INTERNATIONAL UNDERGRADUATE STUDENT ORIENTATION GUIDE 2018-19
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Congratulations on your admission to Koç University! We are excited to welcome you to our campus this Fall 2018 semester and bring your talents, your culture, your desire to learn and your community spirit to our center of excellence.

In this section, you will find information about the steps you should take after receiving your admission offer letter and before coming to Istanbul for registration as an international or international transfer student at our campus.

**Step 1 Let us know if you will be registering as a student**

As soon as you have made your decision about attending Koç University, you need to inform the Global Engagement Office by email (study@ku.edu.tr) of your intent before 01 September 2018. If you have already contacted us to let us know then don’t worry. Please note that indicating your intent to register does not mean you need to pay the tuition at that moment.

**Step 2 Prepare your documents for registration and for dormitory accommodation**

Please note that if you do not bring the required documents for Registration with their original statements or certified evidence of study results you will not be able to register as a full time undergraduate student.
On the day of enrollment on campus, you should provide the original of all the documents or their certified copies to the Registrar’s Office.
You can ask ETS to send your original TOEFL score to Koç University (institutional code 0163) before the Fall semester starts in September.

If you didn't submit an English proficiency exam score you will be asked to take the English Placement exam. This exam is administered on campus by the Koç University English Language Center (ELC) during Registration week.

Your original ID or passport

During registration, a copy will be taken and the original ID or passport will be given back to you.

Ten (10) biometric passport photos

They should have a white background, be passport sized (4.5x6cm), be taken in the last 6 months, your head should be seen in the picture, with your name and surname written on the back in clear writing.

You will need two (2) photos for Registrar’s office, three (3) photos for the campus dormitory application (if you decide to stay in our dormitories) and five (5) photos for the resident permit application.

Your chest x-ray from any health institute in Turkey or abroad

Tuition financial assurance

- You should provide documents that can show you or your family will be able to pay the semester tuition. In most cases, students’ or their families’ own statement will be enough but in other cases and if you wish to, a bank account statement can accompany your statement.
- If you have been offered a full tuition scholarship you just need to provide the letter stating this either from Koç University or the scholarship awarding organization

Special cases:

- Copy of your “Mavi Kart” (if available) if you are a Turkish citizen by birth but have ceased to be a Turkish citizen with the permission stated in Article No. 28 of Law No. 5901 of Turkey
- For Law and Nursing admitted students: the original score of the Turkish language proficiency exam (if you submitted a copy in the online application), so you can directly begin your program in Turkish if they show that -within the framework of Common European Framework of Reference for Languages- your score is C1 or above in the TOMER Exam or the Yunus Emre Institute Turkish Proficiency Exam.
Step 3 Apply for a student visa to enter Turkey (if you are living abroad and if necessary)

- You may or may not be required to obtain a Turkish “education/study” visa. You can check the ‘A-Z country specific visa information’ at [http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa](http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa)

- If you are eligible for a touristic e-visa, you must enter Turkey with an e-visa. You can check how to obtain your e-visa at: [https://www.evisa.gov.tr/en/](https://www.evisa.gov.tr/en/)

- If you are exempt from needing a visa to enter Turkey, you only need a valid passport to travel to Turkey.

- If none of the above applies to you, you must apply for a visa at a Turkish Consulate or Embassy in your country of residence. You can find a list of Turkish Consulates at: [https://www.konsolosluk.gov.tr/](https://www.konsolosluk.gov.tr/)

NOTE: For in-person visa applications, certain consulates might require a visa support letter in addition to your admission letter. If you are asked for this document, please email the Global Engagement Team at study@ku.edu.tr to request and we will send it to the relevant consulate.
Step 4 Apply for our campus dormitory accommodation (if necessary)

Koç University offers campus dormitory rooms to all international undergraduate students. You can see details of the room types available and dormitory facilities as well as the Dormitory Guidelines and Regulations document on [https://dorm.ku.edu.tr/](https://dorm.ku.edu.tr/)

To apply for any room type please follow these steps:

4.1 **Apply online** with your KU ID login credentials on Koç University’s Academic Information System (KUSIS).
   - You will receive this login information before Registration week and the dormitory application deadline.

   KUSIS > STUDENT CENTER > TO DO LIST - Complete the housing application form

4.2 **Prepare the following documents to bring with you during Registration and for your dormitory check-in**
   - Print-out of your completed KUSIS dormitory application form
   - Copy of ID or passport document
   - Health report by a Family Doctor or Health Centre stating that the health status of the student is appropriate for accommodation in the dormitory
   - Criminal record and archive record document from your country
   - Copy of payment receipt for the full semester dormitory fee at the bank account below and indicating on the “Description” your KUSIS ID number, Name and Surname:

     Bank name: Yapı ve Kredi Bankası A.Ş.
     Bank Address: Rumelifeneri Yolu, Sarıyer -İstanbul 34450
     Branch Name: Koç Üniversitesi
     Account no: 495658
     Swift code: YAPITRIS
     IBAN No: TR94 0006 7010 0000 0042 495658

   - Room fees per semester can be viewed on the Dormitories website. Updated information and deadlines for each semester will be posted on this website.

   - Students requiring an alternative room type due to disability/medical accommodation requirements should send their requests and official health reports to: housing@ku.edu.tr for verification before the application deadline.

2 **UPON ARRIVAL - REGISTRATION AND ORIENTATION WEEK (FALL 2018)**

As an admitted international student you will need to be in Istanbul and in our campus to register as a student on the specific dates shown on the Koç University Academic Calendar for 2018-19: [https://registrar.ku.edu.tr/en/academic-calendar/](https://registrar.ku.edu.tr/en/academic-calendar/)

You can find details on how to reach our campus by car or public transport at: [https://www.ku.edu.tr/en/contact](https://www.ku.edu.tr/en/contact)
✓ 03-07 September 2018 - Registration week

Step 1 Register as a student
During this week you should take 1-3 days to provide the following required documents in person to the Registrar and Student Affairs Directorate for enrollment in the manner specified in the "Upon Admission" section of this guide.

If you can’t bring these documents in person during these dates because of specific circumstances (force majeure, student visa issues or other) you can provide a Power of Attorney document to a trusted person (mother or father or family member) to bring these documents to the university and enroll you as a student on your behalf.

• Official high school diploma or a recently issued proof of graduation document and high school transcripts from the relevant institution.
• Original of your English language proficiency exam score (if you submitted a copy in the online application)
• Original ID and Passport
• 10 biometric passport photos
• Chest x-ray
• Copy of your “Mavi Kart” (if available) if you are a Turkish citizen by birth but have ceased to be a Turkish citizen
• For Law and Nursing admitted students: the original score of the Turkish language proficiency exam (if you submitted a copy in the online application)

Registrar and Student Affairs Directorate Office is located in the back of the Library Building in our main campus.

Step 2 Pay your semester tuition

To complete your Registration, you need to pay the full tuition for the 1st semester and show a receipt of payment from the bank (original or copy of electronic receipt) to the Registrar and Student Affairs Directorate.

The tuition for the Fall semester of the 2018-2019 academic year is presented below according to the scholarship rates. Tuition is the same for all undergraduate programs at Koç University, excluding the Faculty of Medicine.
### 2018/19 Academic Year - Undergraduate Student Tuition

<table>
<thead>
<tr>
<th>Undergraduate Program</th>
<th>Annual tuition Turkish Lira</th>
<th>Semester tuition Turkish Lira</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Tuition (all programs)</td>
<td>76.500 TL</td>
<td>38.250 TL</td>
</tr>
<tr>
<td>50% scholarship tuition</td>
<td>38.250 TL</td>
<td>19.125 TL</td>
</tr>
<tr>
<td>25% scholarship tuition</td>
<td>57.375 TL</td>
<td>28.687.50 TL</td>
</tr>
<tr>
<td>Medicine tuition</td>
<td>105.500 TL</td>
<td>52.750 TL</td>
</tr>
<tr>
<td>Medicine tuition with 50% scholarship</td>
<td>52.750 TL</td>
<td>26.375 TL</td>
</tr>
</tbody>
</table>

Medicine students that have been awarded 50% scholarship and who will study in ELC (English Language Center) shall pay TL 38.250 which is 50% of the undergraduate tuition with 50% support scholarship. Fall tuition figures exclude discounts, but include VAT.

To pay your semester tuition please use the bank account details below:
- Bank name: Yapı ve Kredi Bankası A.Ş.
- Bank Address: Rumelifeneri Yolu, Sarıyer - İstanbul 34450
- Branch Name: Koç Üniversitesi
- Account no: 495658
- Swift code: YAPITRIS
- IBAN No: TR94 0006 7010 0000 0042 495658

If you are admitted with a full tuition scholarship this will be notified to the Finance Department so that you are allowed to enroll in your first semester courses.

For any questions please contact Finance Information Center
- T: +90 212 338 30 30 or email: ogrenci-mid@ku.edu.tr

The campus bank branch (Yapı Kredi Bank) is located in the Student Center Building on the 1st Floor. The Finance Department is located in the building behind the Library on the 1st Floor.
Step 3 Take the English placement test and if needed the institutional TOEFL Test

You are required to take the English Placement Test to determine your English proficiency level. This exam is offered twice every day during registration week, first at 11:00 am and then at 15:00 pm. The results of this test will be announced in the English Language Center website at https://elc.ku.edu.tr/

Those students who score above 74 points will become eligible to take the Institutional Paper Based Test TOEFL exam which will be administered on Saturday, 8 September 2018 (all details will be published on elc.ku.edu.tr as dates are subject to change)
The New Student Orientation program is organized by the Dean of Students Office for all incoming undergraduate students to facilitate their academic, cultural and social adjustment to Koç University.

How it works:

- You will be assigned an upper class mentor student and a new-coming faculty advisor before the orientation.
- You will complete the orientation program with your mentor and co-mentee group consisting of 8-10 incoming students.
- The three-day orientation program includes informational sessions regarding academic units (Colleges and Departments), Campus Security, Dormitories, Health Center, Library, Office of International Programs (OIP), Information Technology Office (IT), Koç Office of Learning and Teaching (KOLT), Office of the Registrar, Career Center, and Koç University Guidance and Psychological Services (KURES).
- Student clubs and mentors organize social activities for students.
- There will be specific activities for international students (full time students, semester exchange students and international scholarship students) organized by the Office of International Programs. You will receive information about these via email.

Mentor students provide one-on-one encouragement, support, guidance, and information regarding college procedures, support services for students and campus life in your first year.

Through support by your new-coming advisor, you will manage your transition to Koç University, identify your academic goals and plans, and interact with full-time faculty.

For more information about the orientation schedule and student mentors please contact Gökçen Zorludemir Baruh, Newcoming Advising Office, E-mail: gbaruh@ku.edu.tr, Phone: +90 212 338 1823

Apply for your Student Residence Permit

The International Community Office (ICO) will provide all details of how to obtain your student residence permit during Orientation Week. There is an online application system and ICO staff will provide support in the application process.

- The student residence permit is usually issued for one (1) year and will be sent to ICO by the Provincial Security Directorate Foreigners Division.
- The cost of the student residence permit for 2018 is 65 Turkish Lira (subject to change) and you will be asked to pay this amount in cash by ICO during Orientation.

IMPORTANT: once you have your residence permit card, you are required to provide a double sided copy of your card to the Registrar and Student Affairs Directorate to be kept in your records.
## ACADEMIC LIFE

You can familiarize yourself with Koç University’s academic life through the websites and information listed below. During Orientation all of this will be explained in detail too!

### Academic structure and programs

<table>
<thead>
<tr>
<th>Colleges</th>
<th>core.ku.edu.tr/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Programs</td>
<td>vpaa.ku.edu.tr/mj-dm-minor-track</td>
</tr>
<tr>
<td>Double Major Programs</td>
<td>vpaa.ku.edu.tr/double-major-programs</td>
</tr>
<tr>
<td>Minor Programs</td>
<td>vpaa.ku.edu.tr/minor-programs</td>
</tr>
<tr>
<td>Track Certificate Programs</td>
<td>vpaa.ku.edu.tr/track-programs</td>
</tr>
<tr>
<td>Core program</td>
<td>core.ku.edu.tr/</td>
</tr>
</tbody>
</table>

### Registering for your program courses: which ones, how and when

<table>
<thead>
<tr>
<th>Academic Calendar</th>
<th>registrar.ku.edu.tr/en/academic-calendar/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course lists</td>
<td>vpaa.ku.edu.tr/academics</td>
</tr>
</tbody>
</table>
| KUSIS (Koç University Student Information System) | KUSIS is the Koç University Student Information System. You will be using the system for many purposes such as:  
  • view course content  
  • register for courses  
  • tracking your grades  
  • class schedules  
  • dorm application  
  • fill out petitions  
  • locate classrooms  
  • reach professors, and You can enter the system (kuis.ku.edu.tr) using your KU NetID and password. Guidelines registrar.ku.edu.tr/en/general-informations/how-to-videos/  
  it.ku.edu.tr/get-help/frequently-asked-questions/ |
| Course Load, ECTS (European Credit Transfer System) & KU credits | Course load indicates how many credits you take per semester. Most academic programs require students to take five (5) courses per semester (for an average of 15 KU credits that is equivalent to 30 ECTS). Please refer to your major from under the Major Programs list to see which courses you should take in your first semester and thereafter. Course Codes Courses coded 100-499 indicate UNDERGRADUATE courses. (Medicine courses have some exceptions in codes used.) |
Courses coded 500 and above indicate GRADUATE courses.

**Grading**

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</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>
<td>1.70</td>
<td>Average-</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>Deficient+</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Deficient</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
</tbody>
</table>

There are also other grading bases, such as Pass/Fail and Pass/Fail/Honors that do not affect the GPA.

**Withdrawal from a Course**

You may withdraw from courses online without penalty during the add/drop period (you can see the specific dates on the Academic Calendar).

You can also withdraw after this period until a specific date, but the withdrawal will be indicated on your student transcript.

To withdraw from a Course on KUSIS:

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

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**Important rules, regulations and procedures once you are student: what is expected of you**

|                                              | registrar.ku.edu.tr/en/general-informations/procedures/ |
| Attendance and Student Code of Conduct      | vpaa.ku.edu.tr/academic/student-code-of-conduct |
| Frequently Asked Questions about academic rules and registration | vpaa.ku.edu.tr/registration-faq |

FAQ on tuition: vpaa.ku.edu.tr/tuition_calc
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 at the university.

As a student you will benefit from your studies at Koç University the most by striving to become a "good learner".

This skill is developed in our students through a variety of services that include:

- KOLT Tutoring Center (weekly tutoring sessions and reviews before exams)
- Conversation Circles (language conversation skills eg. English, Turkish, Spanish, German)
- UNIV 101 Seminars
- Elective Seminars
- Customized workshops for specific courses
- Individual consultation with KOLT staff

For detailed information visit KOLT’s website kolt.ku.edu.tr

Suna Kıraç Library

Centrally located on campus, the Suna Kıraç Library has an exemplary collection of books, journals, newspapers, electronic resources, and materials in other media. Coverage is international in scope and comprehensive in subject matter. Publications in Turkish, English, French, Russian, Spanish, German, Mandarin and Italian are routinely acquired.

- designed to accommodate the latest electronic and multimedia resources, as well as traditional library materials and services, in an inviting and service-oriented atmosphere
- reading areas throughout the building illuminated by natural light emanating from the central skylight and windows
- seating available for 815 individuals at reading tables or study carrels, on comfortable lounge furniture throughout the building
- 15 team study rooms available for students who need space for group projects and study sessions
- circulates approximately 6,000 items per month, holds over 322,000 materials in total
- subscribes to roughly 60,000 electronic journals and 160,000 electronic books

Professional librarians, the majority of whom hold advanced university degrees, are on duty 24 hours a day, seven days a week. This includes the Study Hall as well as the reserve desk. In addition to the full-time staff, the library employs a large number of students who gain valuable work experience while serving as additional support for the library’s needs.

For detailed information visit library.ku.edu.tr/en
Located in the hills of Sarıyer in Istanbul, Koç University’s main campus is called “Rumelifeneri Campus” or “Fener Campus” in short.

The campus is twenty minutes away by car from Black Sea beaches, surrounded by charming villages and natural landscapes, and connected to the city center through convenient public and ride-share transportation options.

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.

On-campus conveniences include a grocery store, hairdresser, full-service bank and ATMs, dry cleaner’s, post office, public transport card top-up machine, photo-booth, bookstore, 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, you will find plenty of extra-curricular activities to satisfy and enrich your Koç University experience. During Orientation Week you will get to explore and learn in detail about all of the following places and services.

- Suna Kıraç Library
- Dining Services
- Shuttles
- Sports Facilities
- Swimming Pools
- Ice-Skating Ring
- Sevgi Gonul Cultural Centre (SGKM)
- Events and Announcements
- Campus Working Hours
- Traffic Rules and Parking

Besides its main campus, Koç University has five other campus locations in the city:

- West Campus: student dormitories five minutes away by car from our main campus student dormitories
- Şişli Campus: KWORKS Entrepreneurship and Incubation Center
- Beyoğlu Campus: Research Center for Anatolian Civilizations and event venue
- İstinye Campus: Executive Education programs and event venue
- Koç University Hospital: location of our School of Medicine in the Topkapi area

Student Clubs

Koc University has nearly 80 student clubs that are formed and run by KU students in coordination with the Extracurricular Activities Office. For more details and to see the list of clubs visit incampus.ku.edu.tr

During Orientation there will be one day dedicated to exploring all of these clubs and meeting their members.

Students who participate within these clubs can improve themselves in a 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.

As an international student you are encouraged to join those Student Clubs that match your existing or not yet explored hobbies or interests. There is also an International Students Club (ISC) that you can join to benefit from events and activities tailored to the international community at the university. Please contact ICO (ico@ku.edu.tr) to learn more about international student engagement, volunteer opportunities and the International Students Club.
IT support, Wi-Fi access, KU email and other life essentials!

✓ KU Username and Password (KU NetID)

Each student at Koç University is assigned a unique username and password (KU NetID) before Registration Week that is used for all websites or online systems that require a login such as:

- student information system KUSIS
- email and KU Gmail
- Wi-Fi on campus
- technical service requests
- KU mobile apps
- shared networks
- VPN
- Library resources
- Shared computers in common areas

KU NetID is your username, which you will use during your whole education.

Your KU NetID and password will be sent to you via SMS if you have a Turkish registered mobile phone number. If you don’t have a Turkish phone number please email registrar@ku.edu.tr to request your KU NetID and password via email.

For security reasons, you should change your initial password. You can change your password anytime via home.ku.edu.tr/password/

Your password must be minimum 8 characters and not include non-English characters. You should not share your password with anyone including IT employees. It is your personal obligation to protect your password. IT does not ask for your password via e-mail or SMS. Please ignore these kind of requests if you receive one.

✓ KU (Koç University) E-mail

Your Email ID will be sent to you prior to your arrival for Registration. You can access your student email accounts via My.KU (my.ku.edu.tr/) and selecting Gmail.

My.KU is a website exclusive to Koç University users. Using my.ku.edu.tr you can also access your KU Google Drive, connect to the nearest printer on the network, look up people and find the most up to date news and announcements of different departments and computing services.

✓ Wi-Fi

There are two different wi-fi networks on campus: KU and GUEST

- You can connect to KU wi-fi using your KU NetID and password. it.ku.edu.tr/howto/connect-to-ku-wireless/ku-faculty-staff-and-student/
- Guests can connect to GUEST wi-fi by getting a username and password via SMS on the wi-fi homepage (your phone should be able to receive SMSs whilst in Turkey) it.ku.edu.tr/how-to/connect-to-ku-wireless/guest/

✓ Printing, Photocopying, Scanning and computers

Computer labs and campus-wide wireless Internet access are available to students as well as scanners, printers and photocopy machines around the campus.

During Orientation Week you will learn how to do all of these things so don’t worry about it now!
In case you have an IT related problem or request, you can access IT Service Desk by:

- Emailing it@ku.edu.tr: this is the fastest way as it will generate a trackable work order or ticket automatically on it-trackit.ku.edu.tr and they will attend to your request within 24 hours or,
- call 1111 from campus phones or +90 212 338 1111 from mobile or external landlines.
- Service hours are 07:30 - 17:30 during weekdays and 08:30 - 16:30 on Saturdays.

Your use of the Koç University computer systems and information technology services means that you accept, and agree to abide by, all the policies in Acceptable Use Policy.

KU Mobile App

Download the app here: it.ku.edu.tr/get-koc-universitesi-app-today/. The app can improve your experience as a student at Koç University with personalized information and easy access to online university services such as:

- Searchable campus maps for building and other locations.
- View library loans
- View personalized course timetables
- View shuttle service and public transportation timetables
- Check out today’s menu at the main cafeteria “Yemekhane”
- Search/Call/Email friends or faculty using people search and add them directly to your address book
- Receive the latest Koç University news and events.
Student Support

• Health Centre, nearby Hospitals and Pharmacies

The campus Health Center has 5 physicians, 1 nurse and 8 medical assistants operating 24/7. The doctors speak English and welcome all international students.

Students can obtain medical health advice and medicine here through an appointment system (excluding emergencies). You can reach them as follows:

- For Fener (Main) Campus, by dialing university extension “1273” or “0212-338 1100” from mobile phones and external land-lines.
- For West Campus, by dialing university extension “7000” or “0212-338 7000” from mobile phones and external land-lines.
- There is also an ambulance for transferring patients to other hospitals, when needed.

For details visit their website hc.ku.edu.tr/node/77

The nearest hospital is Acıbadem Maslak Hospital, which is located in Darüşşafaka (Address: Darüşşafaka Mahallesi, Büyükdere Cd No No:40, 34457 Sarıyer).
You can also use the Koç University Hospital, which is located in Topkapı (Address: Davutpaşa Caddesi No:4 34010 Topkapı, İstanbul).
There are pharmacies located near campus and they typically operate between 09:00-19:00 on weekdays and until 13:00 on Saturdays. To find a pharmacy outside of the regular working hours you need to find the pharmacy on duty in your area.

• Psychological Services

The Koc University Guidance and Psychological Services Centre (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:

- Psychological Services Center
- Guidance Center

Students can consult with the Counseling Services if they would like to receive psychological support or psychological counseling.

In necessary situations, students may be referred to the Health Center for short term or long-term psychotherapy, psychiatric assessment or psychiatric treatment. The principle of confidentiality is essential and all the services are free of charge.

For details visit dos.ku.edu.tr/counseling-service or contact kures@ku.edu.tr / +90 212 3381749

• Disability Services

Koc 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 Koc 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 special accommodation or share your concerns about the accessibility of any services due to your special needs, please contact The Office of Disability Services Specialist Pınar Akoğul, Phone: +90 (212) 338 1042 Mail: pakogul@ku.edu.tr, Student Center -3. Floor Office B383.
• **Career Development Centre**

The Koç University Career Development Center aims to assist students of the university in relating their values, interests, skills and abilities and lifestyle preferences to their career choices, exploring career options, preparing for the opportunities and using the university’s dynamic network to establish the necessary connections, so that they can make informed and fulfilling career choices.

Available services:

- Appointments with a Career Consultant (may include CV/Cover Letter review, job search advice, graduate school planning, and other career-related issues). The student can make the appointment on KUcareerlink.

- Access to all Career Development Center Workshops and online resources (like VAULT, and GoingGlobal).

For details visit [career.ku.edu.tr/en](http://career.ku.edu.tr/en)
• Banking
Koç University has a full service bank, Yapı Kredi, located on Floor -1 at the Student Centre. You can process your banking transactions via internet or use the telephone banking option, both of which serve in English.

Banks throughout the country offer full foreign currency and Turkish Lira (TL) services, including deposits and saving accounts, credit cards, debit cards and quick money transfer to any bank worldwide. They 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. Visa, Maestro and MasterCard’s are accepted throughout Turkey. Students should contact their issuing banks to notify them of their travels prior to their departure. A Residence Permit and Tax number is necessary in order to open a bank account in Turkey. Our International Community Office website (ico.ku.edu.tr) offers detailed guidance on this topic.

• Sending and Receiving Post
If you wish to send postal mail, you can visit the post office (PTT) on campus (Student Centre -1 Floor) or one of the PTT offices around the city. PTT is the national mail provider in Turkey. The closest PTT shop off-campus is in Sariyer, 15 minutes away from the main campus. If you wish to receive mail on campus or at the dormitories, your mail can be delivered to the Mail Center; either on the main campus or the West Campus. Packages containing valuables can be shipped and received via DHL at the Mail Services Center (Student Center, Floor -1; next to underground parking lot).

• Religion
Turkey consists of mainly Muslims; however there are people from many religions living in harmony. One of the attractions of Turkey are the mosques and the daily prayers. Koç University has a very free and tolerant environment and welcomes people from every religion. There are prayer rooms both on the Main and West campuses which can be used by people from all religions. The prayer room on the Main Campus is located in the Social Sciences Building and the prayer room on the West Campus is located in the A2 building -1st floor.

• Cross-cultural engagement activities and programs
The Local Friends Program is a peer-to-peer cultural exchange and awareness program meant for domestic and international students. It aims 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. There are also other activities such as the Turkish Host Family Program and regular trips for Koç University’s international community within Istanbul or around Turkey. These programs are organized by the International Community Office. To learn more visit ico.ku.edu.tr

5 Useful contacts

<table>
<thead>
<tr>
<th>GLOBAL ENGAGEMENT OFFICE</th>
<th>*+90 212 338 1178 , *+90 212 338 1374</th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:study@ku.edu.tr">study@ku.edu.tr</a></td>
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<thead>
<tr>
<th>REGISTRAR AND STUDENT AFFAIRS DIRECTORATE</th>
<th>*+90 212-338 16 08 , *+90 212-338 10 28</th>
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<tbody>
<tr>
<td><a href="mailto:registrar@ku.edu.tr">registrar@ku.edu.tr</a></td>
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<thead>
<tr>
<th>INTERNATIONAL COMMUNITY OFFICE (ICO)</th>
<th>*+90 212 338 13 45</th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:ico@ku.edu.tr">ico@ku.edu.tr</a></td>
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<tr>
<th>HEALTH CENTER</th>
<th>Emergency/Ambulance: *+90 212 338 1100</th>
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<tbody>
<tr>
<td></td>
<td>Call Center: *+90 212 338 1273</td>
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<thead>
<tr>
<th>DORMITORY</th>
<th>Main Campus: *+90 212 338 33 77</th>
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<tbody>
<tr>
<td><a href="mailto:housing@ku.edu.tr">housing@ku.edu.tr</a></td>
<td>West Campus: *+90 212 338 70 21</td>
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<thead>
<tr>
<th>SECURITY</th>
<th>Emergency/Main Entrance: *+90 212 338 3535</th>
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<tbody>
<tr>
<td></td>
<td>Lost &amp; Found: *+90 212 338 3637</td>
</tr>
<tr>
<td></td>
<td>Security Office: *+90 212 338 1015</td>
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<tr>
<td></td>
<td>West Campus Emergency/Main Entrance: *+90 212 338 7007</td>
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