Incoming Exchange
Student Guide
Fall 2019

Orientation Week
September 9 - 13, 2019

Semester Dates
September 16, 2019 - January 3, 2020

Your arrival checklist
Welcome
Visa, Residence Permit and Health Insurance
Arrival and Airport Transportation
Housing
Studying at KU
Campus Life
Living in Istanbul
Emergency
Quick Turkish Guide
We congratulate you on being selected for the student exchange program at Koç University (KU) and look forward to hosting you. As exchange students, you have the same access to facilities and campus-wide events as domestic students. We are thrilled to be a part of your academic career and do our best to offer you opportunities to discover Turkish culture. We hope to make your stay at Koç University both enjoyable and unforgettable.

INCOMING EXCHANGE PROGRAMS and PARTNERSHIPS TEAM
Office B396 (Student Center, Minus Third Floor)

Before you arrive:
✓ Apply for Koç University housing
✓ Check your visa status and ensure you have relevant documents with you
✓ Complete your course planning
✓ Read all correspondence from your OIP advisors carefully
✓ For ICM students, please make sure you followed the necessary procedures, and submitted all of the required documents regarding the Before Mobility part
✓ Plan your budget
✓ Plan your fee payments (if applicable)
✓ Prepare for your studies
✓ Pack your suitcase

When you arrive:
✓ Tell your family/those responsible for you that you have arrived
✓ Check-in your housing at the Dormitory Management and pick up your keys
✓ Access the internet
✓ Meet your mentor
✓ Get your student ID card, IETT card and Museum card
✓ Attend Orientation Week for Exchange Students
✓ Attend Welcome Events and Activities
✓ Apply for the Residence Permit and ensure you have relevant documents
✓ Open a Turkish bank account (if applicable)
✓ Buy a Turkish SIM Card (if applicable)

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 bottom 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. You can use Track-It system after your KU e-mail account is activated.
Or please send your enquiries to kuapp@ku.edu.tr.
VISA, RESIDENCE PERMIT and HEALTH INSURANCE

A. VISA and ENTRY RULES FOR STUDENTS

- You may or may not be required to obtain a Turkish “education/study” visa.
- If you are eligible for a touristic e-visa, you must enter Turkey (TR) with an e-visa.
- If you have a life emergency, you shouldn’t miss the online appointment and provide all necessary documents on time. Consequences of not doing so are time consuming and costly.
- If you will not make it to the online appointment session during Orientation Week, please inform your mentor or contact ico@ku.edu.tr.

1. Passport ID page photocopy
2. Passport last entry stamp page photocopy (the stamp you obtain at passport control in the airport)
3. Visa page photocopy or e-visa document (if you are entering with a visa)
4. HEALTH INSURANCE (see below)
5. 5 BIOMETRIC PHOTOGRAPHS: Full face, front view with a plain white background; taken within last 6 months. Biometric self-service photo booth available on campus.
6. ATTESTATION DOCUMENTS: To be provided by mentors and signed by exchange students after arrival

   • STUDENT ENROLMENT DOCUMENT: To be provided by Office of International Programs after arrival
   • 72 TURKISH LIRA (TL) APPLICATION FEE (subject to change each fiscal year)

PLEASE READ CAREFULLY: Because you will apply for a residence permit after arriving in Turkey, you must enter with your valid passport. Nationals of certain countries are eligible to enter Turkey with their driver’s license or national ID, however none of these documents are accepted for residence permit application.

Only valid passport is accepted. Therefore, you must bring your valid passport that is valid at least 60 days beyond the end of your study period.

B. Residence Permit

Students studying at KU for one semester or longer are obliged to obtain a residence permit as per Foreigners’ Protection and Immigration Laws of Turkish Republic. You will make your online Residence Permit application upon your arrival in Turkey. So, please do not make any online appointment/application prior to your arrival. You can review the official website of the Immigration Authority for further information about first time and renewal applications.

APPLICATION

Application to the residence permit is part online, part paperwork submission and the whole process will be completed at the university with Immigration Advisors from ICO. Please remember you have to travel to Turkey with your valid passport. No other entry document is accepted for this process.
VISA, RESIDENCE PERMIT and HEALTH INSURANCE

INBOUND/OUTBOUND TRAVELING
Exchange students must make sure all their papers are valid and the necessary documents are with them while traveling within or outside Turkey.

TRAVELING WITHIN TURKEY
• Your original VALID passport
• KU Student ID

TRAVELING OUTSIDE TURKEY
Hand-carry below documents so they are easily accessible in case of an inspection at the border:
• Original passport valid for at least 2 months longer than your anticipated duration of study and residence in Turkey (the longer the better)
• Respective Entry Visa (if necessary as per your nationality)
Some countries have an agreement with Turkey that allows individuals from that country to enter Turkey without a passport, but as a student you must come with a valid passport since you need it for your residence permit and one semester exchange is longer than 3 months which is the maximum amount of time allowed for such entry.

DELIVERY OF THE RESIDENCE PERMIT TO THE APPLICANT
Your residence permit card will be mailed to the university within 30-45 days from the date of your application. The exchange office staff will inform you about collecting your card. Always check your KU emails.

GOT MY RESIDENCE PERMIT, NOW WHAT?
Exchange students are required to abide by the Turkish regulations pertaining to non-immigrant student status. Maintaining legal immigration status is very important and mostly depends on the willingness and effort of the student to meet certain requirements that are demanded by both Turkish Government and the University.
Please pay attention to the notifications, alerts sent about immigration process and rules regarding to international students. We’ll be sharing all the necessary information with you and ensure none of the students encounter any problems during their time in here.

What can you do with your Residence Permit?
• Opening a bank account
• Registering the phones that are brought from abroad
• Getting an e-government code (e-devlet code) from the Post Office to log into e-devlet*
• Buying a blue-plated car
• Not having to get a visa every time you go abroad, during your stay in our country and travelling in/out multiple times with your valid passport and Residence Permit Card
• Getting a settlement document from the Civil Registry Office if needed
• Being able to make all the necessary payments such as charge, subscription etc
• Being able to apply for a public transport card (IETT** in short) for students and Museum Cards
• Health insurance procedures
• Custom procedures

Some Important Notes:
• All students must have a copy/photo of their residence cards on their phones.
• All students must carry this card along with their passports when they leave/enter the country.
In case of loss, Foreigner’s ID Number beginning with 99… on the front side of the card must be recorded elsewhere.
• Students are required to leave the country within 10 days after their residence permit is expired.
• Overstaying warrants a monetary penalty and you may get a prohibition to enter Turkey.
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 fulfill 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) English translation of the original Insurance Plan (if issued in another language)
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

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.

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 Office 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.

<table>
<thead>
<tr>
<th>Agreement Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany A/T 11, A/T 12, A/T 23</td>
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<tr>
<td>Austria A/TR 3, A/TR3-A, TR/A6</td>
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<tr>
<td>The Netherlands N/TUR 106, N/TUR 111, N/TUR 112</td>
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<tr>
<td>Belgium BT 8, BT10</td>
</tr>
<tr>
<td>Turkish Republic of Northern Cyprus KK TOK, / T.C. 3, KK/K/3. / T.C. 5</td>
</tr>
<tr>
<td>Macedonia MC/TR 4, TR/MC 10</td>
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<tr>
<td>Romania R/TR 3</td>
</tr>
<tr>
<td>Bosnia BH/TRA, BH/TR5,</td>
</tr>
<tr>
<td>Czech Republic CZ/TR 111, CZ/TR 112</td>
</tr>
<tr>
<td>Luxembourg L/TR 3,</td>
</tr>
</tbody>
</table>

Got a question? Please contact ico@ku.edu.tr
ARRIVAL

Istanbul has two sides; European and Asian. Koç University is located on the northern-most part of the European side. Istanbul Airport lies on the southern European side while Sabiha Gökçen Airport is located on the southern Asian side. The majority of transportation from both airports leads to Taksim, the city center.

Students will be welcomed by their mentors upon their arrival at the dormitory management for room check-in.

AIRPORT TRANSPORTATION

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

ISTANBUL 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.

HAVAIST (recommended)

Havaist is an airport shuttle. This shuttle is operating in Istanbul Airport. The shuttle is available from 5 am until 4 am all week and departs from both Istanbul Airport and many different locations within Istanbul. You can check shuttle hours here: https://hava.ist/en

How to Get to Koç University Using Havaist:

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 top up the Card with money there. Your first Istanbulkart will be a regular card without discount. Once you are in Istanbul, you can apply for a discounted card for students. We recommend you to upload at least 25 TL in the card but you may top up as much money as you wish.
ARRIVAL

Step 2: Follow the signs and you will see the Havaist Stop.

Step 3: Ride the shuttle to Sarýyer and get off at Hacıosman or Nalbantepe.

Step 4: In Nalbattepe, you can take a taxi to campus and it takes only 10 to 15 minutes. If you get off in Hacıosman, you can take minibus or taxi to campus.

Please make sure you checked which campus your dorm room is at (main campus or west (bati) campus).

TAXI (recommended)
You can take a taxi at the Airport to get to the university. If you are arriving together with your friends, you can share the fare.

METRO
Istanbul Metropolitan Municipality’s metro train works from 6:00 am until 12:00 am. You can take the metro line M1A at the airport in the direction of Yenikapı which will take around 30 minutes. Then, change at the last stop Yenikapı and take M2 line in the direction of Hacıosman which will take another 30 minutes. When you get out of Hacıosman station, you will be at Hacıosman public bus terminal. You can take the bus 154, using your “Istankart”, or Koç University Dolmuş (Minibus). 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.

For all metro schedules: http://www.metro.istanbul/en
ARRIVAL

SABİHA GÖKÇEN AIRPORT

Sabİha Gökçen Airport is located on the Asian side of Istanbul at a distance of 35 kms to Kadıköy and 50 kms to Taksim. Options to get to the university from Sabiha Gökçen Airport are as follows:

HAVABUS

By taking this bus from the airport you can get to 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://havabus.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 Hacıosman 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 take a taxi available outside the airport. For 24-hours taxi service at Sabiha Gökçen Airport you can call +90 216 588 1235 or +90 552 552 4552

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

West Campus Address:
Koç Üniversitesi, Bati Yurdu, Kampus Yolu No.1 34450 Sarıyer/Istanbul
HOUSING

UNDERGRADUATE STUDENTS (Bachelor):
- Triple and double bunk beds are available at West Campus for those who apply and make payments during the assigned period.

GRADUATE STUDENTS (Master’s/PhD)
- Double bunk beds are available at West Campus for those who apply and make payments during the assigned period.

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

Undergraduate Exchange Students
West Campus Dormitory Applications

1. APPLICATION & PAYMENT PERIOD

19 June to 25 June, 2019

Room Type:
- Standard Triple or Double-Bunk bedrooms, 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 (PER SEMESTER):
Undergraduate Student (Triple Room with Bunk Bed):
973 EUR / 1100 USD (excluding the deposit). Refundable Deposit: 61 EUR / 69 USD

Undergraduate Student (Double Room):
1368 EUR / 1545 USD (excluding the deposit). Refundable Deposit: 61 EUR / 69 USD

Please note that you will be assigned a room based on your preference and payment.

Steps to take:
1. Students seeking accommodation at Koç University must apply online with their KU login credentials 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://3ds.ku.edu.tr/forms/exchange_students. The link will be active only throughout the dormitory application period.
4. If you don’t have a credit card and would like to transfer the money to Koç University account, please write down “dormitory payment of incoming exchange student….” with your full name on the subject line!!!

Euro Account
Yapi Kredi Bank
Swift Code: YAPITRIS
Account No: 05437105
Iban Code: TR29 0006 7010 0000 0005 4371 05

USD Account
Yapi Kredi Bank
Swift Code: YAPITRIS
Account No: 00540749
Iban Code: TR50 0006 7010 0000 0000 5407 49


2. CANCELLATION OF APPLICATION
Deadline: July 19, 2019

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 & kuapp@ku.edu.tr (in Cc)

Cancellations after deadline will not be taken into consideration and only deposit fee 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
7-8 September, 2019

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

Return to Index Page
HOUSING

Time:
• 24-hour check-in
Location:
• West Campus, Building A
(Maden Mahallesi Kasap Çayırmı Mekvii 3. Sok No: 1 34450 Sanyer / İstanbul)

Dormitory Move-Out: **7-8 January, 2020**

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 checkout. All inquiries regarding deposit refunds can be directed to: maliislerfinans@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 Exchange Students Housing Application

**1. APPLICATION & PAYMENT PERIOD**
**19 June to 25 June, 2019**

Room type:
• Standard Double-Bunk Bedrooms, 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:**
Graduate Student (Double Room):
**1368 EUR / 1545 USD (excluding the deposit). Refundable Deposit: 61 EUR / 69 USD**

Steps to take:
1. Students seeking accommodation at Koç University must apply online with their KU login credentials 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://3ds.ku.edu.tr/forms/exchange_students. The link will be active only throughout the dormitory application period.
4. If you don’t have a credit card and would like to transfer the money to Koc University account, please write down “dormitory payment of incoming exchange student….” with your full name on the subject line!!!

**Euro Account**
Yapı Kredi Bank
Swift Code: YAPITRIS
Account No: 05437105
Iban Code: TR29 0006 7010 0000 0005 4371 05

**USD Account**
Yapı Kredi Bank
Swift Code: YAPITRIS
Account No: 00540749
Iban Code: TR50 0006 7010 0000 0000 5407 49


**2. CANCELLATION OF APPLICATION**
**Deadline: July 19, 2019**

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 & kuapp@ku.edu.tr (in Cc)
3. MOVE-IN
7-8 September, 2019

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 & kuapp@ku.edu.tr (in Cc)

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 to collect your keycard:
• Koç University Main Campus, Building S entrance (Rumeli Feneri Yolu, Sanyer, Istanbul)

4. MOVE-OUT

Deadline: 7-8 January, 2020

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:

Steps to take:
Damage deposit refunds will be processed to your credit card by the Finance Department within 6 – 8 weeks of your checkout. All inquiries regarding deposit refunds can be directed to: maliislerfinans@ku.edu.tr.

Deductions/Deposit Withheld:
• 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?
Please contact housing@ku.edu.tr
KU (Koç University) E-mail
Student email accounts can be accessed via: http://my.ku.edu.tr/ by selecting Gmail. Email ID/Username and passwords will be issued by the Office of International Programs and sent to you prior to your arrival.

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 that is equal to 30 ECTS). Although there is no requirement for Erasmus and Global exchange students, at least three courses are recommended. It is up to your home institution to approve your course load. Erasmus+ ICM Students are required to take 15 KU Credits / 30 ECTS and complete minimum 10 KU Credits / 20 ECTS successfully per semester.

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:

<table>
<thead>
<tr>
<th>A1: 09.30-10.20</th>
<th>A8: 16.30-17.20</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2: 10.30-11.20</td>
<td>B1: 09.30-10.45</td>
</tr>
<tr>
<td>A3: 11.30-12.20</td>
<td>B2: 11.00-12.15</td>
</tr>
<tr>
<td>A4: 12.30-13.20</td>
<td>B3: 12.30-13.45</td>
</tr>
<tr>
<td>A5: 13.30-14.20</td>
<td>B4: 14.00-15.15</td>
</tr>
<tr>
<td>A6: 14.30-15.20</td>
<td>B5: 15.30-16.45</td>
</tr>
<tr>
<td>A7: 15.30-16.20</td>
<td>B6: 17.00-18.15</td>
</tr>
</tbody>
</table>

Courses coded 100-499 indicate UNDERGRADUATE courses. Courses coded 500-699 indicate GRADUATE courses. Any course codes greater than 699 indicate doctorate courses.
1. Course planning:
Self service —> Program Enrolment —> My course planner —> choose courses —> plan courses

2. Course enrollment:
My planned courses —> (select appropriate course section) —> enrol in courses

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.30</td>
<td>Superior+</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>Superior-</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>Above Average+</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>Above Average-</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>Average+</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
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<td>D+</td>
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</tr>
<tr>
<td>D</td>
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<td>Deficient</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
</tbody>
</table>

The highest score a student can get from an exam or a coursework is A/4.00 while F/0.0 means that the student is failing the course. The instructor of the course can also take initiative to grade an exam/coursework with A+/4.30

IMPORTANT NOTICE!!!

Please note that as Koc University, we give you the freedom to take courses from any programs regardless of your major as long as it is also approved by your home university. However, due to the prerequisites and reserved capacity, you may not take all the courses you plan to. Therefore, we kindly ask you to get approval from your home University to select more courses than you normally need in order to be on the safe side in terms of credit requirements.

Course Overload

Students wishing to enrol in more than 5 courses per semester (by taking an additional course of 2 or more credits) must meet the following requirements in order to be approved:

- Students whose GPA is at or above 2.70/4.00 (*),
- Students who have completed the previous semester (Fall or Spring) with GPA of 2.70 or above with at least normal course load,
- Students who are able to graduate by overloading by one course in addition to their regular course load for at most three semesters with one of those semesters being a summer semester,
- Double Major students whose request to overload is related to their Double Major program.
- Other students cannot overload.

Students do not pay an extra fee for overloading in Fall and Spring semesters. However, students who meet one or more of the overload criteria need to pay the additional course fee for the third course they take in Summer term.
STUDYING AT KU

Withdrawal from a Course
You may withdraw from courses online without penalty during the add/drop period (February 4 - 8). Students who withdraw after this period are also free to do so until May 3; however the withdrawal will be indicated on the student’s 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.

Independent Study
KU offers independent study as a way for students to earn credit for specialized projects. These projects can take the form of research, experiential learning, etc. To receive permission for independent study projects, students must first get in contact with and ensure the support of a KU faculty member.

Early Final Examinations
Early final examination requests must be made by the fourth week of each semester. You will be expected to submit a formal request to the faculty academic coordinator 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.

Academic Advisors
Each exchange student is assigned to an academic advisor whose name can be found on the student's KUSIS profile. Academic advisors are there to assist students with course issues and provide academic support. Academic advisors can also serve as liaisons between students and faculty members or present academic opportunities on campus such as research positions and special programs/projects.

In case you need to meet with your academic advisor or an academic member of staff, you need to check their office hours, which are listed on the syllabus of the courses. You can also e-mail them to arrange an appointment.
STUDYING AT KU

Research Assistantship/Internship Opportunities
KU offers the opportunity for students to work alongside academics as research assistants on a voluntary basis. All available positions are announced on the OIP website throughout the semester: https://oip.ku.edu.tr/job-opportunities

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

Erasmus Coordinators (for Erasmus Students only)
Erasmus students must have their learning agreements signed by their respective Faculty Erasmus Coordinators.

The list of coordinators for this semester can be found 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 (College of Administrative Sciences and Economics)</td>
<td>Murat Usman</td>
<td>CASE 248</td>
<td>1553</td>
<td><a href="mailto:musman@ku.edu.tr">musman@ku.edu.tr</a> (please cc <a href="mailto:evrenyuce@ku.edu.tr">evrenyuce@ku.edu.tr</a>)</td>
</tr>
<tr>
<td>CSSH (College of Social Sciences and Humanities)</td>
<td>Dilek Barlas</td>
<td>SOS 259</td>
<td>1408</td>
<td><a href="mailto:dbarlas@ku.edu.tr">dbarlas@ku.edu.tr</a></td>
</tr>
<tr>
<td>Law School</td>
<td>Yasin Alperen Karaşahin</td>
<td>SNA Z51</td>
<td>1825</td>
<td><a href="mailto:ykarasahin@ku.edu.tr">ykarasahin@ku.edu.tr</a></td>
</tr>
<tr>
<td>CS (College of Science)</td>
<td>Yongsoo Park</td>
<td>SCI Z59</td>
<td>1815</td>
<td><a href="mailto:ypark@ku.edu.tr">ypark@ku.edu.tr</a></td>
</tr>
<tr>
<td>CE (College of Engineering)</td>
<td>Öznur Özkasap</td>
<td>ENG 144</td>
<td>1584</td>
<td><a href="mailto:oozkasap@ku.edu.tr">oozkasap@ku.edu.tr</a></td>
</tr>
<tr>
<td>SOM (School of Medicine)</td>
<td>Jale Ergün</td>
<td>MED 1176</td>
<td></td>
<td><a href="mailto:jergun@ku.edu.tr">jergun@ku.edu.tr</a></td>
</tr>
</tbody>
</table>
Located on the hills of Sarıyer, Istanbul, Koç University is twenty minutes from the Black Sea beaches, surrounded by charming villages and natural landscapes, and connected to the city center through a variety of transportation options. Koç University has four other campus locations: West Campus, Nişantaşı Campus, RCAC Beyoğlu and İstinye Campus.

Campus Facilities
Koç University’s main campus consists of sixty buildings: academic colleges, administrative offices, laboratories, library, social and sports facilities, health center, student dormitories and faculty residences. University’s dormitories have a capacity of 2,200 students. The classrooms and laboratories are equipped with the latest technological infrastructure and support systems. On-campus conveniences include a grocery store, hairdresser, full-service bank, dry cleaner’s, cafeterias and other dining options. As a university focused on creating well-rounded, confident and competent human beings both in and out of the classroom, Koç University places tremendous value on providing plenty of extra-curricular activities for its students;

dedicates the necessary resources to ensure that these opportunities satisfy and enrich the Koç University experience.

- Swimming Pools
- Ice-Skating Ring
- Dining Services
- Shuttles
- Sport Facilities
- Sevgi Gönül Cultural Center (SGKM)
- Suna Kıraç Library
- Events and Announcements
- Campus Safety
- Dormitories
- ID Card Services
- Campus Facilities and Working Hours

Student Clubs
Koç University has nearly 80 student clubs that are formed and run by KU students proceeding their activities in coordination with the Extracurricular Activities Office. Students who participate within these clubs can improve themselves in social and academic sense, hasten their adaptation to the environment of the university and take part in important events, learning how to be a team player.
Please check the Student's Club website for more details: http://dos.ku.edu.tr/clubs

- Student Clubs
- Extracurricular Activities Office
- InCampus

KURES (Koç University Guidance and Psychological Services Center)
KURES accompanies students in their process of coming to know and realizing themselves, and supporting their personal development. It aims at helping students acquire the knowledge and skills that will help them cope with the academic, social and personal problems they face throughout this process. It is composed of two departments:
1. Psychological Services Center
2. Guidance Center
Students can consult with the Counseling Services if they would like to receive psychological support or psychological counseling. Some of the subjects that the Counseling Services can help with are as follows:

- Difficulties in the adaptation to the university life
- Exam Anxiety
- Relationship difficulties
- Anger management difficulties
- Depression
- Problems related to Self Esteem
- Eating disorders
- Loss and Grief
- Family Conflicts
- Fears and phobias
- Difficulties in time management
- Concentration difficulties
- Alcohol and substance use and addiction

The Guidance & Self Development Service of KURES aims to enhance academic and personal development of students, faculty, and staff through educational programs and workshops on a variety of topics. The programs are designed to increase the awareness about issues related to physical and psychological wellbeing and safety of students. Educational programs for students are planned to address subjects such as stress management skills, nutrition and body image, and healthy relationships. Other services of Self Development Service include orientation to welcome new coming students to campus and academic life, consultation services for faculty, staff, and parents to address concerns about the behavior and wellbeing of student by providing educational programs related to student health, and mentorship program to select and educate student mentors to be exemplar fellows to new coming students.

Contacts:
• Elif Isın | Counseling Center Coordinator | kures@ku.edu.tr | (0212) 338 1749
• Gülçin Yılmaz | Psychologist | kures@ku.edu.tr | (0212) 338 1272

The student defines her/his problem with her/his counselor and develops coping strategies and solutions through the guidance of her/his counselor. If you experience difficulties in the areas similar to the ones above, please consult the Counseling Center. In necessary situations, students may be referred to KUPTEM at the Health Center for short term or long-term psychotherapy, psychiatric assessment or psychiatric treatment. The principle of confidentiality is essential at KUPTEM and all the services are free of charge.

Exchange students are welcome to take advantage of Koç University's on-campus support services. For counseling and psychological services, please refer to the link below.
http://dos.ku.edu.tr/counseling-service

KOLT (Koç University Office of Learning and Teaching)
Koç University Office of Learning and Teaching (KOLT) was established in November 2009, becoming the first office of its kind in Turkey. The mission of KOLT is to lead and support continuous development of learning and teaching in KU. Students will benefit from their studies at KU most by striving to become “good learners”.

We support the development of all of these skills in our students through a variety of services. These services consist of:
- KOLT Tutoring Center (weekly tutoring sessions and reviews before exams),
- Conversation Circles
- UNIV 101 Seminars,
- Elective Seminars,
- Customized workshops for specific courses,
- Individual consultation with KOLT members.

For a more detailed information, you can visit KOLT’s website:
https://kolt.ku.edu.tr/?lang=en
Health Center has an ambulance for transferring patients to other hospitals, when needed. Koç University’s Health Center welcomes all exchange students. The center is equipped with 24-hour care and English-speaking doctors. It also has an ambulance and can be reached by dialing:

- **Emergency**: +90 212 338 1122
- **Ambulance/Call Center**: +90 212 338 1273

For a more detailed information, you can visit Health Center’s website.

**The Nearest Hospital**
The nearest hospital nearby is Acıbadem Maslak Hospital, which is located in Darüşşafaka.
Address: Darüşşafaka Mahallesi, Büyükdere Cd No:40, 34457 Sarıyer.

**Pharmacy**
09:00-19:00 On Weekdays
09:00-13:00 On Saturday
Pharmacies may open half an hour late or half an hour early. To find pharmacy outside of the regular working hours you need to search online the pharmacy on duty in your area.

**Disability Services**
Koç University is committed to creating equal accessibility of any academic, residential, and campus-life related services to all students. To ensure an enriching and rewarding academic and campus life, the disability services office works with students with a physical or mental impairment that substantially limits or restricts their participation in, and contribution to any programs offered at Koç University. The physical or mental impairment does not necessarily involve a disability, but need to be evaluated and documented by experts in respective areas.

In order to be eligible for accommodations or share your concerns about the accessibility of any services due to your special needs, please contact the office of disability and accessible education.

https://dos.ku.edu.tr/barrier_free_office

**Contact Information:**
The Office of Disability Services
The Office of Disability Services Specialist; Pınar Akoğul
Phone: +90 (212) 338 1042
Mail: pakogul@ku.edu.tr
Dean of Student -3. Floor
Office B383
Religion & Practice
Throughout history Istanbul has been a home for people with different backgrounds. As a result, you can find neighborhoods housing people with different religions. According to 2000 census, there are 123 active churches, 20 active synagogues, and 2691 mosques in Istanbul. People are free to practice their religion, and this is stated in the secular constitution of Republic of Turkey.

There are prayer rooms both on Main and West campuses at Koç University which can be used by people practising any religion. The prayer room on Main Campus is in the Social Sciences Building and the prayer room on West Campus is in A2 building -1st floor.

IT (Information Technology)
IT department handles the entire computing and network related matters at KU. It's the computing related HELP DESK for everyone. On IT’s website you can find very useful information about printers, computers, wireless, VPN connection, internet security etc. For any technical questions or issues or service requests, you can email it@ku.edu.tr or call 1111 from campus phones, 0212 338 1111 from mobile or exterior phones. E-mailing will warrant the quickest solution to your request as it will generate a trackable work order automatically and an IT user assistant will attend to your request within 24 hours.

Computing
Computer labs and campus-wide wireless Internet access are available to exchange students as well as scanners, printers and photocopy machines around the campus. Each individual affiliated with KU is assigned a unique username and password that are used for all websites or online systems that require a log-in, i.e: email, track-it technical requests service, KU mobile apps, KU Gmail, shared networks, webmail, VPN, etc. You can change your password anytime via https://home.ku.edu.tr/password/
Orientation Week
Orientation Week for Fall 2019 semester will run between September 9 and September 13, 2019.

Orientation week for new exchange students at KU is intended to welcome you to the university and give you all of the essential information needed to make the most out of your time here. We are sure you have lots of questions about how things will work at Koç University once you begin your studies and this is your opportunity to hear everything about KU and ask any questions you have. You will also have the chance to meet your mentors and other exchange students during the week. Attendance is mandatory and you must arrive on time. If you fail to do so, you may miss out on essential information you need to enroll on the program. There are also a number of social events that run throughout the week. Make sure you attend as many as possible to help you settle into life at Koç University and have an enjoyable experience as much as possible!

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

Turkish Host Family Program
Would you like to share your culture with a Turkish family and give yourself an opportunity to experience Turkish culture and Turkish language? There are wide varieties of opportunities from visiting a Turkish family for a family meal, to staying with them during a semester or academic year. A few opportunities include:

- Visiting a Turkish family for an evening, a few days or a week
- Having dinner with a Turkish family
- Visiting a Turkish family to teach a foreign language (or your own language) to their children or family members
- Meeting them out for dinner
- Meeting a Turkish family regularly to learn Turkish and possibly give them help in their academic work, office work or language exchange in return on a volunteer basis
- Spending time with a Turkish family at the weekends or during a holiday

If you are interested, you can consult your OIP advisor for further information.

Student ID Card
You will receive your KU ID card 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 TRY* 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, Museum of Turkish Islamic Arts and many more, free of charge.

Student Mentorship Program
Each incoming exchange student is assigned to an Exchange Mentor (a KU student) who acts as a guide and resource person to assist in transition to life at KU throughout the semester. The mentors go through a rigorous selection, interview, and training process before being assigned a group of students. Mentors are reliable and hard-working individuals open to cultural exchange. They take their students’ well-being into consideration at all times and are always ready to address your questions or concerns. 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.
Local Friends Program
Local Friends Program is a peer-to-peer cultural exchange and awareness program meant for domestic and international students. One main premise of the program is to introduce international students to the basics of Turkish language and culture while allowing local students to develop friendships across cultures or reconnect with a country they had visited before and learn about a new culture. This program is organized by the International Community Office. To apply and learn more, you can visit the program page here. https://ico.ku.edu.tr/international-friendship-programs/

KU Mobil App
Koç Üniversitesi Mobil is designed to improve the experience of students and staff at Koç University with personalised information and easy access to online university services.

Features include:
- Search campus maps for buildings and locations
- View library loans
- View personalised timetables
- View shuttle service and public transportation information
- Check out today’s menu at Yemekhanes (main lunch hall)
- Search for friends or faculty using people search. Call or email contacts and add them directly to your address book.
- Receive the latest Koç University news and events.

Download the app and find out more here: https://it.ku.edu.tr/get-koc-universitesi-app-today/.

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.

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.

Taxis
Always go by the taximeter! 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.

From Campus
Martı Taxi is recommended:
+90 212 341 11 84/85

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.

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.
LIVING in ISTANBUL

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.

Shopping
Tax is included in listed prices. It is common practice to bargain about prices in independent shops or markets. Prices for food are always fixed, though.

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.

Crowded Areas
Avoid crowded areas during demonstrations or protests. It is best not to be involved in any of these situations as a foreigner. If you find yourself in the midst of a demonstration, immediately leave the area.

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.

What To Bring
Clothing
Although it depends on which time of the year you arrive, you should never forget that you will have the chance to experience different climates depending on the season. This means that you will need a variety of clothes in your wardrobe!

These include sweaters, jackets and boots; as well as sandals or summer dresses, if you plan to be here for the spring semester. If you think it is too much to carry with you, don’t worry, you always have the chance to buy any type of clothing you need here in Istanbul.

Electrical
Make sure that your electrical appliances are compatible with Turkey’s voltage system: 220V (European style plugs). If you need one, bring an adaptor with you. You can also buy one here for a modest price.

Food
It is recommended that you do not bring food with you to Turkey. It is very likely that you will find any type of food you want here in Istanbul, as we have a large variety of shops and restaurants in the city.

Money
It is advised that you do not bring or carry around large amounts of cash. Bring enough cash for your first couple weeks, until you have a bank account; then try to use either debit or credit cards as they are easier to manage.

Mobile Phone
Check any additional charges that would be added if you use your phone in Turkey. You will be guided by your mentors to buy a Turkish SIM card if you wish during the orientation week. You will have access to WiFi at the airport and at the university campus.

Tip: Try not to overpack, as you’ll find most things you need in Istanbul.
Public Transportation

Istanbul has an excellent transportation system utilizing almost all the known forms of public transit. Within the city limits one can ride on buses, metro, metrobuses, trams, funiculars, taxis, minibuses (dolmuş) and ferries. There are buses and minibuses which you can take from the university campus to metro or downtown Sarıyer. You can use your student İstasyonkart to get a discount on the public transportation.

**Bus**
From other parts of the city, you may take the following buses to Sarıyer:
- 25T and 40 going to/from Taksim
- 25E and 40B going to/from Beşiktaş/Kabataş
- 25G (night Bus) to/from Taksim

**Metro**
The nearest metro station to Koç University is Hacıosman (last station on M2 line). You may then continue to campus with one of the following buses:
- 154 Hacıosman - Koç University
- 150 Hacıosman - Rumelihisarı (stops at the University main gate)
- Hacıosman Metro - Koç University minibüs

**Minibus**
Minibuses operate all over the city with special routes, but you may hop on or off at any time. In order to exit the minibus, you can say either “inecek var” or “müsait bir yerde”. Minibuses do not have tickets; you simply pay cash to the driver depending on the length of your journey.

**Ferry**
There is a boat to/from Beşiktaş and Kadıköy operating once a day on weekdays which departs from Sarıyer port. Additional times and departure locations can be found at: [http://en.sehirhatlari.istanbul/en](http://en.sehirhatlari.istanbul/en)

**Taxis**
It is recommended that you do not bring food with you to Turkey. It is very likely that you will be able to get to most places in Istanbul, especially if the public transportation is not convenient in an area. Make sure you take a cab from a cab stand, or use a trusted app to avoid any fraud. Always note the license plate and name of the cab company. If you forget any personal belongings in a cab, it will drastically increase your chance of finding it.

**Dolmuş Buses**
These operate day and night on predetermined routes, without set stops. They transport only seated passengers, and once full, do not stop for more people. The rates vary from 3TL to 8TL depending on your route.

Driving in Turkey

Short term visitors with a driver’s license in another country do not need a new driver’s license in Turkey for up to 6 months. Residents staying longer than 6 months must apply to switch their license to a Turkish driver’s license if there is a bilateral agreement between countries. Those who would like to obtain a driver’s license for the first time, can do so in Turkey once they have a residence permit. Please contact the International Community Office at ico@ku.edu.tr to receive further assistance.
LIVING in ISTANBUL

Car Rental
There are thousands of car rental companies in Istanbul. Working with the most reliable ones is very important. Here are some suggestions and you can contact us to rent from local agencies.
http://www.rentalcars.com/
http://www.zipcar.com.tr/
https://www.avis.com/en/home
https://www.hertz.com/rentacar/reservation/

Living Costs
Average Costs Per Semester:
Books: 150 - 500 TL
Student meal menu at Koç University Dining Hall: 3 items : 8.75 TL

Transportation
IETT Bus (Campus – Sanyer) : 1.25 TL (Student Card)
Dolmuş (Sanyer – Beşiktaş) : 2.75 TL
Taxi (Campus – Taksim) : 80 TL
http://www.numbeo.com/cost-of-living/city_result.jsp?country=Turkey&city=Istanbul

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.

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.

Arts & Culture
Istanbul is the only city in the world that spans two continents: Asia and Europe. In Istanbul, you can take a ferry from Europe to Asia and vice versa! Turkish cuisine is a mouthwatering fusion and refinement of Central Asian, Middle Eastern, Mediterranean, Caucasian and Balkan dishes. From meat dishes to sweet desserts and ending with a Turkish coffee. Don’t miss this feast for your stomach! There is always an activity around the city. Either a concert at Babylon, a film premier at Nisantasi, an exhibition in Istanbul Modern or a jazzy night in Nardis Jazz Club...

If it’s art, entertainment and music you’re looking for, you are at the right place to feed your appetite!

Istanbul offers a vibrant night scene. Most of Istanbul’s nightlife venues can be found in Besiktas, Beyoglu, Kadikoy and Karakoy. Also there are nightclubs in Ortakoy, near the sea. It wouldn’t be wrong to define Istanbul as a city full history and culture as well as arts and aesthetics. One thing is for sure: there is something for everyone who wants to get to know the rich resources this city has to offer.
LIVING in ISTANBUL

İstanbul Museum of Modern Art
Being the first museum of modern art in Turkey, İstanbul Museum of Modern Art or İstanbul Modern in Turkish has permanent and temporary exhibition galleries, the photography gallery, new media area, library, cinema, educational programs, gift store, and a restaurant.

İstanbul Archaeology Museums
İstanbul Archaeology Museums are among the most impressive historical venues, and are made up of 3 main units: the İstanbul Archaeology Museum, the Ancient Orient Museum, and Tiled Kiosk Museum. The collections in the Archaeology Museums belong to various cultures collected from the imperial territories.

Hagia Sophia
Hagia Sophia is the one of the most visited museums and most prominent monuments in the world in terms of art and the history of architecture. Used as a church and a mosque throughout the history, it was turned into a museum in 1935 and is open to visitors since.

Dolmabahçe Palace
Dolmabahçe Palace was built in the 19th century, and still to this day is viewed as one of the most tremendous palaces in the world. Back in the time, Mustafa Kemal Atatürk transferred all government functions to this palace; after the Republic of Turkey was founded.

Pera Museum
Pera Museum is a private museum which offers a diverse high quality culture and art services. The museum has temporary and permanent exhibitions, and attracts lots of visitors every time of the year.

For a list of museums in Istanbul, you can visit https://www.muze.gov.tr/en/museums

A Few Recommendations

Breakfast Places
Mado in Sarıyer
Menekşe Bahçesi in Rumelihisarı
Namlı Gurme in Karaköy
Van Kahvaltı in Cihangir

Restaurants
Big Chefs in Tarsus
Hamdi Restaurant in Eminönü
Nusr-et in Etiler
Bodrum Manti & Cafe in Beşiktaş

Cafes
Mado in Sarnıcı
Baylan in Bebek
Pierre Loti in Eyüp
Aşşk Kahve in Beşiktaş

Shopping Malls
İstinyePark in İstinye
Kanyon in Levent
ÖzdilekPark in Levent
Zorlu Center in Beşiktaş
Akmerkez in Etiler
Cevahir in Mecidiyeköy

Parks
Belgrad Forest in Kemerburgaz
Maçka Park in Maçka
 Atatürk Arboretumu
LIVING in ISTANBUL

5 Must Taste Street Foods of Istanbul

Simit (Turkish Bagel)
Simit is the Turkish version of the American bagel. Try the best combination of dough with sesame with cream cheese.

Baklava (Sweet Pastry)
A very sweet dessert made of layers of flaky pastry filled with a mixture of groundnuts (often pistachios) and sugar. The pastry is sliced, baked and brushed with a honey syrup flavoured with lemon.

Çiğköfte (Raw Köfte)
If you are into spicy food, you will love the dish. Pronounced as ‘chigh keufte’, it is a very favourite Turkish snack and speciality of Gaziantep and Şanlıurfa region.

Lahmacun (Turkish Pizza)
Consisting of a ground meat/vegetable mixture, spread on a very thin bread/cracker-like crust. It is traditionally eaten with salad and lots of red hot pepper flakes!

Midye Dolma (Stuffed Sea Mussel)
These pleasing little packages have a mix of all spice, cinnamon, pine nuts and currants that gives them a nutty, sweet flavour. Don't forget to squeeze lemon on them!

Useful Apps

Public Transportation App:
For Android: Trafi
For Apple: Trafi
https://itunes.apple.com/bg/app/trafi/id791973944?mt=8
For Android: Moovit
For Apple: Moovit

Taxi Hailing App:
For Android: Bitaksi
For Apple: Bitaksi

Live Istanbul Traffic App:
For Android: IBB CepTrafik
For Apple: IBB CepTrafik

Event Ticket App:
For Android: Biletix
For Apple: Biletix
https://itunes.apple.com/tr/app/biletix/id1181457295?mt=8
For Android: Mobilet
For Apple: Mobilet
https://itunes.apple.com/tr/app/mobilet/id1235186057?mt=8
LIVING in ISTANBUL

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**
Emergency/Main Entrance : +90 212 338 33 77

**DORMITORY - WEST CAMPUS**
Emergency/Main Entrance : +90 212 338 70 21

**SECURITY**
Lost & Found : +90 212 338 3639
Security Office : +90 212 338 1015

**SECURITY – WEST CAMPUS**
Emergency/Main Entrance : +90 212 338 7007

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

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**Currency Exchange App:**
For Android: XE Currency

For Apple: XE Currency

**Phone Anti Theft App:**
For Android: Prey Anti Theft

For Apple: Prey Anti Theft

**Timezone App:**
For Android: Circa

For Apple: Circa

**Pharmacy on Duty**
For Android: Nöbetçi Eczane

For Apple: Nöbetçi Eczane İstanbul
https://itunes.apple.com/tr/app/n%C3%B6bet%C3%A7i-eczane-istanbul/id1066142580?

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EMERGENCY GUIDELINES

Incidents and emergencies can occur at any time, they can arise from a number of causes, and can have a significant impact on the University’s operations. The University has committed significant resources to quickly respond to incidents and developed plans to guide the initial response, boost the University’s resilience to disruptive events and, where necessary, facilitate the efficient recovery of core activities.

What is an emergency?
An emergency is any circumstance that poses a genuine risk to, or that has already disturbed the safety and wellbeing of program participants. Emergencies will include, though not be confined to, the following types of events and incidents:

- Criminal assault;
- Sexual assault or rape;
- Serious illness, physical or emotional, injury or death;
- Hospitalization for any reason;
- Arrest, incarceration, or deportation;
- Terrorist threat or attack;
- Local political crisis;
- Natural disasters.

What should Students do to prepare for emergencies?
- Be familiar with all materials sent to you by the Koç University Office of International Programs and International Community Office.
- Know how to use your study abroad/international health insurance information and keep a copy of the card with you at all times along with the 24/7 assistance phone number.
- Keep Koç University Emergency card with you at all times.
- Register with your Embassy.
- Develop with your family a plan for telephone or e-mail contact, so that in case of emergency you will be able to communicate with your parents directly about your safety and well-being.
- Familiarize yourself with local laws and customs of Turkey. Remember, while in a foreign country, you are subject to their laws.

SECURITY AND SAFETY TIPS
You can take pre-emptive measures to increase your personal safety and the safety of your property.

Walking alone

- **Use busy, well-lit paths.** When walking at night, always use popular routes frequented by others. By using these, you decrease your chances of being alone while walking at night. Also, try to walk in familiar places where people know you, for example a neighborhood where residents know you.
- **Avoid dark areas.** Avoid dark alleyways, corners, and parking lots. Restrict your routes to well-lit areas, and always carry a flashlight in case you encounter a dark patch in your route.
- **Steer away from suspicious people.** If you see something or someone suspicious in the direction you are heading, then change your route immediately.
- **Notify someone.** If you have to walk alone at night, let someone know that you will be walking home by yourself. Make sure to tell them your plans, travel routes, and expected arrival time.
**Personal Safety**

- Always lock windows that are accessible from the outside.
- Avoid leaving valuables in common rooms or coat rooms.
- When leaving your room for vacation or recess, store valuables in a security storage area or take them with you.
- Don’t leave items within view in your car. Always lock car doors.
- Record serial number, model, and brand of valuables. Stolen property can’t be lawfully reclaimed unless it can be identified.
- Keep house and car keys on separate key chains. When leaving your car for service or at a lot, leave only the car keys.
- Never attach your address to your keychain. KU urges you never to attach your ID tag to your keychain.
- Do not lend your keys or ID tag/ cards to other people.
- If a stranger asks to use your telephone, do not let the person in. Offer to call for assistance yourself.
- How to find a lost Apple device? Use apps such as Find My iPhone, iPad, and Mac
- How to find a lost Android? Use apps such as “Where’s My Android?”
- Carry a cell phone with you.
- Avoid distractions while walking, maintain situational awareness.
- Know your route of travel and alternate route.
- Be familiar with the services offered by Koç University transportation, Koç University Security and Turkish Police.
- Heed your instincts and don’t take unnecessary risks
- If you have been victimized, call us! If we’re not able to help, we can refer you to the people who can.

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>TURKISH</th>
<th>PRONUNCIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please</td>
<td>Lüften</td>
<td>LUT-FEN</td>
</tr>
<tr>
<td>Do you speak English?</td>
<td>İngilizce biliyor musunuz?</td>
<td>İN-N-GI-LIZ-JE BILL-İYOR MUS-UN-ÚZ</td>
</tr>
<tr>
<td>I don't understand</td>
<td>Sizi anlamıyorum</td>
<td>SI-ZI ANN-LA-MA-YOR-UM</td>
</tr>
<tr>
<td>How much does it cost?</td>
<td>Ne kadar?</td>
<td>NE KA-DAR</td>
</tr>
<tr>
<td>Excuse me</td>
<td>Afedersiniz</td>
<td>AFF-ED-DAR-SAN-IZ</td>
</tr>
<tr>
<td>Yes</td>
<td>Evet</td>
<td>EV-ET</td>
</tr>
<tr>
<td>No</td>
<td>Hayır</td>
<td>HIGH-EAR</td>
</tr>
<tr>
<td>I don't know</td>
<td>Bilmiyorum</td>
<td>BILL-MEE-YOR-UM</td>
</tr>
<tr>
<td>Ok/Alright</td>
<td>Tamam</td>
<td>TA-MAHM</td>
</tr>
<tr>
<td>Help!</td>
<td>İmdat!</td>
<td>EEM-DAHT</td>
</tr>
</tbody>
</table>