



Pre-arrival Guide

For Incoming Exchange Students

Fall 2017

[INTRODUCTION]

WELCOME TO KOÇ UNIVERSITY

Congratulations on being selected for the student exchange program at Koç University! We look forward to hosting you and serving as your introduction to the Turkish culture. We are confident that your exchange experience will be an integral part of your academic career and are looking forward to meeting you.

OFFICE OF INTERNATIONAL PROGRAMS (OIP)

Arzu Yılmaz – Exchange Programs and Partnerships Specialist

arzuylmaz@ku.edu.tr +90 212 338 1124

Sedef Erçetin – Team Leader/Coordinator of Exchange Programs & Partnerships

sercetin@ku.edu.tr +90 212 338 1299

We collect enquiries through our Track-It system. In order to open a track-it, please go to <https://trackit.ku.edu.tr/>. At the right corner, select OIP Track-it and login with your KU username and password. Then, please continue by selecting the following:

Submit Your Request > Incoming > Subcategory (Student) > Subject > Description > Add Request

You will have a unique Request ID and you can follow up the status of your request on the same page.

[VISAS AND IMMIGRATION]

A. Student Visa

VISA REQUIREMENTS

You should be able to enter Turkey with a multiple entry tourist (ordinary) visa.

- ➔ Please check your country's eligibility and/or **apply** by clicking on "Main Page > Apply Now" at: <https://www.evisa.gov.tr/en/>
- ➔ If you are exempt from a tourist visa for Turkey (i.e., Switzerland), you need **not apply** for a visa at the Turkish Consulate. You will simply enter the country with a passport **valid for the complete length of stay plus 60 days**.

B. Residence Permit

A residence permit is required for anyone who will stay in Turkey for longer than 3 months or the amount of time granted through a visa. Therefore, all exchange students are obliged, by law, to apply for and obtain a residence permit in Turkey.

You will make your online Residence Permit application at the orientation week. Please **do not** make any online appointment/application prior to your arrival.

STUDENT RESPONSIBILITIES UPON ARRIVAL:

Submit the following documentation to the Office of International Programs:

- **PASSPORT AND COPY OF ITS:**
 1. ID page
 2. Last entry stamp (the stamp you obtain at passport control in the airport)
 3. Visa page (or e-visa document)
- **HEALTH INSURANCE** (see below)
- **5 BIOMETRIC PHOTOGRAPHS:** Full face, front view with a plain white background; taken within last 6 months
- **ATTESTATION DOCUMENTS:** To be issued by mentors and signed by exchange students after arrival
- **STUDENT ENROLMENT DOCUMENT:** To be issued by Office of International Programs after arrival

**If you miss the appointment, or come unprepared: It will be your own responsibility to complete all steps of application process*

Questions: ico@ku.edu.tr

C. Health Insurance as a Requirement for Turkish Residence Permit

As per immigration laws in Turkey, it is MANDATORY that all students have valid insurance that covers the total duration of their studies in Turkey. It is entirely students' obligation to fulfil this requirement and we strongly recommend that students are insured from the moment their travel to Turkey begins. This is to ensure that exchange students have medical coverage from the very first day of their arrival to Turkey.

Please read below very carefully in order to choose the best health insurance for your exchange semester(s) in Turkey.

The minimum coverage requirements are outlined below. Please confirm with your health insurance company in your home country the following:

- 1) Your coverage is valid and can be used in Turkey
- 2) Translated into English and the original POLICY is shared with you (if issued in other languages)

- 3) Meets the minimum coverage requirement (Same or higher coverage)
- 4) You have a list of hospitals in Istanbul where you can use your insurance

Minimum Policy Content

	Contracted Institutions		*Non- Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000. -TL	Insured : % 40 Company : % 60	2.000.-TL	Insured : % 40 Company : % 60
Inpatient Diagnosis Treatment	Unlimited	Insured : % 0 Company : % 100	20.000.-TL	Insured : % 20 Company : % 80

***Non- Contracted Institutions:** Institutions (hospitals, physicians' offices, and the other health institutions.) do not have an agreement with the insurer.

Note: There are other insurance options for foreign students in Turkey, however, to obtain any insurance in Turkey will take time. You might have medical needs until you obtain a Turkish Health Insurance and medical care without an insurance might be costly for a student.

If you consider purchasing a health insurance in Turkey, our International Community Office can assist you after you arrive at Koç University. Exchange office will collect a copy of your insurance during the orientation week or when you obtain an insurance.

ONLY FOR ERASMUS STUDENTS:

BILATERAL SOCIAL SECURITY AGREEMENTS AS AN ALTERNATIVE INSURANCE COVERAGE IN TURKEY

Students whose nationalities are listed below may bring from their home country their **bilateral social security agreement** labelled with the corresponding agreement code. Eligible individuals will have access to public health care services in Turkey equivalent to health care services in their home countries. Please be informed, private health care providers might have limited or no participation with this insurance plan.

In order to be covered by Turkish Public Health Insurance, students will fill out a supporting form at the OIP and will also submit:

- The **original document** from your home country with the agreement code and **original signature** (not a photocopy)
- Application form that we will provide
- Passport photocopy

The OIP will schedule a trip to the social security office where all social security agreements will be validated and students will receive their Turkish social security number. Students must bring original passports to this appointment.

Country	Agreement Code
Germany	A/T 11, A/T 12, A/T 23
Austria	A/TR 3, A/TR3-A, TR/A6
The Netherlands	N/TUR 106, N/TUR 111, N/TUR 112
Belgium	BT.8, BT.10 SE 208-01 FT, SE 208-02 FT, SE 208-04 FT, SE 208-05 TF, SE 208-06 AFT, SE 208-06 CFT, SE208-17 FT, SE 208-18 TF, SE 208-19 FT, SE 208-28 FT, SE 208-30 FT
France	FT, SE 208-28 FT, SE 208-30 FT
Turkish Republic of Northern Cyprus	K.K.T.C. / T.C. 3, K.K.T.C. / T.C. 5
Macedonia	MC/TR 4, TR/MC 10
Romania	R/TR 3
Bosnia	BH/TR4, BH/TR5,
Czech Republic	CZ/TR 111, CZ/TR 112
Luxembourg	L/TR 3,

Questions: ico@ku.edu.tr

[ACCOMMODATION]

UNDERGRADUATE STUDENTS (Bachelor):

- Triple bunk beds are available at West Campus for those who apply and make payments during the **dormitory application period**. See appendix.

GRADUATE STUDENTS (Master's/PhD)

- Apartment flats near campus are available to those who apply and make payments during the **graduate housing application period**. See appendix.

Items you may want to bring: towels, pillowcases, sheets, duvet and duvet covers.

[STUDYING AT KU]

Academic Terminology

Course Load, ECTS (European Credit Transfer System) & KU credits

Course load indicates how many credits you take per semester. KU students usually take five courses per semester (for an average of 15 KU credits which is equal to 30 ECTS). Although there is no requirement for exchange students, at least three courses are recommended. It is up to your home institution to approve your course load.

Course Codes

Course time-tables are coded as B1, B2, B3, A1, A2, A3, etc. B stands for 75 minute long courses and A stands for 50 minute courses. For instance:

A1: 09.30-10.20	A8:16.30-17.20
A2: 10.30-11.20	B1: 09.30-10.45
A3: 11.30-12.20	B2: 11.00-12.15
A4: 12.30-13.20	B3: 12.30-13.45
A5: 13.30-14.20	B4: 14.00-15.15
A6: 14.30-15.20	B5: 15.30-16.45
A7:15.30-16.20	B6: 17.00-18:15

Courses coded **100-499** indicate UNDERGRADUATE courses.

Courses coded **500-699** indicate GRADUATE courses.

Any course codes greater than 699 indicate doctorate courses.

Grading

A+	4.30	Superior+	98-100
A	4.00	Superior	90-100
A-	3.70	Superior-	87-89
B+	3.30	Above Average+	83-86
B	3.00	Above Average	80-82
B-	2.70	Above Average-	77-79
C+	2.30	Average+	73-76
C	2.00	Average	70-72
C-	1.70	Average-	67-69
D+	1.30	Deficient+	64-66
D	1.00	Deficient	60-63
F	0.00	Failing	00-59

KUSIS (Academic Information System)

This is an online platform used to fill out petitions, locate classrooms, reach professors, and view course content.

Course Planning and Enrolment

Fall 2017 course list is available [here](#).

Steps to take for course registration:

Log into KUSIS with your KU username and ID: kuis.ku.edu.tr

1. Course planning: Early August

Self service → Program Enrolment → My course planner → choose courses → plan courses

2. Course enrolment: September 12

My planned courses → (select appropriate course section) → enrol in courses

Withdrawal from a Course

You may withdraw from courses online without penalty during the add/drop period (September 18 – 22, 2017). Students who withdraw after this period are free to do so until the 8th of December, but the withdrawal will be indicated on the student transcript.

Steps to take:

Self service → research activities → service request → create a new request → enrolment changes → withdraw from a course

Prerequisites

Some intermediate and advanced courses will require introductory study in the related subject. In such cases, students are expected to email the respective professor with past transcripts or course equivalencies.

Early Final Examinations

Early final examination requests must be made by the fifth week of the semester. You will be expected to submit a formal request to your advisor in the OIP along with the proof of:

1. a home school scheduling conflict (academic calendar)
2. a job/internship acceptance letter
3. urgent health issues

**No requests will be taken into consideration apart from the above. All students are expected to remain in Istanbul until the end of the final examination period.*

Each faculty academic coordinator will evaluate all requests and they will inform you in 2 – 4 weeks upon submission of your request.

RULES

Attendance (classes, exams, presentations, assignments) and academic honesty are mandatory and expected, as are basic principles of composure and appropriate behaviour both on campus and in dormitories. When off-campus, students are considered representatives of Koç University and are expected behave appropriately and respectfully within the community. For more details, please refer to the official rules and regulations of KU at <http://dos.ku.edu.tr/regulations>.

Academic Calendar / Fall 2017

September 9 – 10	Arrival of Incoming Exchange Students (Dorm check-in begins)
September 11 – 15	Orientation Week
September 18	First Day of Classes
September 18 – 22	Add-Drop Period

October 29	93rd Anniversary of the Founding of the Turkish Republic (Holiday)
November 10	Remembrance Day for Ataturk
December 8	Deadline for Course Withdrawal
December 22	Last Day of Classes
December 23 – 24	Additional Class Days (in case of need due to bad weather conditions)
December 27 – January 7	Final Exams
January 1	New Year’s Day (Holiday)
January 8 – 9	Additional Final Exam Days (in case of need due to bad weather conditions)
January 10 – 11	Make-up Exams
January 12 – 13	Dorm Check-out

Academic Advisor

Students will be assigned academic advisors for support regarding course selection and withdrawal, as well as general academics.

Internship/Research Opportunities

All internship and research assistant opportunities will be announced on the OIP website throughout the semester: <https://oip.ku.edu.tr/job-opportunities>

KU (Koç University) e-mail

Student email accounts can be accessed via: <http://my.ku.edu.tr/> by selecting Gmail. Email ID and passwords will be issued by the Office of International Programs and sent to you by the end of June.

[STUDENT LIFE]

Student Mentorship Program

Each student will be assigned a Turkish student mentor to assist in transition to life at KU. Mentors are there to guide students throughout the whole exchange experience and have been carefully interviewed and selected for the job.

Students are encouraged to maintain contact with their mentors and be open to exploring social and cultural immersion activities. Most of the time, OIP will reach you through mentors so please stay in touch throughout the semester!

Student ID Card

You will receive your Student ID during the orientation week that will allow you to enter campus, borrow books from the library, and access other student services.

IETT Card

Discounted student passes are available for a cost of 10 TL during the orientation week. More information will be provided upon arrival.

Museum Pass

Museum cards will be issued upon arrival and will grant students an access to Chora Museum, Hagia Sophia, Topkapı Palace, Harem Apartments, Istanbul Archaeological Museums, and the Museum of Turkish and Islamic Arts, free of charge.

Arts, Culture and Athletics

Koç University has a number of extracurricular activities, clubs, and facilities available to students. Please see below.

- SGKM (Sevgi Gönül Culture Center) : <http://sgkm.ku.edu.tr/en>
- Sports Facilities : <http://sport.ku.edu.tr>
- Student Clubs : <http://incampus.ku.edu.tr/student-groups>

Information Technology

Computer labs and campus-wide wireless Internet access are available to students. In addition, scanners, printers and photocopy machines are available for student use.

Banking

Banks throughout the country offer full foreign currency and TL services, including deposits and saving accounts, credit cards, debit cards and quick money transfer to any bank worldwide. You can

process your banking transactions via internet or use the telephone banking option, both of which serve in English.

Banks will exchange foreign currency but will charge a commission. It is **not** recommended to bring **traveller's cheques, bank cheques or Euro-cheques** as they are problematic to cash.

Koç University has a full service bank, Yapı Kredi, located on Floor -1 at the Student Center.

Visa, Maestro and MasterCard are accepted throughout Turkey - students should contact their issuing banks to notify them of their travels.

Residence permits are necessary in order to open a bank account in Turkey.

[ARRIVAL]

- Istanbul has two sides; European and Anatolian. Koç University is located on the northern-most part of the European side. Istanbul Atatürk Airport lies on the southern European side while Sabiha Gökçen Airport is located on the southern Anatolian side.
- The majority of transportation from both airports leads to Taksim, the city centre.
- Students will be welcomed by their mentors upon their arrival at the airport and be provided a free airport transfer to dormitory management for check-in.
- For students who not take the free airport transfer, it is recommended to take a taxi from the airport.

[PRACTICAL INFORMATION]

Orientation Week

Orientation starts before classes begin. During orientation, there will be a campus tour and other activities that will familiarise students with the Koç community. Administrative processes, such as course registration will also take place during orientation.

Orientation is mandatory and runs between September 11 – 15, 2017.

Living Costs

Average Costs Per Semester:

Books: 150 - 300 TL

Student meal menu (3 items) at Koç University Dining Hall: around 12 TL

http://www.numbeo.com/cost-of-living/city_result.jsp?country=Turkey&city=Istanbul

Transportation

IETT Bus (KU Campus – Sarıyer) : 2.50 TL (Student Transit Card)

Dolmuş (Sarıyer – Beşiktaş) : 2.50 TL (KU Campus-Sarıyer)

Taxi (Taksim - Campus) : 70TL

Mobile Phones

All mobile phones used in Turkey must be registered with the government; not the SIM card, but the handset itself. More information will be provided upon arrival.

Electricity

Turkey operates on 220V, 50Hz. Central European type wall sockets (two-pin plugs) are standard. Appliances not intended for this system will require converters. Computers and cameras generally convert the voltage automatically and simply require an adaptor to fit into the wall socket. If your hair appliances (i.e. flat irons, curling irons etc.) are not intended for 220V, they will likely melt even with a converter. Please check your electric appliances before you use them in your residence.

KURES

KURES is Koç University Guidance and Psychological Services Centre and composed of three departments:

1. Office for Disability Services and Accessible Education
2. Guidance Centre for Student, Faculty and Staff
3. Psychological Services Centre

Services at KURES are completely confidential and free of charge. KURES is located on the top floor of the Health Centre and appointments can be made by emailing Ms. Gülçin Yılmaz at: gulcinyilmaz@ku.edu.tr.

Weather

Istanbul has a Mediterranean climate, and slightly maritime toward the Northwest. Summers are generally hot, with the temperature averaging 23.4 °C (74.1 °F). Winters can be cold, wet and often snowy, averaging 5.4 °C (42 °F). Spring and autumn are usually mild, and the weather can differ from chilly to warm.

Occasional snowfall is common between December and March.

Emergency Cases

In case of any emergency (health, psychological, criminal, personal, etc.) the on-campus health centre, psychologists, and security officers will be available 24/7.

APPENDIX

In case of emergency, contact:

OIP

Emergency Line : +90 549 790 8340

HEALTH CENTER

Emergency/Ambulance : +90 212 338 1100

Call Center : +90 212 338 1273

DORMITORY – MAIN CAMPUS : +90 212 338 33 77

DORMITORY - WEST CAMPUS : +90 212 338 70 21

SECURITY

Emergency/Main Entrance : +90 212 338 3535

Lost & Found : +90 212 338 3637

Security Office : +90 212 338 1015

SECURITY – WEST CAMPUS

Emergency/Main Entrance : +90 212 338 7007

GENERAL EMERGENCY : **112**
(Off-campus)

*Always have your passport, student ID and residence permit with you.

İstanbul Quick Guide

KEY PHRASES		
ENGLISH	TURKISH	PRONUNCIATION
Please	Lüften	LUT-FEN
Do you speak English?	İngilizce biliyor musunuz?	INN-GLIZ-JE BILL-IYOR MUS-UN-UZ
I don't understand	Sizi anlamıyorum	SI-ZI ANN-LA-MA-YOR-UM
How much does it cost?	Ne kadar?	NE KA-DAR
Excuse me	Afedersiniz	AFF-ED-DAR-SAN-IZ
Yes	Evet	EV-ET
No	Hayır	HIGH-EAR
I don't know	Bilmiyorum	BILL-MEE-YOR-UM
Ok/Alright	Tamam	TA-MAHM
Help!	İmdat!	EEM-DAHT

1. Personal Identification

It is a legal obligation to carry personal identification with you at all times. It is not uncommon to be approached by officials asking you to present your ID card. As foreigners, it is best to carry a photocopy of your passport with student visa and residence permit.

2. Dress

Contemporary clothing is widely accepted; however, in order to avoid unwanted attention on public transportation or places of religious worship, it is best to dress modestly.

3. Greetings

General greetings include a handshake, and in more familiar situations, a light kiss on each cheek. If you are unsure, take your cue from the other person.

4. Taxis

Ensure that the taxi driver has started the meter at 3,80 TL; the current flat rate. The fare should increase by approximately 1,83 TL every kilometre. Tipping is not required; simply round the total upward. A useful application for smartphones is “BiTaksi” which has the nearest taxi come directly to you. The app also includes driver ratings and customer feedback. All drivers are fully licensed.

5. Scams

Be wary of overly friendly strangers who approach you with food or drink, offer to change your money, or invite you to a club or restaurant. Be sure not to proffer detailed information about oneself such as: place of study, place of residence, and places most frequented. For more information, refer to: <http://www.wittistanbul.com/magazine/how-to-spot-and-avoid-common-istanbul-tourist-scams/>

6. Gratuities

It is generally accepted to tip between 5-10% at cafes and restaurants in Istanbul. A 15-20 % tip would be appropriate at more formal venues.

7. Traveling at night

As in most countries, it is best to travel in groups of two or more at night. It is advisable to avoid poorly lit streets/alleyways, and not to venture into unknown neighbourhoods.

8. Shopping

It is common practice to bargain about prices in independent shops or markets. Prices for food are always fixed, however.

9. Personal Belongings

Carry handbags zipped up with only a minimum amount of money.
Credit cards and important documents should be kept in an inside pocket.

10. Crowded areas

Avoid crowded areas during demonstrations or protests. It is best not to be involved in any of these situations as a foreigner.

Turkish people are generally approachable, friendly, and willing to help. Be receptive, but always follow your instincts. As such, you will be able to discover the rich history and vibrant culture of modern Istanbul while feeling safe and comfortable! We wish you a pleasant stay in Istanbul.

Airport Transportation

There are two airports in Istanbul: Istanbul Atatürk Airport on the European side and Sabiha Gökçen Airport on the Asian side.

ATATÜRK AIRPORT

The airport is located on the European side where the university is located, and can be reached within an hour from Taksim. You can use the following options to get to and from the airport.

HAVATAŞ (recommended)

Havatas is an airport shuttle. This shuttle is operating in both international airports of Istanbul. The shuttle is available until 4 am all week and departs from both Atatürk Airport and Taksim every half an hour.

How to Get to Koc University Using Havataş:

Step 1: You need to have a public transportation card (Istanbulkart) to use transit modes in Istanbul. You may buy the card from a newsstand at the airport and you can load money into the card there. Your first Istanbulkart will be a regular card without discount; your student Istanbulkart will be given to you during the orientation week. We recommend you to upload at least 20 TL in the card but you may load as much money as you wish.



Step 2: Follow public transportation signs upon exiting the airport and you will see the Havatas Shuttle (as in the image shown below), across the street: <http://www.havabus.com/>



Step 3: Ride the shuttle to **Taksim (last stop)**. Shuttle fee (collected on the bus in cash only) is 15 TL.

Step 4: When you get off the shuttle, look around and you will see the metro sign. Enter the Taksim metro station, use your "Istanbulkart" and follow the signs for Haciosman direction.

Step 5: Haciosman is the last stop in this direction (6 stops from Taksim) and this is where you get off the metro (estimated travel time from Taksim to Haciosman 24-25 minutes).

Step 6: When you get out of Haciosman station, you are at Haciosman public bus terminal. You can take the bus **154**, using your "Istanbulkart", OR Koç University Dolmuş (Minibus) that both have a direct service to the university campus (last stop). You need to ask someone there to show you which minibus goes to Koç University.

See 154 bus schedule here:

<http://www.iETT.istanbul/tr/main/hatlar/154/HACIOSMAN%20METRO%20-%20KOÇ%20ÜNİVERSİTESİ-İETT-Otobüs-Sefer-Saatleri-ve-Durakları>

**If there are no buses or minibuses when you arrive, you can use the taxi to come to the university. The taxi will cost around 25 – 30 TL.

TAXI (recommended)

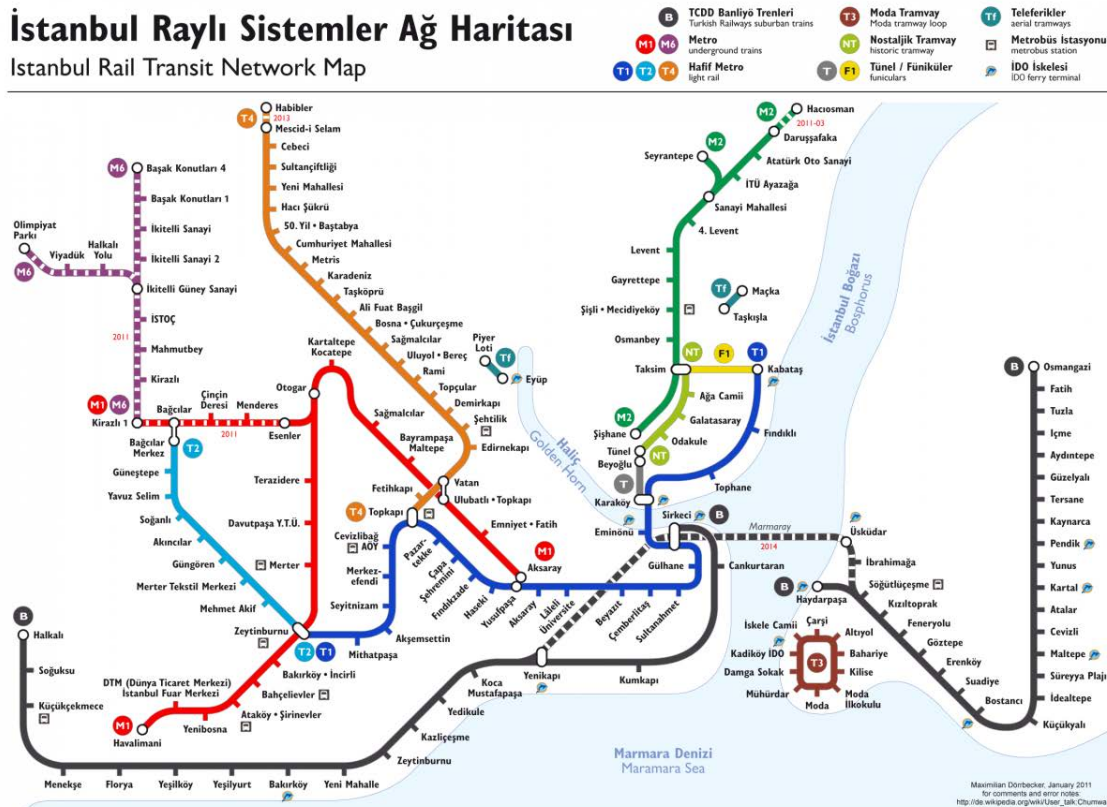
You can take a taxi at the Airport to get to the university. It will cost approximately 100 TL to get to the university. If you are arriving together with your friends, you can share the fare.

BUS

A public bus operates from Atatürk Airport at the Arrivals section and takes you to Taksim. The bus line is **96T** and operates between 07.00 and 21.00, approximately every 40 minutes. For all the bus schedules please see the website: <http://www.iETT.gov.tr/en>.

İstanbul Raylı Sistemler Ağ Haritası

Istanbul Rail Transit Network Map



SABIHA GÖKÇEN AIRPORT

Sabiha Gökçen Airport is located on the Anatolian side of Istanbul at a distance of 40 km to Kadıköy and 50 km to Taksim. Options to get to the university from Sabiha Gökçen Airport are:



HAVATAŞ

By taking this bus from the airport you can get to Zincirlikuyu or Taksim, and then you can reach the university using the metro line M2 and a bus, or you can take a taxi. For more information and schedules: <http://havatas.com/>.

BUS

A public bus operates from Sabiha Gökçen Airport at the Arrivals section. The bus is **E-3** and it will take you to "4. Levent". From 4. Levent you can either take the metro to Haciosman and then a bus (154, 150) to the university, or take a taxi. For all the bus schedules see the website: <http://www.iETT.gov.tr/en>.

TAXI

You can also use a taxi available outside the airport. For 24-hours taxi service to Sabiha Gökçen Airport call: 0 216 588 12 35 or 0552 552 4 552

Main Campus Address:

Rumelifeneri Yolu 34450 Sarıyer Istanbul Turkey Tel: +90 212 338 1000

West Campus Address:

Koç Üniversitesi, Batı Yurdu, Kampus Yolu No.1 - 34450 Sarıyer/Istanbul

Undergraduate West Campus Housing Applications Koç University Fall 2017 Exchange

1. APPLICATION & PAYMENT PERIOD

12 – 23 June, 2017

Room type:

- **Standard Triple-Person Bunk, West Campus**
- Students requiring an alternative room type due to **disability/medical accommodation** should send their requests and official health reports to: housing@ku.edu.tr for verification before the application deadline.

Fee:

- **1,260 USD/1.190 EUR** (Refundable damage deposit of \$115 / €110 excluded)

Steps to take:

1. Students seeking accommodation at Koç University must apply online via Koç University's Academic Information System (KUSIS) and make the necessary payment prior to the deadline. Log-in credentials for KUSIS will be issued prior to the application stage by OIP.
2. After logging in to KUSIS, click on the STUDENT CENTER > TO DO LIST and complete the housing application form.
3. Payments are to be made by credit card at the following link after submitting the application: <https://vpos.ku.edu.tr/exchange/>. The link will be available only during the dormitory application period.
4. Payment deadline: **23 June, 2017**
5. Announcement of room assignments: **14 August, 2017** (on KUSIS)

2. CANCELLATION OF APPLICATION

Deadline: 21 July, 2017

Should you wish to cancel your housing application and receive a full refund, you should make an official request for cancellation and write an email **before** the above deadline to:

housing@ku.edu.tr & incoming@ku.edu.tr (in CC)

Cancellations **after** deadline:

- will not be taken into consideration
- only deposit fee (\$115 / €110) will be refunded

Tracking Refunds:

- All refunds are processed by the Finance Department - any inquiries should be directed to: maliisler@ku.edu.tr

3. MOVE-IN

5 September, 2017

Steps to Take:

1. Obtain check-in form from Dormitory Management upon arrival
2. Complete form and return to Dormitory Management before moving your belongings into your room
3. Obtain keycard

Time:

- 24-hour check-in

Location:

- West Campus, Building A
(Maden Mahallesi Kasap Çayırı Mevkii 3. Sok No: 1 34450 Sarıyer / İstanbul)

4. MOVE-OUT

Deadline: 05 January, 2017

Steps to take:

1. Obtain check-out form from Dormitory Management
2. Complete and submit check-out form prior to moving out
3. Return key-card once you have completed the above

5. DAMAGE DEPOSIT REFUNDS:

Damage deposit refunds will be processed to your credit card by the Finance Department within 6 – 8 weeks of your check-out. All inquiries regarding deposit refunds can be directed to: maliisler@ku.edu.tr

Deductions/Deposit Withhold:

- Students whose rooms have been damaged will receive either a portion of their original deposit, or will have their deposit withheld completely.
- Students who fail to complete all steps of the move-out procedure will have their full deposits withheld.

Questions/Concerns?

housing@ku.edu.tr

Graduate Housing Applications Koç University Fall 2017 Exchange

1. APPLICATION & PAYMENT PERIOD

12 - 23 June, 2017

Room type:

- **Single room in shared apartment flats, close to main campus**
- Students requiring an alternative room type due to **disability/medical accommodation** should send their requests and official health reports to: housing@ku.edu.tr for verification before the application deadline.

Fee:

- **1,415 USD / 1,335 EUR** (Refundable damage deposit of \$115 / €110 excluded)

Steps to take:

1. Students seeking accommodation at Koç University must apply online via Koç University's Academic Information System (KUSIS) and make the necessary payment prior to the deadline. Log-in credentials for KUSIS will be issued prior to the application stage by OIP.

2. After logging in to KUSIS, click on the STUDENT CENTER > TO DO LIST and complete the housing application form
3. Payments are to be made by credit card at the following link after submitting the application: <https://vpos.ku.edu.tr/exchange/>. The link will be available only during the dormitory application period.
4. Payment deadline: **23 June, 2017**
5. Announcement of room assignments: **14 August, 2017** (on KUSIS)

2. CANCELLATION OF APPLICATION

Deadline: 21 July, 2017

Should you wish to cancel your housing application and receive a full refund, you should make an official request for cancellation and write an email **before** the above deadline to:

housing@ku.edu.tr & incoming@ku.edu.tr (in CC)

Cancellations **after** deadline:

- will not be taken into consideration
- only deposit fee (\$115 / €110) will be refunded

Tracking Refunds:

- All refunds are processed by the Finance Department - any inquiries should be directed to: maliisler@ku.edu.tr

3. MOVE-IN

5 September, 2017

Steps to Take:

1. Obtain check-in form from Dormitory Management upon arrival
2. Complete form and return to Dormitory Management before moving your belongings into your room
3. Obtain keycard

Time:

- 24-hour check-in

Location:

- Koç University Main Campus, **Building S** entrance
(Rumeli Feneri Yolu, Sarıyer, İstanbul)

4. MOVE-OUT

Deadline: 5 January, 2017

Steps to take:

1. Obtain check-out form from Dormitory Management (Building S, Main Campus)
2. Complete and submit check-out form prior to moving out
3. Return key once you have completed the above

5. DAMAGE DEPOSIT REFUNDS:

Damage deposit refunds will be processed to your credit card by the Finance Department within 6 – 8 weeks of your check-out. All inquiries regarding deposit refunds can be directed to: maliisler@ku.edu.tr

Deductions/Deposit Withhold:

- Students whose rooms have been damaged will receive either a portion of their original deposit, or will have their deposit withheld completely.
- Students who fail to complete all steps of the move-out procedure will have their full deposits withheld.

Questions/Concerns?

housing@ku.edu.tr