



## **1. PURPOSE**

The purpose of these procedures is to define and document the requirements and the methods concerning candidates who will apply to allocations reserved for international students at Koç University.

## **2. SCOPE**

These procedures shall cover all students who wish to apply to allocations reserved for international students at Koç University, as well as units and persons responsible for the execution of the process.

## **3. REFERENCES**

- “Principles Concerning Admissions of Students from Abroad” document established by YÖK (the Council of Higher Education)
- Koç University Registrar’s and Student Affairs Directorate’s web page entitled “International Students”

## **4. RESPONSIBLE PARTIES**

- 4.1** The President is responsible for the execution of these procedures.
- 4.2** The Vice President for Academic Affairs is responsible for the preparation of this document and to effectuate the necessary updates to these procedures by following YÖK (the Council for Higher Education) announcements.
- 4.3** Candidate Students are responsible for reading the procedures and to follow the steps and dates of the application process.
- 4.4** Registrar’s and Student Affairs Directorate is responsible for processing the applications of the candidate students and to forward these to the relevant units.
- 4.5** The Transfer and International Students Committee, along with Deans of Colleges is responsible for evaluating candidate student applications.
- 4.6** The Deans of Colleges, along with the Transfer and International Students Committee are responsible for evaluating the candidate student applications.

## **5. DEFINITION OF TERMS**

- 5.1** Candidate: the student who wishes to apply to Koç University under international student status
- 5.2** YÖK: The Council for Higher Education.
- 5.3** RO: Koç University Registrar’s and Student Affairs Directorate.
- 5.4** Registrar’s and Student Affairs Directorate Internet Page: <https://registrar.ku.edu.tr/en/>
- 5.5** Academic Calendar: <https://registrar.ku.edu.tr/en/academic-calendar/>



## **6. BASIC PRINCIPLES**

Koç University strongly believes in multi culturalism and diversity, hence welcomes applications from international students.

## **7. METHODS**

### **7.1 The determination of allocations and tuition fees:**

International student allocations and the tuition fees for these students shall be determined every year by the authorized boards of the University. The allocation proposal made by the University shall be communicated to YÖK in accordance with the deadlines determined by YÖK. Allocations shall not exceed 50% of the allocation for previous year's programs as they appear in ÖSYS Higher Education Programs and Quotas Guidebook. For programs that newly opened in the relevant year (i.e. for programs that admit students for the first time) along with ÖSYS (Student Selection and Placement Examination) allocations, the consideration of international student admission allocations could be suggested. Programs that admit students for the first time during ÖSYS Additional Placement procedures shall not feature.

International student allocations and tuition fees shall be announced on the Internet pages of the Registrar's and Student Affairs Directorate in the section dedicated to Candidate Students, under the heading "International Students."

### **7.2 Application requirements:**

#### **7.2.1 The candidates who meet the conditions listed below qualify for application:**

**7.2.1.1** Individuals who apply to programs for which international student allocation has been made

**7.2.1.2** On condition that candidates are in their final year of high school or that they have graduated;

**7.2.1.2.1** Individuals who are foreign nationals,

**7.2.1.2.2** Turkish citizens by birth who have secured a permission from the Ministry of Interior to leave Turkish citizenship, and their non-major children registered in the document of leaving Turkish citizenship, who can officially present their Document Concerning the Use of Rights Granted under the Turkish Citizenship Law, (Turkish Citizenship Law Number 5901, Article 7 states that "(1) A child born in Turkey or abroad in wedlock to a Turkish citizen father or mother is a Turkish citizen," hence candidates who apply for admission to international allocations are advised to study the Turkish Citizenship Law.)




**7.2.1.2.3** Individuals who were initially foreign nationals and later earned Republic of Turkey citizenship / individuals with dual-citizenship who are in this situation

**7.2.1.2.4** Republic of Turkey nationals who have completed all their secondary education in a foreign country other than the TNRC, the Turkish Republic of Northern Cyprus (including individuals who completed all their secondary education in a Turkish school in a country other than TRNC)

**7.2.1.2.5** Citizens of TRNC, residing in TRNC, who have completed their secondary education in TRNC and who are holders of GCE AL examination results, and individuals who have registered to secondary schools in other countries between 2005 and 2010 and continued their education that is leading to or that will be leading to GCE AL examination results.

The applications of the individuals listed above shall be accepted for evaluation.

- 7.2.2** The candidates who meet the conditions listed below do not qualify for application:
- 7.2.2.1** Individuals who apply to programs for which an international student allocation has not been made,
  - 7.2.2.2** Citizens of the Republic of Turkey who have completed the entirety of their secondary school education in Turkey or in TRNC,
  - 7.2.2.3** Citizens of TRNC (except for individuals who have completed all their secondary education in TRNC high schools and who are holders of GCE AL examination results, and individuals who have registered to secondary schools in other countries between 2005 and 2010 and continued their education that is leading to or that will be leading to GCE AL examination results),
  - 7.2.2.4** Individuals holding dual citizenship who are initially Republic of Turkey citizens by birth, (except for those who have completed all their secondary education in a foreign country other than TRNC / those who have completed all their secondary education in a Turkish school located in a foreign country other than TRNC)
  - 7.2.2.5** Dual citizenship holders who are TRNC citizens (except for those who have completed all their secondary education in TRNC secondary schools and hold GCE AL results, and individuals who have registered to secondary schools in other countries between 2005 and 2010 and continued their education that is leading to or that will be leading to GCE AL examination results),
  - 7.2.2.6** Republic of Turkey citizens or individuals with dual citizenship born as Republic of Turkey citizens who are continuing their education in schools connected to embassies in Turkey and foreign secondary schools located in Turkey.

 <b>KOÇ UNIVERSITY</b>	<p align="center"><b>PROCEDURES CONCERNING ADMISSION OF INTERNATIONAL STUDENTS</b></p> <p align="center">Y02-RAI-005</p>	<p>Date: 16 July 2013 Update: Responsible Unit: RAI Pages: 4/5</p>
---	--	--

The applications of the individuals listed above shall be not accepted.

- 7.3** Information concerning valid diplomas, examinations and minimum examination scores required for application from abroad are available on the RO internet page <https://registrar.ku.edu.tr/en/international-students/>. While the validity of secondary education exit examinations (Abitur, International Baccalaureate, GCE, Tawjihi, etc.) does not expire, the validity of university admission examinations (SAT, ACT, etc.) shall be limited to two years. To qualify for admission, the candidates must at a least satisfy the minimum requirements of one examination.
- 7.4** Submissions of necessary documents during the application process:  
The candidate must submit or send to the Registrar's and Student Affairs Directorate the documents required for admission and all additional requested documents in a sealed envelope until the deadline announced by Registrar's and Student Affairs Directorate for the semester in question. Information concerning application deadlines, required documents, and Registrar's and Student Affairs Directorate address for submissions is available at <https://registrar.ku.edu.tr/en/international-students/>. Application deadlines shall be announced in the university academic calendar as well.
- 7.5** Evaluation of the admission:  
The applications shall be evaluated by Transfer and International Student Committee and the offices of College Deans and the admission or rejection decision shall be made for the candidate. If necessary, the candidate shall be contacted via e-mail or telephone.
- 7.6** Documents required for registration:  
Candidates who have earned the right to register to Koç University must submit to the Registrar's and Student Affairs Directorate within the deadlines announced in the academic calendar of the relevant year, the documents listed on the Registrar's and Student Affairs Directorate's internet page at <https://registrar.ku.edu.tr/en/international-students/>
- 7.7** Transfer of allocations:  
If no applications are made for the programs that admit through international student allocation or if there are allocations are not filled, the allocation that remain unfilled or did not receive any applications can be transferred by decision of Koç University's relevant boards to programs other than Law and Medicine, on condition that the allocations do not exceed 50% of the allocation for previous year's programs as they appear in ÖSYS Higher Education Programs and Quotas Guidebook. As for Medicine or Law programs, transfers can be made through Higher Education Executive Board decision.
- 7.8** Procedures regarding candidates that are accepted  
Candidates that are accepted as international students are sent an acceptance letter in order for them to obtain a student visa. Information regarding registered international students may be sent by the RO to YOK, upon request.



**7.9** Candidates who apply during mid-academic year

Koç University, upon approval from relevant councils, may prepare a pre-acceptance or equivalent letter for students that apply during the mid-academic year, with the condition that the quota does not exceed 1/3 of the previous year's international student quota. Candidates that are accepted in this manner can begin their studies in the following Fall semester.

**7.10. Academic and Merit-based scholarships for accepted candidates**

7.10.1. Academic and Merit scholarships can be awarded to international students placed into an undergraduate program of the University. This scholarship covers the student's tuition only. In cases where the student transfers to another academic program within the University, their scholarships may be continued subject to evaluation.

7.10.2. Scholarships are provided for a maximum duration of eight semesters to students who begin their education from the first year of the university (12 semesters for Medicine students). The duration of the English Language Center preparation program is a maximum of four semesters. In case scholarship students registered in the Double Major Program do not complete their Major or Second Major programs within 8 semesters (12 semesters for Medicine), the duration of their scholarship shall be extended by a maximum of 2 semesters.

7.10.3. Students who receive scholarship under the international scholarship program, cannot apply to any other scholarship programs offered by Koç University except in circumstances of extreme changes in the students' financial status.

7.10.4. Upon the recommendation of the Scholarship Committee and the decision of the relevant executive council, scholarships may be canceled because of the below listed disciplinary or financial reasons.

**Disciplinary Reasons:**

In case the student receives a disciplinary fine or other punishment according to the Turkish Council of Higher Education (YÖK) regulations

**Financial Reasons:**

- In case the information the student has provided to the university to obtain the scholarship is inaccurate or incomplete;
- In case the student does not inform the university about the changes in the status of their movable and/or immovable assets

7.10.5. International students offered admission to an undergraduate program at Koç University and offered scholarships under bilateral agreements with external parties (government organizations, companies, foundations or others) shall be subject to the rules and regulations established in specific scholarship agreements.



**KOÇ  
UNIVERSITY**

**PROCEDURES CONCERNING  
ADMISSION OF  
INTERNATIONAL STUDENTS**

Y02-RAI-005

Date: 16 July 2013  
Update:  
Responsible Unit: RAI  
Pages: 6/5

**8. RECORDS**

The Registrar's and Student Affairs Directorate shall archive the information of the candidates who apply to the university under international student allocation.

**9. REVISIONS**

The responsibility of revising and updating this regulation falls on the Office of the Vice President for Academic Affairs. The revision shall take place in the month of April of every year.