KOC UNIVERSITY INTERNATIONAL STUDENT REGISTRATION FOR THE ACADEMIC YEAR  
2018-2019 UNDERGRADUATE PROGRAMS

Dates: Monday, September 03 – Friday, September 07
Late Registration: Monday, September 10 – Friday, September 15
Hours: 08:30 a.m. – 05:00 p.m.
Venue: Sports Hall, Koc University, Rumeli Feneri Yolu, Sariyer
Venue for Late Registration: Registrar’s Office
Beginning Date for the Academic Year: Monday, September 17

REQUIRED DOCUMENTS

1. The official high school diploma or a recently taken graduation document (certificate of achievement is not taken into consideration). The students who have graduated from a high school abroad are requested to provide a High School Diploma Equivalency Certificate besides the official high school diploma (for international students only).
2. Original ID or passport (at the time of the registration, a copy will be taken and the ID or passport will be given back to student).
3. Sealed and approved official transcript of courses and grades (for transfer students only).
4. 3 biometric photos (white background) with name and surname written on the back.
5. Residence permit (if not taken yet, to be delivered by hand to the Registrar’s Office as soon as it is obtained.).
6. Copy of your “Mavi Kart” (If available). (it is applicable to students who have been Turkish citizens by birth but have ceased to be a Turkish citizen with the permission stated at the article no. 28 of Law no. 5901.)
7. The receipt for first installation tuition payment (at the time of the registration, the students who want to benefit from the reduction for the children of the employees of the Koc Group Companies are expected to provide an official document stating that one of their parents works for Koc Group.)

IMPORTANT NOTES

- **How to get your KUSIS ID and password:**
  If you have a non-Turkish mobile number, you will not receive an SMS with the information. Please send an email to registrar@ku.edu.tr to request your KUSIS ID by email.

- **After you receive your KUSIS ID)**: how to reserve your dorm room
  Read page 2 of the dormitory application guide (ignore the August dates these are only for Turkish new students) https://registrar.ku.edu.tr/wp-content/uploads/sites/27/2016/02/Bilgi-Paketi-ENG_yurt.pdf

Bank Name: YAPI KREDİ BANKASI
Branch Name: KOÇ UNIVERSITY ŞB. (Branch number 938)
Swift Code: YAPITRIS

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Candidates are required to be registered in person. Registration cannot be done via mail.
Registration cannot be completed without the submission of the original diploma or graduation document.
Non-certified copies of required documents will not be accepted. Only copies taken by the Registrar’s Office at the time of registration will be accepted as a certified copy except for the high school diploma.
Registration with missing documents cannot be completed.
Candidates cannot claim right to register if they are not registered within the announced dates.
Based on Koc University regulations, registration of the candidates who have not paid the tuition will not be processed.
Koc University has the authority to initiate legal action against candidates who submit inaccurate documents.

Steps for Filling out the Registration Information Form Online

Dear Koc University Candidate,

Please follow the below-mentioned steps if you intend to fill out the registration form prior to in-person registration.

Go to http://ku.edu.tr home page and click on the KAYIT İÇİN GEREKLİ BELGELER icon at the bottom-right corner. Click on 2018 Girişli Kayıt Olacak Öğrenci link. You will be asked to enter your username and password that are stated on the envelope posted to your address by Koc University. The first line below your name and surname corresponds to your username while the second line corresponds to your password. Enter your username and password and click on Tamam.

- Complete the Registration Information Form, print it and submit the signed form to the Registrar’s Office.
- Answer the questions on the New Student Survey.
- Complete, sign and submit a print out of the Dormitory Application Form to the Dormitory Management if you would like to stay in dormitories.
- Complete, sign and submit a print out of the Health Information Form to Health Center.
- Complete, sign and submit a print out of the Bank Account Opening Form to Yapı Kredi Bank at Koç University.
- Please take your signed print-outs on the date of the registration along with the other required documents. If you do not have internet access, computer facilities will be provided by the university during registration.