A. ERASMUS INCOMING FACULTY MOBILITY PROCEDURE

Step 1: Please check the College and Graduate Schools web site to identify the most appropriate Koç University department/faculty member for you.

- College of Administrative Sciences and Economics (CASE)
- College of Sciences (CS)
- College of Social Sciences and Humanities (CSSH)
- College of Engineering (CE)
- Law School
- School of Medicine (SOM)
- School of Nursing (SON)
- Graduate School of Business (GSB)
- Graduate School of Social Sciences and Humanities (GSSSH)
- Graduate School of Sciences & Engineering (GSSE)
- Health Sciences Institute (GSHS)

Step 2: Please complete the Teaching Mobility Agreement
Step 3: Please contact Erasmus+ Faculty coordinators to receive approvals. You can check the list of departmental coordinators below.

<table>
<thead>
<tr>
<th>Departments/Colleges</th>
<th>Coordinators</th>
<th>Room #</th>
<th>Phone #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASE</td>
<td>Murat Usman</td>
<td>CASE 248</td>
<td>+90 212 338 1553</td>
<td><a href="mailto:musman@ku.edu.tr">musman@ku.edu.tr</a></td>
</tr>
<tr>
<td>CS</td>
<td>Dilek Barlas</td>
<td>SOS 259</td>
<td>+90 212 338 1408</td>
<td><a href="mailto:dbarlas@ku.edu.tr">dbarlas@ku.edu.tr</a></td>
</tr>
<tr>
<td>CSSH</td>
<td>Ayşegül Buğra</td>
<td>SOS 153</td>
<td>+90 212 338 1665</td>
<td><a href="mailto:abugra@ku.edu.tr">abugra@ku.edu.tr</a></td>
</tr>
<tr>
<td>GSB</td>
<td>Ozgür Mustecapioğlu</td>
<td>SCI 155</td>
<td>+90 212 338 1424</td>
<td><a href="mailto:omustecap@ku.edu.tr">omustecap@ku.edu.tr</a></td>
</tr>
<tr>
<td>Law School</td>
<td>Engin Erzin</td>
<td>ENG 145</td>
<td>+90 212 338 1533</td>
<td><a href="mailto:eerzin@ku.edu.tr">eerzin@ku.edu.tr</a></td>
</tr>
</tbody>
</table>

Step 4: Your invitation letter is issued by the Academic Coordinator/Administrative Staff of each College/Graduate School. Please contact them via e-mail along with your approval from the related Erasmus+ Faculty coordinators/Faculty member.

Contact information of Academic Coordinators/Administrative Staff:

- CASE
- CS
- CSSH
- CE
- Law School
- SOM
- SON
- GSB
- GSSSH
- GSHS
**Please note: you should directly contact your host faculty member for the details of your program at Koç University.**

**Please note you should directly contact your host department for the details of your program at Koç University.**

### List of departments:
- Human Resources Department
- Facilities Management
- Dormitory Management
- Procurement
- Communication Office
- Corporate Relations and Development
- Registrar's Office
- Computer & Information Technology
- Library
- Office of the Comptroller
- Office of International Programs
- Research, Project Development and Technology Transfer Directorate
- Career Development Office
- Counseling Service
- Extra-Curricular Activities Office
- Scholarship Office
- Barrier Free Office
- Sport Center
- Sevgi Gönül Cultural Center
- UNIV 101
- ALIS 101

### Accommodation Tips:
If you would like to stay at one of the Koç University campuses, please get in touch with dormitory authorities.

- For Koç University main campus, please visit [http://dorm.ku.edu.tr/home](http://dorm.ku.edu.tr/home) and contact Dormitory management at yurt@ku.edu.tr
- For Koç University Istinye campus, please visit [http://istinye.ku.edu.tr/](http://istinye.ku.edu.tr/) and contact management at istinye@ku.edu.tr

If you would like to stay at a hotel during your visit, here are some nearby hotel suggestions:

For other hotel options please visit [www.booking.com](http://www.booking.com)

### Travel Tips (Visa, Passport, Health Insurance):
Most foreign visitors to Turkey must apply for an e-visa at [https://www.evisa.gov.tr/en/](https://www.evisa.gov.tr/en/) The e-visa is for touristic or short visits such as yours and the process is quick, simple and inexpensive. The e-visa application form will specify whether you are eligible for an e-visa or whether you are required to apply at a consulate in person. To check specific visa rules for Turkey by country (A-Z) please visit [http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa](http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa). “Ordinary visa” refers to a touristic visa.

Prior to your trip please make sure you have a valid passport and international travel insurance for emergency cases and possible medical needs in Turkey.