



INCOMING MOBILITY GUIDELINES

Faculty & Staff

A. ERASMUS INCOMING FACULTY MOBILITY PROCEDURE

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

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

Step 2: Please complete the [Teaching Mobility Agreement](#)

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

Departments/Colleges	Coordinators	Room #	Phone #	E-mail
C.A.S.E. (College of Administrative Sciences and Economics) International Relations Business Administration Economics	Murat Usman	CASE 248	+90 212 338 1553	musman@ku.edu.tr
C.S.S.H (College of Social Sciences and Humanities) Psychology Arch. History of Arts Eng. Lang. Comp. Lit. History Philosophy Sociology MAVA (Media and Visual Arts)	Dilek Barlas	SOS 259	+90 212 338 1408	dbarlas@ku.edu.tr
College of Law	Ayşegül Buğra	SOS 153	+90 212 338 1665	abugra@ku.edu.tr
College of Science Mathematics MBGE Chemistry Physics	Ozgur Mustecaplioglu	SCI 155	+90 212 338 1424	omustecap@ku.edu.tr
College of Engineering	Engin Erzin	ENG 145	+90 212 338 1533	eerzin@ku.edu.tr

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

Contact information of Academic Coordinators / Administrative Staff:

- [CASE](#)
- [CS](#)
- [CSSH](#)
- [CE](#)
- [Law School](#)
- [SOM](#)
- [SON](#)
- [GSB](#)
- [GSSSH](#)
- [GSHS](#)

Step 5: In order to receive a signed copy of your Mobility Agreement, please get in touch with the Academic Coordinators/Administrative staff of each College/Graduate School via e-mail.

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

Step 6: Email copies of your documents, Teaching Mobility Agreement and a copy of your passport to incoming@ku.edu.tr

Step 7: Once you arrive, your first stop should be the [International Community Office](#) for a short orientation. Please contact ICO (ico@ku.edu.tr) before your arrival to arrange a meeting.

Step 8: At the end of your mobility period, you will receive your [Confirmation Letter](#) by the Academic Coordinators of each College/Graduate School.

B. ERASMUS INCOMING STAFF MOBILITY PROCEDURE

Step 1: Please plan your visit with the Koç University department that best suits the purpose of your visit

List of departments:

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

Step 2: Please complete the [Training Mobility Agreement](#)

Step 3: Please contact the Department that you are interested in visiting and receive approvals

Step 4: Your [invitation letter](#) will be issued by the related department that would like to host you

Step 5: In order to receive a signed copy of your Mobility agreement, please get in touch with the related department via e-mail

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

Step 6: Please email copies of your documents, Teaching Mobility Agreement and a copy of your passport to incoming@ku.edu.tr

Step 7: Once you arrive, your first stop should be the [International Community Office](#) for a short orientation. Please contact ICO (ico@ku.edu.tr) before your arrival to arrange a meeting.

Step 8: At the end of your mobility period, you will receive your [Confirmation Letter](#) from your host department

Accommodation Tips:

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

- For Koç University main campus, please visit <http://dorm.ku.edu.tr/home> and contact Dormitory management at yurt@ku.edu.tr

- For Koç University Istinye campus, please visit <http://istinye.ku.edu.tr/> and contact management at istinye@ku.edu.tr

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

- Fuat Pasa Yalısı: <http://www.fuatpasa.com.tr/>

- Steigenberger Istanbul Maslak Hotel : <http://www.steigenbergeristanbulmaslak.com/>

For other hotel options please visit www.booking.com

Travel Tips (Visa, Passport, Health Insurance):

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

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