ADMITTED INTERNATIONAL STUDENTS GUIDE

ADMITTED INTERNATIONAL UNDERGRADUATE STUDENT ORIENTATION GUIDE 2018-19

SECTION 1 – UPON ADMISSION

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

You need to bring the required documents for Registration with their original statements or certified evidence of study results, otherwise, you will not be able to register as a full-time undergraduate student. You will provide these documents to the Registrar and Student Affairs Directorate’s office.

Required documents

- Your official high school diploma or a recently issued proof of graduation document and your high school transcripts from the relevant institution
  - A certificate of achievement is not valid
  - If your diploma, school certificate or graduation document is NOT in English or Turkish, it should be translated to either English OR Turkish by an accredited translation office. These translations should also be certified by the issuing institution or a public notary as genuine copies and translations of the original and they should have an “Apostille” issued by the relevant authority in your country.
  - If you graduated from a high school abroad you should provide a High School Diploma Equivalency Certificate (“Denklik” in Turkish). This certificate will be obtained by you once you are in Turkey by going to the Istanbul branch of the Turkish Ministry of Education. This is required by Turkish law for all international students registered at Turkish universities. This process may take several weeks. Once you receive it you should bring it to the Registrar and Student Affairs Directorate office to be added to your student file.

- The original of your English language proficiency exam score
  - If you submitted a valid English Proficiency Exam Result with scores above the minimum specified below, you will be exempted from attending the English Language Center courses (elc.ku.edu.tr) and will directly begin your undergraduate courses.
  - The acceptable exams and minimum scores are: TOEFL iBT: 80 (WRT: 20), TOEFL CBT: 213, CAE: C, YDS: 80
  - 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 passport**
  - During registration, a copy will be taken and the original ID or passport will be given back to you.
  - You will also need it to apply to the student residence permit

- **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 and Student Affairs Directorate 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**
  - You will also need a health report issued by a Family Doctor or Health Centre in Turkish or English stating that the health status of the student is appropriate if you plan to book accommodation in the dormitory.

- **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 relevant 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. Check here: “A-Z country specific visa information”

- If you are eligible for a touristic e-visa, you must enter Turkey with an e-visa. Check how to obtain your e-visa.

- 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. Check the list of Turkish Consulates.

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 it 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, dormitory facilities, dormitory fees and Dormitory Guidelines and Regulations at https://dorm.ku.edu.tr/

60% of Koç University students reside in our dormitory buildings, located at the Rumelifeneri Campus (“Ana Kampus”) and the West Campus (“Bati Kampus”). The reasons for our students’ preference of dormitories are the proximity of dormitory buildings to academic buildings, amenities for studying, availability of communal areas for social activities, and security.

**Dormitory Facilities**
In each dormitory building, there are:

- Central heating and 24/7 hot water facilities
- Communal kitchens with cable TV
- Laundry facilities
- Communal room with computers and printers
- Housekeeping services

**Room facilities**
Single, double, triple, and quadruple rooms room options are available. In each room there are:

- Individual bed with mattress pad
- Closet and bookcase
- Bed stand, desk with desk lamp, armchairs, chairs
- Mini fridge
- 24/7 internet, cable TV, and telephone connection.
- Housekeeping services are provided regularly

Dormitory Management offers a 24/7 service with its team of 25 people supported by medical, security, and technical staff.

**Dormitory application**

- 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 via SMS or via email from registrar@ku.edu.tr.

- Once you can log in to KUSIS you will find the form here “KUSIS > STUDENT CENTER > TO DO LIST – Complete the housing application form”

**Required documents for dormitory application**

- Print-out of your completed KUSIS dormitory application form
- Copy of your 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 indicating on the “Description” your KUSIS ID, Name and Surname

Room fees payment details

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

Room Fees
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.

SECTION 2 – UPON ARRIVAL IN ISTANBUL

In this section, you will find information about the steps you should take once you arrive in Istanbul to register as a student. 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.

You can find details on how to reach our campus by car or public transport at https://www.ku.edu.tr/en/contact

03-07 September 2018 – Registration week

**Normal Registration Dates:** Monday, September 03 – Friday, September 07, 2018

**Late Registration Dates:** Monday, September 10 – Friday, September 14, 2018

**Hours:** 08:30 a.m. – 05:00 p.m.

**Venue:** Sports Hall

**Venue for Late Registration:** Registrar and Student Affairs Directorate’s Office (ELC Building, Ground Floor)

**Beginning Date for the Academic Year 2018-19 and First Day of Classes:** Monday, September 17, 2018

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 page.

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, father or family member) to bring these documents to the university and enroll you as a student on your behalf.

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 a 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.

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.

If you or your family have bank accounts in Turkey you may be able to pay the semester tuition in installments. For more information about how to do this please email the Finance Directorate for detailed instructions and information at ogrenci-mid@ku.edu.tr

To pay your semester tuition please use the bank account details below and make sure in the payment “Description” you write your KU ID number, Name and Surname:

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

### Undergraduate Program

<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>

Step 3 Take the English placement test and if needed the institutional TOEFL Test

You are required to take the Koç University 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.

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).

### 10-14 September 2018 – Orientation Week

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.

Our education system will be different than what most of you have experienced before, so in order to help you adapt to this new academic and social lifestyle, we have arranged a three-day orientation program. The orientation program will take place on **September 12, 13 and 14, 2018**. Attendance at all three days is mandatory.
There will be special **orientation activities for international students** and you will receive more information about these via email from the [International Community Office](mailto:). During orientation, you will have opportunities to meet the president, deans, professors, advisors, instructors, and mentors that will guide you through your first year here at Koç University. Please do not forget to bring your documents along with your username and password on **September 12th, 2017 at 9:30 AM**.

You will be assigned an upper-class mentor student and a new-coming faculty advisor before the orientation and you will complete the program with a group of 8-10 new 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. 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 (gbaru@ku.edu.tr)

For further details please refer to [http://uyumgunleri.ku.edu.tr](http://uyumgunleri.ku.edu.tr) (currently only available in Turkish)

**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 72 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.

**SECTION 3 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**

- **Colleges**
- **Core program**
- **Major Programs**
- **Double Major Programs**
- **Minor Programs**
- **Track Certificate Programs**

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

- **Academic Calendar**
- **Course lists**
- **Course Registration – KUSIS (Koc University Student Information System)**
- **Academic Rules & Regulations and Procedures**
- **Attendance and Student Code of Conduct**
- **Frequently Asked Questions about academic rules and registration**
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 log in 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. 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 kinds 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 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.

KU Mobile App

Download the app to improve your experience as a student at Koç University with personalized information and easy access to online university services.

Useful contacts

- GLOBAL ENGAGEMENT OFFICE study@ku.edu.tr / +90 212 338 1178 , +90 212 338 1374
- REGISTRAR AND STUDENT AFFAIRS DIRECTORATE registrar@ku.edu.tr / +90 212-338 16 08
- INTERNATIONAL COMMUNITY OFFICE (ICO) ico@ku.edu.tr / +90 212 338 13 45

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- /KUGraduate