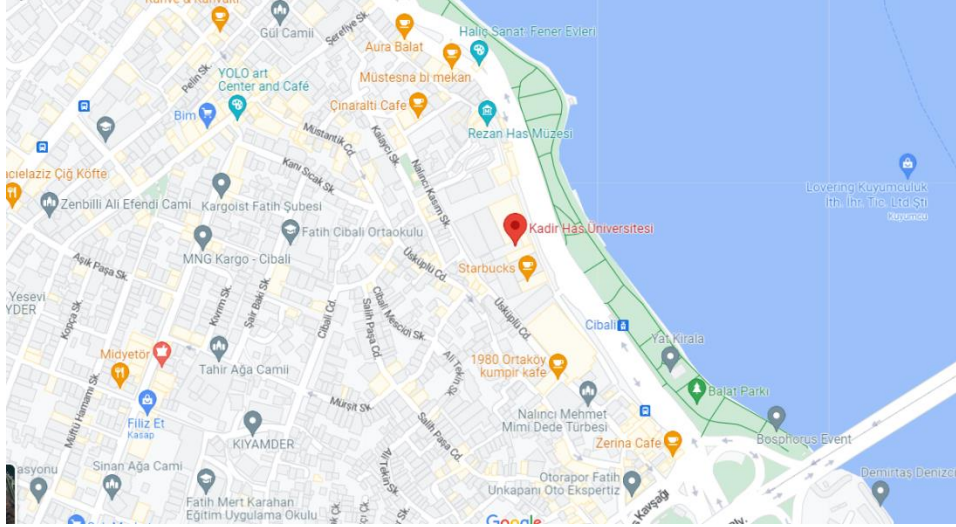
## Locations

### **Kadir Has University (KHAS) /Istanbul**

**Address:** Cibali, Kadir Has Cd., 34083 Cibali / Fatih/Fatih/İstanbul, Türkiye

**Google Maps Link:** <https://goo.gl/maps/wZ6awcTbcWh9Y97w8>

**University Website:** [Kadir Has Üniversitesi \(khas.edu.tr\)](http://khas.edu.tr)

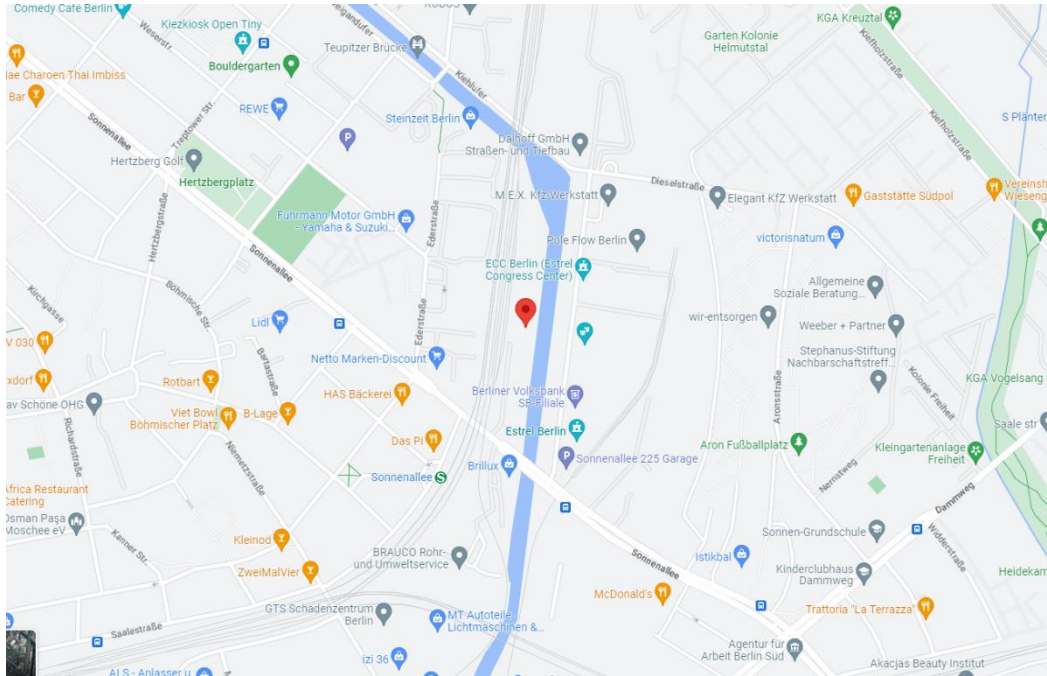


### **SRH Berlin University of Applied Sciences (SRH-Berlin)/Berlin**

**Address:** Sonnenallee 221, 12059 Berlin, Germany

**Google Maps Link:** <https://goo.gl/maps/bzParP3emRzxr9bG6>

**University Website:** [SRH Berlin University of Applied Sciences \(srh-berlin.de\)](http://srh-berlin.de)



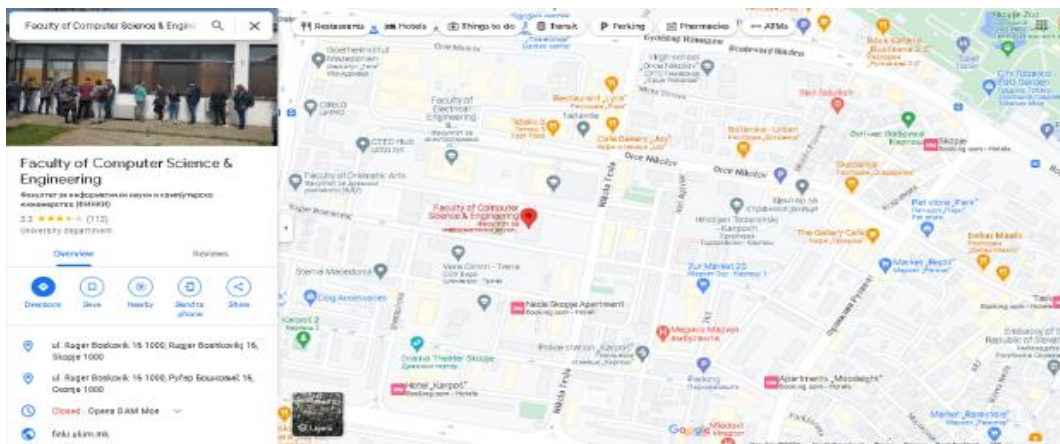
## University Ss Cyril and Methodius in Skopje (UKIM)/ Skopje

### Technical campus: Faculty of Computer Science and Engineering (FINKI)

**Address of the faculty UKIM's Technical campus:** Ruger Boskovic 16, 1000, Skopje, Republic of North Macedonia

**Google Maps Link:** <https://maps.app.goo.gl/nW3hW5xyz7XVUb9M9>

**University Website:** [https://www.ukim.edu.mk/en\\_index.php](https://www.ukim.edu.mk/en_index.php)



# Table of Contents

<b>1. Visa &amp; Residence Permits</b> .....	5
<b>1.1. Türkiye (KHAS)</b> .....	5
<b>1.2. Germany (SRH-Berlin)</b> .....	7
<b>1.3. North Macedonia (UKIM-Skopje)</b> .....	11
<b>2. Accommodation</b> .....	13
<b>2.1. Türkiye (KHAS)</b> .....	13
<b>2.2. Germany (SRH-Berlin)</b> .....	13
<b>2.3. North Macedonia (UKIM-Skopje)</b> .....	15
<b>3. Living cost</b> .....	15
<b>3.1. Türkiye (KHAS)</b> .....	15
<b>3.2. Germany (SRH-Berlin)</b> .....	17
<b>3.3. North Macedonia (UKIM-Skopje)</b> .....	17
<b>4. Travel</b> .....	17
<b>5. Student Services</b> .....	17
<b>5.1. Türkiye (KHAS)</b> .....	17
<b>5.2. Germany (SRH-Berlin)</b> .....	19
<b>5.3. North Macedonia (UKIM-Skopje)</b> .....	19
<b>6. Insurance</b> .....	19
<b>7. Health service</b> .....	20
<b>7.1. Türkiye (KHAS)</b> .....	20
<b>7.2. Germany (SRH-Berlin)</b> .....	20
<b>7.3. North Macedonia (UKIM-Skopje)</b> .....	21
<b>8. Important Tips for Arriving Türkiye and Study in KHAS</b> .....	21
<b>8.1 Tips for your arrival to Istanbul</b> .....	21
<b>8.2 Study at KHAS</b> .....	23

## 1. Visa & Residence Permits

***\*Note: We attempt to keep visa information up to date, but it is not a substitute for contacting the embassy/consulate. It is the student's responsibility to check the most updated information regarding the visa requirements for CyberMACS countries.***

***\*\* We cannot guarantee that the visa information here is current.***

***\*\*\*Turkey adopted its official name, Türkiye Cumhuriyeti, known in US English as the Republic of Turkey or more commonly known as Turkey, upon the declaration of the republic on 29 October 1923. In 2021, however, via the UN, Turkey changed its spelling to Türkiye.***

***\*\*\*\* All international students who will study in Türkiye for more than 3 months are obliged to obtain residence permits by law. Therefore, after arrival, they will apply for a residence permit. Please make sure you enter Türkiye with a passport valid for at least 60 days beyond your duration of stay.***

***\*\*\*\*\* For your mobilities, you might need to apply to visa for Germany and North Macedonia when you are in Türkiye. Please ensure that your passport is valid for your entire duration of study, and you have enough pages for new visa applications.***

### 1.1. Türkiye (KHAS)

#### Visa for Türkiye

After receiving your acceptance letters, **it is highly recommended** that **you contact the representative offices of the Republic of Türkiye located in your country** to learn the **bilateral visa regime between countries** and to ask **which documents you need to collect for your visa application** as soon as possible if you need a visa.

(If you need a visa) Please note that **the students who will come to study in Türkiye must obtain a student visa from the nearest Turkish Republic Consulate/Embassy**. Student visa procedures can take time; therefore, you must start collecting the documents and apply for a student visa as soon as possible.

Applying for a Türkiye Student visa might mean completing a number of procedures, including collecting several documents and attending a visa interview.

**Please check country-specific visa regulations of Türkiye:** [Ministry of Foreign Affairs Link](#)

**For locating the Nearest Turkish Embassy or Consulate in Your Home Country Here is an A-Z country list for Turkish embassies or consulates:** <http://www.mfa.gov.tr/turkish-representations.en.mfa>

**KHAS International Office Page Regarding Visa and Residence Permit:** [Link](#)

Please note that **Consortium Universities do not take any part in the visa acquisition**. If you have any questions regarding the required documents or the process, you should contact the closest Turkish/German/North Macedonian mission to you.

#### Residence Permit in Türkiye

**The main document of your stay in Türkiye is Residence Permit.**

According to the **Turkish Migration Regulations**, all international students must apply to a residence permit from Turkish Migration Office.

**You can apply to residence permit only after registration to university and only after you arrive at Türkiye.**

Please review Presidency of Migration website for residence permits. [Link](#)

Students need to collect and bring the required documents to the Migration Office in person.

Rules and regulations of applying for resident permit are described below and **might be changed by Migration Office anytime.**

Necessary documents for residence permit are written in the appointment form. The Presidency of Migration may request additional documents from individuals. In this case, 30 days are given for the completion of the documents.

#### **Resident Permit Application Process and Required Documents (in general):**

- Students have to fill out online application form, color print in and sign it: <https://e-ikamet.goc.gov.tr>
- Student needs to provide Passport photocopy of ID page and entry stamp bearing pages.
- 4 biometric photos (white background and taken recently). \*
- Health insurance that covers your stay (Students must document their health insurances. You can apply for General Health Insurance conducted by the Social Security Institution or you can have private health insurance. Those who have a health insurance valid in Türkiye based on a bilateral agreement do not need to have a health insurance) **\*\*Please note that although the program provides international health insurance for students, the Turkish government only accepts a curated number of health insurance, to which students are required to purchase themselves. The cost ranges between 825 -1820 TL**
- Student Certificate which shows that you are actively entitled to benefit from the rights of being a student.
- Proof the Resident Permit 365 TL fee paid document **(the price may change). \*\***

***(\*) These documents have to be ready before Student starts filling out online application form (photo has to be uploaded, insurance number is required to be shown on the application form)***

***(\*\*) To pay the fee Student has to go to the Tax office (Vergi Dairesi) and get a tax number.***

Resident Permit will be posted to the address shown on the application form.

**Resident Permit will be issued within 90 days after application.**

If you meet any problems (technical issues or any questions about the documents) while filling out online application form, please **call number 157** (they speak English, Arabic, and Russian) or visit **Turkish Migration Office**: Hırka-i Şerif Mahallesi, Adnan Menderes Blv. No:64, 34091 Fatih/İstanbul.

**Students who come to Türkiye without a visa must register in the University during the visa exemption period and make an appointment for a residence permit. Students who come with a visa must register in the University and make an appointment during the visa validity period.**

**If you're a Turkish Citizen, you do not need to apply for Residence Permit.**

## 1.2. Germany (SRH-Berlin)

### Visa

**Important: International students will need proof of admittance to a German university to apply for a student visa (“Visum zu Studienzwecken”), the so-called National Visa Type D.**

**Please do not travel to Germany on a tourist visa!** Under no circumstances will this be changed into a residence permit for the purpose of study, and it is not allowed to study in Germany on a tourist visa for more than three months.

**Please be aware that legally you are responsible for visa and residence permit.** As SRH, we want to support you as much as possible and research the current rules and regulations to the best of our abilities. **Therefore, please be prepared to double-check yourself.**

**Who needs a visa?** Everyone who wants to stay in Germany for longer than three months. There are a few exceptions:

**a)** If you are from an EU or EEA country (Iceland, Liechtenstein, and Norway) - then you do not need a visa. If you want to live in Germany for longer than three months, you only need to register as a resident of the city where you will be living (see the information on registration). This is regular procedure, German students also must register, either with their parents or in their own flat.

**b)** If you are from Andorra, Australia, Brazil, El Salvador, Great Britain, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, South Korea, Switzerland, the USA or Switzerland - you do not need to apply for a visa either, but you will get a stamp in your passport when you enter Germany, which is a visa and you usually apply for a residence permit within 90 days after your arrival depending on the duration of your entry visa – check the stamp in your passport and set a reminder into your calendar! Like everyone else, you must register in your new flat or room with the municipality.

However, currently the Immigration Offices advise any student holding another than an EU- or EEA-citizenship, to apply for a study visa as well, as this visa allows them to work as a student right on their arrival. Unfortunately, it is normal that it takes between eight and twelve weeks to receive the residence permit for studying after handing in the application.

**You can find out more on the website of the German embassy in your country.**

**Which visa do I need to apply for to start studying?** Please apply for a national visa for study purposes (D-Visa).

**How long is my visa valid?** Usually, it is generally for one year. It depends, for example, on what kind of health insurance or means of financial proof you bring with you when you apply for the visa. If you applied for a visa, check the sticker in your passport, and if you entered and got a visa in form of a stamp check this for the exact dates of your visa – add the expiry date to your calendar.

**Do you need to apply for a Residence Permit for Studying?** Usually, yes. Everybody holding citizenship from other countries than EU or EEA must apply for a residence permit for studying (“Aufenthaltserlaubnis zum Studium”).

However, sometimes students who plan on staying in Germany for less than twelve months, particularly those who come within the frame of university cooperation like Erasmus Mundus, are granted a visa for study purposes for up to twelve months. Usually this is a multi-entry visa, so you can travel within this period. Thus, you do not need to apply for a residence permit.

If you have such a long-term visa but want to stay in Germany after you successfully completed the Programme, you may apply for a residence permit for seeking for a job. This is an 18-month-permit to look for a job.

**Can I apply for a Schengen visa to enter the country to start my studies?** A Schengen visa is only for tourist purposes or – for students – short stays like research for final thesis, summer school and the like. **A Schengen visa will never be converted into a residence permit.** If you have applied for a Schengen visa, you can enter the country, but you must leave within 90 days, and then you must wait 90 days before you can enter Germany on a new one. There are situations where this is a temporary solution, of course, but you would still need to apply for a visa for study purposes.

**I don't need a visa to enter, I get a stamp; what do I do when I arrive?** If you do not need an entry visa for Germany, e.g. because you have South Korean or British citizenship, **apply for a residence permit within the first 90 days of your entry into Germany.** Please check the stamp in your passport to see when your visa expires and make a note in your calendar to submit the relevant documents to the appropriate office six to four weeks before your entry visa expires. See here for information on applying for a residence permit.

**How long does the visa process take?** As Erasmus Mundus-students, you will most probably get an appointment in Istanbul rather fast; it will also be relatively fast for the visa to be issued. But it will take at least four weeks, so plan. The sooner you can take care of it, the better.

**What documents do I need for my visa?** Check the website of the German embassy because changes might occur of which we might not be aware. We will do our best to give you more recent specifics when you start preparing for the stay abroad. However, the responsibility is on your side and therefore it is vital that you take an active part in the application.

The typical documents are the following:

- Letter of admission from SRH Berlin
- A valid passport with at least two free pages (at least 6 months validity)
- A recent passport photo which fulfils the necessary requirements, [please see this link](#) (it's in German, but you will the idea)



- Proof of funding, like an Erasmus Mundus-scholarship certificate or similar, and
- Some further application documents, e.g., travel insurance or already a German health insurance
- CV
- Motivation letter

**How can I prove that I have sufficient financial means for the visa?** All students applying for a visa for study purposes must prove that they can finance their life and studies in Germany.

Typically, the following proofs are usually accepted without any problems:

- Scholarship letter from CyberMACS for scholarship holders and/or
- Proof of income or assets from your parents or spouse, if applicable and/or
- Guarantor or guarantor with permanent residence in Germany and/or
- Security payment into a blocked account and/or
- Scholarship notification from another a recognized scholarship provider, e.g., DAAD, Fulbright, if applicable

As already mentioned, visa regulations of the German embassies can differ from country to country when it comes to financial proof. In many countries, a blocked account is often the only financial proof permitted.

Therefore, **please contact the German Embassy in your home or study country as early as possible if you have any questions about this.**

**What is a blocked account?** Erasmus Mundus-scholarship holders usually don't need a blocked account because the amount of the full scholarship exceeds the requirement for the visa and the residence permit.

**Everyone who must pay tuition fees and is not funded by a third party like a foundation, the blocked account is vital.** It is an account into which you deposit money, but which you cannot freely dispose of; for example, you can only have a certain amount of money transferred to a current debit account once a month. Therefore, it serves as security for third parties, for example, for the German Embassy in Istanbul when you apply for a visa or for the Immigration Office in Berlin where you later apply for a residence permit.

So, before you can apply for a visa or a residence permit for the first time, you transfer a certain amount of money to the blocked account and show that you can finance your life and studies in Germany. The German state wants to prevent students from getting into financial difficulties and having to apply for state support.

Usually, you must show a blocked account with the amount of money that you need for duration of your stay, maximum a year. Currently, the amount is roughly 934 Euros per months plus TWO semester of tuition fees if you also must pay tuition fees at SRH Berlin.

If you later apply for a residence permit for seeking for a job in Germany, you usually don't need at blocked account anymore, but you must prove your means, nevertheless.

There are many banks that offer this service, in Germany and certainly also in your current home country. Not all banks are accepted by the German authorities, but you can certainly find a list of accepted banks on

the website of the German embassies. Important: these lists are not a recommendation by the German embassy as to which bank is the best, but an alphabetical list.

**Important:** Make sure you check whether the blocked account is offered in a package with other services, e.g., travel health insurance or health insurance. If you don't want it in the package, then make sure to click off these services.

**What do I do if I have lost my document (passport, visa, or residence permit)?** Please go directly to the nearest federal police office and report it. They will give you notice of loss. If you lost your passport, you must go to the embassy to apply for a new one. After that, you can apply for your visa/residence permit. If you have only lost your residence permit, then bring a copy of this notice of loss, your passport, and a biometric photo of yourself to the Residence Permit Service of SRH University.

### **How do I get my residence permit?**

#### **First Steps to prepare your stay in Germany**

- Start looking for accommodation and find a flat (shared room, flat, etc.) as early as possible. Later, you need a correct address to complete your registration.
- After moving into your new flat/room, get an appointment at the Bürgeramt to register your address. Please note that this must be done within 2 weeks of your move date. We will remind you of that.
- You have a national visa (D)? Remember that you must change your current visa into a residence permit just about 8 weeks before the visa expires (please also check the entry stamp and visa conditions). We'll inform you about the specifics, in Berlin we have a Residence Permit Service for your support, so no worries.
- You do not need an entry visa? Please apply for your residence permit within the first 90 days after arrival in Germany (please check the stamp in your passport).
- You have a visa for the whole duration of your stay? You don't need to apply for a residence permit after your arrival in Germany.
- Swiss nationals: Please apply for a "Residence Permit-Switzerland" within 90 days after your arrival in Germany.

**How & where do I get my residence permit?** We offer a Residence Permit Service at our Berlin campus; thus, we process and submit your documents to the authorities. We will inform you about the specifics, therefore please don't worry about that.

**Can I stay in the Schengen area countries during the validity of my residence permit?** For a total stay of up to 90 days within a period of 180 days. This regulation only applies to visits for **tourism purposes**.

**Attention:** To study or do an internship in another country of the European Union, you may have to apply for a study or internship visa. Please enquire at the respective embassy about the requirements.

**When does the validity of my residence permit expire?** Your residence permit is only valid in conjunction with your passport. If your passport expires before your residence permit, your residence permit is also no longer valid. If you leave Germany for more than 6 months, your residence permit expires automatically.

**Do I have to live in the city of my university to apply for my residence permit?** At the time you need to apply for or renew your residence permit, we recommend that you live in the city where you study. In case you do not live in the city, the immigration office can probably only give you a fictitious certificate which is a temporary permit.

### **Useful Links**

- <https://www.study-in-germany.de/de/>
- <https://www.srh-berlin.de/en/study-at-srh/visa-and-residence-permit/>
- <https://service.berlin.de/dienstleistung/305244/en/>

**If you have more specific visa questions, please contact the local administration coordinator in SRH-Berlin.**

### **1.3. North Macedonia (UKIM-Skopje)**

#### **Visa**

The students should apply for a visa at the nearest Macedonian Embassy or Consular mission in their home country. **For more information, contact the Macedonian Embassy in your country of residence.**

#### **Useful links**

UKIM ERASMUS students' information: [https://www.ukim.edu.mk/en\\_content.php?meni=99&glavno=74](https://www.ukim.edu.mk/en_content.php?meni=99&glavno=74)

Ministry of Foreign Affairs: <http://www.mfa.gov.mk>

Diplomatic representations of the Republic of North Macedonia in Europe:  
<http://www.mfa.gov.mk/index.php/en/diplomatic-network>

#### **Visa required documents**

- Valid travel document, the expiry date of which exceeds the intended mobility period in the Republic of North Macedonia by at least three months; Passport size photo;
- Letter of Acceptance issued by the Ss. Cyril and Methodius University in Skopje, stating the duration of stay, level of study and financial support;
- Proof of sufficient means of subsistence (scholarship or similar);
- Proof of health insurance All foreign students are advised to purchase general insurance prior to the departure to the Republic of North Macedonia. It is recommended to contact the International Relations Office at the home university for more information.
- Certificate of No Criminal Record issued by a relevant authority in the student's home country;
- Proof of secured accommodation.

**Important note: All documents need to be translated into Macedonian language and certified by an authorized court translator and submitted to the Embassy of the Republic of North Macedonia, alongside with the official application form.**

### **Residence Permit**

Prior to arrival in Skopje, the student should apply for a visa at the nearest Embassy or Consulate of the Republic of North Macedonia. After receiving the official document (visa), upon arrival the student should apply for a temporary residence permit at the Ministry of Interior of the Republic of North Macedonia in Skopje.

The required documents for residence permit are the following:

- Application form (obtained at the registry section of the Ministry of Interior)
- Valid travel document - passport.
- Visa certificate issued by the Embassy of the Republic of North Macedonia in your country
- Copy of your visa (from the passport)
- Letter of Acceptance issued by Ss. Cyril and Methodius University in Skopje
- Certificate for registration at the local police station (issued upon arrival)
- Proof of secured accommodation in Skopje (notarized Lease Agreement)
- Proof of health insurance - translated and notarized
- Copy of personal bank account or bank card
- Proof of language competence - certificate for English or Macedonian language
- Residence permit application fee Registration at the local police station Within 24 hours of your arrival you are obliged to register at the nearest police station by presenting your passport.

### **IRO meeting**

Upon arrival, you are expected to come to UKIM's Technical campus, at the Dean's office of the Faculty of Computer Science and Engineering (FINKI), address: ul. Ruger Boskovik 16, 1000, Skopje, Republic of North Macedonia.

Afterwards you might be relayed to UKIM's Rectorate, at the International Relations Office to obtain more detailed information regarding your stay in Skopje.

Address: Ss. Cyril and Methodius University in Skopje, International relations office, Blvd. Goce Delcev No. 9, 1000, Skopje, Republic of North Macedonia.

**If you have more specific visa questions, please contact the local administrator coordinator in UKIM.**

## 2. Accommodation

Most apartments can be found online, so you can start your search before you leave home. You can familiarize yourself with the current prices of the market and different locations in the Programme cities. **To avoid scams, NEVER send any money until you have seen the apartment and have a contract and key.**

### 2.1. Türkiye (KHAS)

Kadir Has University campus, located in the district of Fatih in Istanbul, in the Cibali neighborhood on the shore of the Golden Horn, can be easily reached from every point of Istanbul. Since the University is in a remarkably central location accommodation options in the region are diverse.

You can also check the contact information of some dormitories operated by the Turkish Ministry of Youth and Sports, where our students choose to stay, via the links below:

<https://studiosantral.com/en/> (Dormitory for Ladies)

<https://konforist.com.tr/>

or contact: [Email](#)

Some of the private options can be found in the following:

- <https://www.sabihahanimyurtlari.com/en/universite/kadir-has-university>
- <https://www.erasmus-houses.com/>

Near KHAS area, there are many small apartments, dormitories, hotels and small apartments nearby, where you may easily find lodging in accordance with their needs and budgets.

The International Collaboration and Education Office can guide the students in finding appropriate accommodation. For your accommodation inquiries in KHAS, you can also reach the following specialists:

#### Campus Life Office

Melike Göktepe | +90 212 533 6532 | ext. 1175

Seçkin Duyar | +90 212 533 6532 | ext. 1182

### 2.2. Germany (SRH-Berlin)

**Please note that the SRH University of Applied Sciences does not have its own dormitory, nor does it offer an apartment search service.** SRH Berlin's webpage has put together a few websites to make this challenge a little bit easier for you. Whether you want to live by yourself, with flatmates, short or long term – there is an option for everyone.

If you have more specific questions, please contact the local administration coordinator in SRH-Berlin.

**To avoid scams, NEVER send any money until you have seen the apartment and have a contract and key.**

Different types of accommodations in Berlin:

- Shared room or "Mehrbettzimmer" is the least expensive but also the least popular.
- Single Room in a shared apartment or Wohngemeinschaft (WG) is a cost-effective way to live and meet new people. You share the kitchen, living room, bathroom, and the cost of utilities.

- Studio or Ein-Zimmer-Wohnung is the most expensive and usually has a kitchen and a bathroom. The price varies according to the location and whether the apartment is furnished. Completely unfurnished apartments sometimes do not include a kitchen and it is common to buy the kitchen from the previous tenant or install one yourself.

You can review the accommodation options in Berlin from the following [link](#).

Also, you can check the platforms such as [Casita](#) to review accommodation options.

How to find an apartment in Berlin: [Link](#)

Please review some tips from SRH Berlin regarding accommodation in Berlin:

**General Tips:**

- Plan well in advance – the sooner the better – start at least 3 months before your studies begin!
- Plan a visit to Berlin at the early stage of your housing search to be able to visit flats or rooms in person.
- Book a hostel or hotel if you cannot find accommodation from the first day of your studies.
- Berlin is a large city so you may have a long commute. However, public transportation is very reliable, and bus, tram, subway, and S-Bahn stops can be found on almost every corner. If you cannot find housing close to your campus, it's worth an internet search to find out how long it would take you to get from your potential new place to your campus of SRH Berlin University of Applied Sciences.

**Be prepared & professional:**

- Make sure that your motivational letter and resume are in great shape and form. (i.e., have a picture of yourself, check for grammatical errors.)
- Be exceptionally professional! Refrain from sending short requests to agents/landlords without any additional information about you and your search. The more professional you are, the better!
- **Please always make sure that the housing advertisement is a real offer and not a scam**, if you are outside of Germany, you can do that by a videocall or asking a friend to visit the flat. **We suggest never transferring money without seeing the flat first.**

**Have all your documents ready:**

- Best and if possible is a European Bank Account (for SEPA transfers)
- SCHUFA, which is a credit report
- Passport/visa/personal ID
- Proof of income (your salary slips from the last six months, an escrow account, or scholarship to show that you can pay for the rent of the flat)
- If you are moving within Germany, you should be able to show that you don't owe rent payments (Mietschuldenfreiheitsbescheinigung).
- Mietbürgschaft (If you do not have a stable income, a parent/friend can be your guarantor. Sometimes only German citizens can be guarantors.)
- Application form for the specific flat – provided by the agency/landlord
- Furthermore, you should show that you plan to stay for a long period of time at that flat.

Estimated Cost per Month in Germany are listed as below.

Rent	Approx. 500 € - 1000 €
Electricity	Approx. 50 €

TV/ Internet/ Wi-Fi	Approx. 30 €
Broadcasting Fee	18,36 €

### Rental Contacts:

- Visit your accommodation in person before you sign a rental contract.
- Pay attention to the difference between “cold” rent (utilities such as water, gas, garbage collection, cleaning etc. are not included) and “warm” rent (includes most utilities, except electricity/internet/broadcasting fee).
- Working with a real estate agent instead of directly with the landlord/landlady can also generate additional expenses.
- In most cases, an initial deposit is required to sign a rental contract. This is usually between two to three months’ rent. The deposit must be paid back by the landlord after you move out, as long as there is no damage to the accommodation or other rental objects (e.g., furniture) caused by you.
- Landlords usually require additional documents – please see above!
- It can also be useful for foreigners, who are not familiar with local housing law, to become a member of a local renter’s association. This can be helpful in the case of conflicts with your landlord or difficulty getting your deposit back. If you are a member, they provide legal advice at no extra cost. Here are two major ones in Berlin: BERLINER MIETVEREIN (advice available in English) and MIETERSCHUTZBUND BERLIN.

### 2.3. North Macedonia (UKIM-Skopje)

**The Ss. Cyril and Methodius University in Skopje does not provide or guarantee accommodation;** however, the university accommodation capacities can provide a limited accommodation for foreign students upon request.

The IRO office does not provide assistance in finding private accommodation; however, we can direct you to the websites of some of the real estate agencies in Republic of North Macedonia, which will assist you in finding the best suitable accommodation according to your preferences. You can consult the following sites:

[www.realestate.com.mk](http://www.realestate.com.mk)

<https://www.iguana.com.mk/>

## 3. Living cost

### 3.1. Türkiye (KHAS)

Planning your expenses for arrival will be helpful. Some possible immediate expenses are Taxi fares, university fees (self-funded students), other transportation, pay as you go or pre-paid cell phone sim cards or minute credits, security deposit for rent that might include 2 months’ rent (if you’ll rent yourself), eating and grocery expenses, possible purchase of necessary home goods, clothing, electric appliances, or small devices.

**Turkish Lira (TRY, ₺) is the official currency for Türkiye. You can check exchange rates and do conversions via <https://www.xe.com/currencyconverter/> or Google Currency Converter.**

**When exchanging money at the airport stalls, only exchange a reasonable amount enough to transport you to the city center. Exchange offices outside of the airport give a better rate.**

You can visit [www.numbeo.com/cost-of-living/in/Istanbul](http://www.numbeo.com/cost-of-living/in/Istanbul) to find up-to-date information on the cost of living in Istanbul.

### **Accommodation**

The average home rental price for the whole of Istanbul is about 5-6 USD per square meter, which means a 100 m<sup>2</sup> flat renting price is between 500-600 USD per month.

***\* According to statistics, in 2021, one m<sup>2</sup> apartment price in Istanbul ranges from \$347 to \$781. Prices might rise to \$1200 in some new places and double in the most prominent regions.***

***\*\*As of April 2024, the average rent for a one-bedroom apartment can range from \$493-\$765. These prices may vary according to the area and amenities provided.***

### **Food Expenses**

Food expenses, on average, are 200 USD per month.

### **Transportation**

Using public transportation is the cheapest way to get around Istanbul. It is also safe and convenient.

IETT buses are operated by Istanbul Metropolitan Municipality, and they require refill transit cards (Istanbul Kart).

For students, a special card costs 7-10 USD per month. To get the Istanbul Kart, students can download the mobile application available on both Android and Apple store. Visit the website <https://bireysel.istanbulkart.istanbul/> to apply for the card. Students can choose to have it delivered to their registered address (for a fee) or choose a pickup point. The system automatically creates an online card that you can recharge and use before the physical card is delivered or picked up (usually takes 2-3 days).

Taxi is a convenient option compared to large metropolitans in the world and other cities in Türkiye.

**Şehir Hatları:** Istanbul cross-continental city liners' schedules. Covers all water transportation in Istanbul.

For traveling within Türkiye, you can easily purchase domestic and international tickets for various modes of transport available for long-distance traveling.

**Train:** <https://ebilet.tcddtasimacilik.gov.tr/view/eybis/tnmGenel/tcddWebContent.jsf>

**Ferry Transportation:** <http://www.ido.com.tr/en>

### **Household Bills**

**Electric:** 20-30 USD per month.

**Water and Sewerage:** 20 USD per month.

**Natural Gas** for locally heating your flat: 65-85 USD per month (during winter).



**Telephone, Internet, Digital TV, and GSM:** As there is competition between the significant telecommunications and entertainment companies in Türkiye, you may buy all-in-one “Telephone + Internet + Digital TV” packages for about 15-25 USD per month and GSM for 8-10 per month.

### **3.2. Germany (SRH-Berlin)**

Students should plan to spend a minimum of 900-1000€ per month in Berlin on accommodation, transportation, leisure activities and other living costs. Costs may vary tremendously depending on everyone’s lifestyle.

### **3.3. North Macedonia (UKIM-Skopje)**

Students should plan to spend a minimum of 600-800 € per month in Skopje on accommodation, bills, food, transportation, leisure activities and other living costs. Costs may vary tremendously depending on everyone’s lifestyle.

## **4. Travel**

Europe offers numerous wonderful travelling opportunities. If you would like to explore the old continent, you might consider using low-cost airlines, which offer rather inexpensive flights with minimum service provided, while security is guaranteed.

Besides airlines, there are extensive train networks and bus lines in Europe. Always check if there are any special student discounts and conditions for their application. Notice that sometimes it is cheaper to purchase tickets online and well in advance.

Renting a car is possible in every European country. Be sure you have a valid international driving license and credit card, since in most cases credit card slip is used as a guarantee.

Sometimes on message boards inside university buildings there are special traveling sections when it might be possible to find co-travelers for sharing a car. In some countries, Germany, and Austria for instance, “**riding along**” websites are very popular.

**It might even be a good idea to make use of the EMA website [www.em-a.eu](http://www.em-a.eu) when you plan a trip – ask for advice or even housing possibilities with fellow Erasmus Mundus students all around Europe.**

**Always make sure you find out if you need a visa when you make travelling plans.**

## **5. Student Services**

### **5.1. Türkiye (KHAS)**

In KHAS, the local academic coordinator and project officers will support you throughout your journey. But the University has also a highly active International Office: [Link](#).

**Student Clubs:** Kadir Has University hosts many active student clubs. These clubs are: Activism Club, Ataturk Youth Club, Blockchain Club (HASCHAIN), Environment and Zero Waste Club, Gender Identity and Sexual Orientation Studies Club, cookgas, Club Mountaineering and Extreme Sports Club, E-sports Club, Ethics and

Philosophy Club, Feminist Studies Club, FOLK HAS, Photography Club, Entrepreneurial Innovative Leaders Club, Google Developer Student Clubs, Has Riders, Has Wheels, Has Gen Genetic and Informatics Club, Hashaspati, Aviation Club, Law Club, Law and Economics Club, Interior Architecture Club, IEEE (Institute of Engineers and Everyone Else), International Student Club, Business and Finance Club, Book Club, Latin Dance Club, Model United Nations Club, Engineering Club, Debate Club, Music Club, Psychology Club, Political Science and International Relations Club, Social Support and Solidarity Club, SpiritHas, Theatre Company, Sailing Club, New Media Club, Management and Informatics Club.

**Sports at KHAS:** Kadir Has University engages in many branches of sports. The sports activities carried out at our university are intended to improve skills and abilities of the students and, also aim to contribute to them ensuring that they spend quality time, improve their physical skills and abilities in addition to education and cultural activities and, remain physically healthy. Our sports teams also represent our university at different branches during the competitions organized by the University Sports Federation. Our teams that become successful and ranking the top in Türkiye are entitled to participate in the EUSA European Games.

The sports activities at our university are organized by the trainers, each is an expert in their respective branches:

- University teams' activities
- Individual activities
- Interuniversity organizations
- Sports organizations on campus
- International organizations
- Special activities for the physical and mental development of the athletes and sedentary students.

Our sports teams are in the following branches: Badminton, Basketball, Fencing, Football, Futsal, Folk Dances, Handball, Judo, Karate, Korfball, Rowing, Table Tennis, Archery, Beach Korfball, Beach Volley, Chess, Squash, Tennis, Volleyball, Sailing, Swimming.

Our university has the necessary infrastructure and technical equipment required to form teams, participate in and also hold sports organizations.

**As a CyberMACS student, you are encouraged to participate in research activities. In KHAS, you can visit Kadir Has University Cyber Security and Critical Infrastructure Protection Application and Research Center (KHAS\_CCIP):** Cyber security is becoming a part of everyday life day by day. Within this framework, the increasing level of "mutual commitment" simultaneously increases vulnerabilities, and today every structure and system, from human rights to critical infrastructures that are vital for national security, becomes exploitable. Among all the infrastructures where the reflections of digitalization are seen at every level, especially systems such as energy, remote communication, health, transportation systems, which are called critical infrastructures and constitute the backbone of the modern economy, are becoming more open to cyber-attacks day by day.

Within the framework of the changing and transforming threat environment, Kadir Has University Cyber Security and Critical Infrastructure Protection Application and Research Centre (KHAS\_CCIP) focuses on studies in the field of critical infrastructure security and especially studies on Industrial Control Systems (IKS) security, which is one of the most important components of critical infrastructures. The Centre aims to become an information and application center for Türkiye and nearby geographies with the work it does within the framework of the security of critical infrastructures.

Conducting interdisciplinary studies, KHAS\_CCIP aims to introduce innovative approaches based on non-traditional and machine learning, big data, artificial intelligence to cybersecurity research and applications. In addition, the Center attaches great importance to the training of human October as the most "weak link" of cyber security.

Achieving scientific excellence is one of the primary goals of KHAS\_CCIP. Within this framework, the activities of the center are to produce solutions for industrial and scientific environments, to provide trainings especially for young researchers and professionals, to develop capacity and to support studies aimed at information sharing.

## 5.2. Germany (SRH-Berlin)

At SRH-Berlin, the Student Service & Welcome Desk answers all your questions about your studies and general questions about the university. Please check the [link](#) for details.

### University sports

SRH Berlin University of Applied Sciences is a member of the Allgemeiner Deutscher Hochschulsportverband (adh; German University Sports Federation). Through the membership of SRH in the adh, students can sign up for sports offers offered by other member universities in Berlin at their conditions.

In addition, there are certain educational and competitive opportunities offered by the adh that students can take advantage of **throughout Germany**. [The adh's current educational and competitive schedule can be found here](#). For more information on adh competition events, please [visit the adh website](#).

## 5.3. North Macedonia (UKIM-Skopje)

You can get all your answers about your studies and general questions about the University from the International Relations Office of the University, and this link [https://www.ukim.edu.mk/dokumenti\\_m/Brochure\\_2020.pdf](https://www.ukim.edu.mk/dokumenti_m/Brochure_2020.pdf).

Contact information Ss. Cyril and Methodius University International Relations Office Blvd. Goce Delcev No. 9 1000 Skopje Republic of North Macedonia Office hours Monday - Friday: 8 am - 4 pm E-mail: [international@ukim.edu.mk](mailto:international@ukim.edu.mk) Tel.: (+389 2) 3293 211.

## 6. Insurance

In line with the EMJM rules, **regardless of their scholarship status, all CyberMACS students must have a comprehensive health and accident insurance policy.**

We will be sorting out further information (i.e., the insurance company) about your insurance before your arrival. This insurance will cover all of whole programme duration.

**You don't need to make additional payments for insurance (aside from the one required for residence permit in Türkiye).**

**This insurance covers:**

- sickness, pregnancy/childbirth, and accident, in particular:
  - direct payment of hospital stays.
  - reimbursement of outpatient care and other medical expenses
  - 100% cover for doctor's fees, medicines, examinations, and analyses prescribed by a physician, urgent dental care following an accident, all hospital expenses, and surgical fees (including advances on hospital expenses), repatriation in the event of serious illness or accident.
  - costs for urgent dental care without accident up to 250 EUR per year
  - non-permanent and non-chronic mental disorders
  - pregnancies of less than 6 months (at the moment of departure from the home country to participate in the action) may not be excluded from cover.
- death (whether attributable to the activities under the action or not and covering all cases, including suicide), in particular:
  - transport of the mortal remains to the place chosen by the deceased's family.
  - funeral and laying-out costs.
  - costs of the coffin
- permanent invalidity (whether attributable to the activities under the action or not), in particular partial or full permanent disability resulting from an accident.
- third party liability occasioned by physical or material damage to third parties (as provided for under the applicable national law)
- theft and loss of personal belongings, in particular:
  - Identification documents (Identity card, passport, etc.)
  - travel tickets.
  - luggage
- the entire enrolment period (including mobility periods and worldwide travel required for the participation in the master course)

## **7. Health service**

### **7.1. Türkiye (KHAS)**

#### **Services at KHAS**

The health center located within the Cibali Campus at our University offers emergency and outpatient medicine and nursing services for the students and employees.

Those who may require further analyses and treatments are referred to the hospitals near the university.

The polyclinic service is offered between 08.45 and 17.30 for 5 working days a week.

Appointments should be made through SPARKS for health services other than emergency cases.

**PLEASE MAKE SURE YOU MAKE AN APPOINTMENT THROUGH SPARKS FOR HASSLE FREE SERVICES.**

### **7.2. Germany (SRH-Berlin)**

#### **Mental Health Support**

Difficult times are a part of life. No one should have to go through them alone. That's why psychologist Neuza Reichel offers regular counseling sessions. Students seeking help can make an appointment with her via e-mail.

Write to: [psychologische.studienberatung.hsbe@srh.de](mailto:psychologische.studienberatung.hsbe@srh.de)

Ms. Reichel will answer you and arrange a suitable appointment with you. All consultations are strictly confidential. The university does not know who is seeking help or any other confidential information.

Please note that this service is not suitable for emergencies and does not represent or replace therapy.

In acute crises and emergencies, please call the telephone helpline: 0800-111 0 111. The number is available around the clock and offers immediate anonymous and confidential help.

You can find more emergency numbers here: <https://wonderl.ink/@weitere-anlaufstellen-further-services>

### **7.3. North Macedonia (UKIM-Skopje)**

The University has its own Healthcare institution – Students' Out-patient Clinic of the Ss. Cyril and Methodius University in Skopje located just 7 minutes from the FCSE.

#### **Location of the clinic:**

<https://goo.gl/maps/tPVthCNz6pBA3jtg9>

#### **Contact details for the clinic:**

[https://www.ukim.edu.mk/en\\_struktura\\_contact.php?inst=44](https://www.ukim.edu.mk/en_struktura_contact.php?inst=44)

Those who may require further analyses and treatments are referred to the hospitals near the Faculty.

## **8. Important Tips for Arriving Türkiye and Study in KHAS**

### **8.1 Tips for your arrival to Istanbul**

**Travel With US Dollars or Euros:** We advise newcomers that they travel to Türkiye with US Dollars or Euros as these will be easier and more profitable to exchange for Turkish Lira. Finding offices or banks that convert other currencies will be difficult.

**How to get to KHAS campus from Airports in Istanbul:** Istanbul has one of the best public transportation networks in the world. There are several options to reach any location for 24 hours, and Taxi is a convenient option compared to large metropolitans in the world and other cities in Türkiye.

**There are 2 international airports in Istanbul, namely, Sabiha Gokcen (SAW) and Istanbul Airport (IST).**

**ISTANBUL AIRPORT (EUROPE):** HAVAIST shuttle bus to Sultanahmet direction should be taken, the transit stop closest to Kadir Has University is - Eminonu stop.

**SABIHA GOKCEN AIRPORT (ASIA):** HAVABUS shuttle bus to Kadikoy (last stop) should be taken. Sea transportation from Kadikoy to Eminonu works at day and evening times on daily basis.

IETT buses are operated by Istanbul Metropolitan Municipality, and they require refill transit cards (Istanbul Kart\*) described in the airport transportation section. Students are eligible for discount transit passes.

Direct buses to Unkapani - Kadir Has University bus stop from Eminönü (5 minutes ride) - 99, 99A, 99Y

The T5 tram can also be taken directly from Eminönü (2 stops to the university).

**\* Istanbul Kart is a refill transit pass that is used in almost entire transit system of Istanbul (water, underground, above ground, rail, metrobus).**

**\*\* How to obtain an Istanbul Kart:**

**Make an application**

**Online application:** <https://bireysel.istanbulkart.istanbul/en>

**Personal application through one of the IETT offices**

**Photo**

**50 TL fee YOKSIS number (Can be updated please check the most recent information upon your arrival)**

**(provided by International Office after registration)**

**Taxi:** The taxi fare from Istanbul Airport to KHAS depends on the route and traffic conditions\*. You can use taxi fee calculator before riding a taxi in Istanbul and other cities in Türkiye; get an estimate on your taxi fare and see route planning alternatives on a map. Please note, each city in Türkiye has different fare systems.

\* **IBBCepTrafik:** Istanbul Metropolitan Municipality provides instantaneous traffic density on a live map and the notifications about road constructions, accidents to the drivers.

Mobile Apps (pay online or cash) for Taksi (Taxi):

- Bitaksi: <http://www.bitaksi.com/en/>
- iTaksi: <https://itaksi.com>
- Uber

**Phone Registration:** Upon arrival in Türkiye in order to maintain the communication through your mobile phone, one of the options can be chosen:

- **Register phone through one of the operators offices: 31,692 TL fee (April2024) (Can be updated please check the most recent information upon your arrival)**
- **Buy mobile phone in Türkiye**

**Important:** According to the regulations set forth by the Information and Communication Technologies Authority of Türkiye (ICTA), each individual, regardless of nationality, coming into Türkiye with a phone or other mobile devices with call features must register their device within 120 days of arrival. The registration per person/per passport is limited to one device every three years. **Devices not registered within 120 days will be blocked and will not be able to make or accept calls.** Other features of the device can still be used without registration, including emergency calls.

**Main mobile phone operators:** Turkcell, Vodafone, Turk Telekom

**Power:** Türkiye has a 230V power system and uses C or F type plugs that are compatible with most electrical items worldwide. Items brought from certain countries will need adaptors which are conveniently available in Türkiye or can be purchased before traveling to Türkiye. Electric appliances purchased in Türkiye do not need adaptors.

## 8.2 Study at KHAS

**\* You will be informed about the registration to KHAS including key deadlines.**

**For academic inquiries, in addition to the Academic coordinator, you can also contact School of Graduate Studies after your registration.**

**Website:** <https://sgs.khas.edu.tr/en>

To reach the Graduate Education Institute, you can dial +90 (212) 533 65 32 school number and then dial the extension number of the institute staff.

**Staff: Ceylin Tuna :** [ceylin.tuna@khas.edu.tr](mailto:ceylin.tuna@khas.edu.tr) // **Extension Number : 1669**

- **E-mails for KHAS Students:**

While you are making your registration at KHAS, each of our students creates their own e-mail address. KHAS e-mail address is used for notifications and announcements to be made by the university.

**Notifications made to this address are considered as notifications to the official address and students are responsible for checking their e-mail accounts.** You can also send all your questions by using this address.

Your e-mail username and password are also valid for the Wi-Fi password that you will use on campus. If the username or password is forgotten, you can request it [here](#).

- **SPARKS (STUDENT PORTAL: ACADEMIC REGISTRATION AND KNOWLEDGE SYSTEM)**

All KHAS students use the SPARKS system with the password created during registration. **All course announcements made on SPARKS and all messages we send to the e-mail addresses given to you by our university are considered as notifications made to your official addresses.** As students, you are responsible for checking SPARKS announcements regularly.

- **KHAS LEARN**

With [KHAS Learn](#), you can find the materials of the registered courses in electronic environment. You can access your courses from any computer, tablet or smart phone with internet access and a web browser, with a username and password specific to you. When logging into the system, you can use your student number as a username and your internet password as a password.

- **MYKHAS PORTAL**

Many features such as current announcements, news, forms / applications, guide, course schedule, Psychological Counselling Center, music room or gym appointments are located MyKHAS Portal. You can log in with your stu.khas.edu.tr e-mail address defined for you during registration. Your MyKHAS password is the same as your e-mail password.

- **REGULATIONS AND DIRECTIVES**

All students are obliged to comply with the regulations and guidelines adopted by the University. The institute and academic advisors guide the students, but it is the students' responsibility to follow their status according to the regulations. You can find the regulations and guidelines [here](#).