



Incoming Exchange Student Guide

Spring 2018

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YOUR ARRIVAL CHECKLIST

Before you arrive:

- ✓ Apply for Koç University housing
- ✓ Check your visa status and ensure you have relevant documents with you
- ✓ Complete your course planning
- ✓ Read all correspondence from your OIP advisors carefully
- ✓ Plan your budget
- ✓ Plan your fee payments (if applicable)
- ✓ Prepare for your studies
- ✓ Pack your suitcase

When you arrive:

- ✓ Tell your family/those responsible for you that you have arrived
- ✓ Check-in your housing at the Dormitory Management and pick up your keys
- ✓ Access the internet
- ✓ Meet your mentor
- ✓ Get your student ID card, IETT card and Museum card
- ✓ Attend Orientation Week for Exchange Students
- ✓ Attend Welcome Events and Activities
- ✓ Apply for the Residence Permit and ensure you have relevant documents
- ✓ Open a Turkish bank account (if applicable)
- ✓ Buy a Turkish SIM Card (if applicable)

INTRODUCTION

WELCOME

We congratulate you on being selected for the student exchange program at Koç University (KU) and look forward to hosting you. As exchange students, you have the same access to facilities and campus-wide events as domestic students. We are thrilled to be a part of your academic career and do our best to offer you opportunities to discover Turkish culture. We hope to make your stay at Koc University both enjoyable and unforgettable.

INCOMING EXCHANGE PROGRAMS and PARTNERSHIPS TEAM

Office B398 (Student Centre, Lower Third Floor)

Sedef Erçetin Gencosmanoğlu– Team Leader/Coordinator of Exchange Programs & Partnerships

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*Available on Thursdays between 14.00 – 16.00 for disciplinary issues

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*Available from Monday to Friday during working hours

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*Available from Monday to Friday during working hours

We collect enquiries through our Track-It system. In order to open a track-it, please go to <https://trackit.ku.edu.tr/>. At the bottom right corner, select OIP Track-it and login with your KU username and password. Then, please continue by selecting the following:

Submit Your Request > Incoming > Subcategory (Student) > Subject > Description > Add Request

You will have a unique Request ID and you can follow up the status of your request on the same page. You can use Track-It system after your KU e-mail account is activated.

VISA, RESIDENCE PERMIT and HEALTH INSURANCE

A. Student Visa

VISA REQUIREMENTS

In most cases, exchange students traveling to Turkey are not necessarily required to apply for a student visa at a consulate. If students are eligible by their citizenship to obtain a touristic visa or use their passports/national IDs to enter Turkey, we recommend this option as it will allow students to travel outside Turkey while waiting on their residence permit.

Please check your country's eligibility and/or apply by clicking on "Main Page > Apply Now" (at the top left corner) at: <https://www.evisa.gov.tr/en/>

If you are exempt from a tourist visa for Turkey, you do **not** need to apply for a visa at the Turkish Consulate. You will simply enter the country with a passport valid for the complete length of stay plus 60 days. Please be warned that your passports must also be valid at least 60 days before your anticipated study period starts in Turkey.

If you have any questions about your visa type, you can contact our International Community Office: ico@ku.edu.tr.

B. Residence Permit

Students studying at KU for one semester or longer are obliged to obtain a residence permit as per Foreigners' Protection and Immigration Laws of Turkish Republic. You will make your online Residence Permit application upon your arrival in Turkey. So, please **do not** make any online appointment/application prior to your arrival. You can review the [official website of the Immigration Authority](#) for further information about first time and renewal applications.

APPLICATION

All applications are online and each student must complete the online appointment form when they are instructed to do so by our office.

RESIDENCE PERMIT CHECKLIST:

Submit the following documentation to the Office of International Programs upon your arrival:

- **PASSPORT AND COPY OF ITS:**
 1. ID page
 2. Last entry stamp (the stamp you obtain at passport control in the airport)
 3. Visa page (or e-visa document)
- **HEALTH INSURANCE** (see below)
- **5 BIOMETRIC PHOTOGRAPHS:** Full face, front view with a plain white background; taken within last 6 months. Biometric self-service photo booth available on campus.
- **ATTESTATION DOCUMENTS:** To be issued by mentors and signed by exchange students after arrival
- **STUDENT ENROLMENT DOCUMENT:** To be issued by Office of International Programs after arrival
- **63 TURKISH LIRA (TL) APPLICATION FEE** (*subject to change*)

If you miss the appointment, or come unprepared: It will be your own responsibility to complete all steps of application process. For questions: ico@ku.edu.tr.

THINGS TO NOTE:

When you submit your residence permit application to official immigration authorities, you are entitled to a travel permit upon the completion of your application. Once the application process is complete, you can request your travel permit through International Community Office (ICO). Travel permits are especially useful for those who entered Turkey on Single Entry visa. Single entry visa holders can travel with this interim permit without having their visa voided. The travel permit is valid for a total amount of 15 days in a period of 6 months. However, 15 days can be split between multiple travels.

The ICO offers support and advising to exchange students alike on topics such as immigration, health and safety, social security, traveling, internships and diversity.

Exchange students must stay in constant touch with their exchange advisor at KU for any questions regarding the exchange process, exchange related paperwork, academic concerns, mentor questions etc.

INBOUND/OUTBOUND TRAVELING

Exchange students must make sure all their papers are valid and the necessary documents are with them while traveling within or outside Turkey.

TRAVELING WITHIN TURKEY

- Your original passport valid for at least 6 months
- KU Student ID

TRAVELING OUTSIDE TURKEY

Hand-carry below documents so they are easily accessible in case of an inspection at the border:

- Original passport valid for at least six months longer than your anticipated duration of study and residence in Turkey
- Respective Entry Visa (if necessary as per your nationality)

[Some countries](#) have an agreement with Turkey that allows individuals from that country to enter Turkey without a passport, but as a student you must come with a valid passport since you need it for your residence permit and one semester exchange is longer than 3 months which is the maximum amount of time allowed for such entry.

DELIVERY OF THE RESIDENCE PERMIT TO THE APPLICANT

Residence permits will be delivered to the University by post and students will collect them from their program advisors. All card recipients will be able to collect their documents following an email notification.

GOT MY RESIDENCE PERMIT, NOW WHAT?

Exchange students are required to abide by the Turkish regulations pertaining to non-immigrant student status. Maintaining legal immigration status is very important and mostly depends on the willingness and effort of the student to meet certain requirements that are demanded by both Turkish Government and the University.

Paying attention to the warning and being careful about the general rules about being a foreign student at KU is the student's responsibility. However, we want to give you all the necessary information and ensure none of the students encounter any problems during their time in here.

What can you do with your Residence Permit?

- Opening a bank account
- Registering the phones that are brought from abroad
- Getting an e-gov code (e-devlet code) from the Post Office to login e-devlet
- Buying a blue-plated car
- Not having to get a visa every time you go abroad, during your stay in our country and travelling in/out multiple times with your valid passport and Residence Permit Card
- Getting a settlement document from the Civil Registry Office if needed
- Being able to make all the necessary payments such as charge, subscription etc
- Being able to apply for IETT and Museum Cards
- Health insurance procedures
- Custom procedures

Some Important Notes:

- All students must have a copy/photo of their residence cards on their phones.
- All students must carry this card along with their passports when they leave/enter the country. In case of loss, Foreigner's ID Number beginning with 99.... on the front side of the card must be recorded elsewhere.
- Students must leave the country within 10 days after their residence permit of residence is over.
- Overstaying warrants a monetary penalty and you may get a prohibition to enter Turkey.

C. Health Insurance as a Requirement for Turkish Residence Permit

As per immigration laws in Turkey, it is mandatory that all students have valid insurance that covers the total duration of their studies in Turkey. It is entirely students' obligation to fulfil this requirement and we strongly recommend that students are insured from the moment their travel to Turkey begins. This is to ensure that exchange students have medical coverage from the very first day of their arrival to Turkey.

Please read below very carefully in order to choose the best health insurance for your exchange semester(s) in Turkey.

The minimum coverage requirements are outlined below. Please confirm with your health insurance company in your home country the following:

- 1) Your coverage is valid and can be used in Turkey
- 2) Translated into English and the original POLICY is shared with you (if issued in other languages)
- 3) Meets the minimum coverage requirement (Same or higher coverage)
- 4) You have a list of hospitals in Istanbul where you can use your insurance

Minimum Policy Content

	Contracted Institutions		*Non- Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000. -TL	Insured : % 40 Company : % 60	2.000.-TL	Insured : % 40 Company : % 60
Inpatient Diagnosis Treatment	Unlimited	Insured : % 0 Company : % 100	20.000.-TL	Insured : % 20 Company : % 80

***Non- Contracted Institutions:** Institutions (hospitals, physicians’ offices, and the other health institutions.) do not have an agreement with the insurer.

Note: There are other insurance options for foreign students in Turkey, however, to obtain any insurance in Turkey will take time. You might have medical needs until you obtain a Turkish Health Insurance and medical care without an insurance might be costly for a student.

If you consider purchasing a health insurance in Turkey, our International Community Office can assist you after you arrive at Koç University. Exchange office will collect a copy of your insurance during the orientation week or when you obtain an insurance.

ONLY FOR ERASMUS STUDENTS:

BILATERAL SOCIAL SECURITY AGREEMENTS AS AN ALTERNATIVE INSURANCE COVERAGE IN TURKEY

Students whose nationalities are listed below may bring from their home country their **bilateral social security agreement** labelled with the corresponding agreement code. Eligible individuals will have access to public health care services in Turkey equivalent to health care services in their home countries. Please be informed, private health care providers might have limited or no participation with this insurance plan.

In order to be covered by Turkish Public Health Insurance, students will fill out a supporting form at the OIP and will also submit:

- The **original document** from your home country with the agreement code and **original signature** (not a photocopy)
- Application form that we will provide
- Passport photocopy

The OIP will schedule a trip to the social security office where all social security agreements will be validated and students will receive their Turkish social security number. Students must bring original passports to this appointment.

Country	Agreement Code
Germany	A/T 11, A/T 12, A/T 23
Austria	A/TR 3, A/TR3-A, TR/A6
The Netherlands	N/TUR 106, N/TUR 111, N/TUR 112
Belgium	BT.8, BT.10
France	SE 208-01 FT, SE 208-02 FT, SE 208-04 FT, SE 208-05 TF, SE 208-06 AFT, SE 208-06 CFT, SE208-17 FT, SE 208-18 TF, SE 208-19 FT, SE 208-28 FT, SE 208-30 FT
Turkish Republic of Northern Cyprus	K.K.T.C. / T.C. 3, K.K.T.C. / T.C. 5
Macedonia	MC/TR 4, TR/MC 10
Romania	R/TR 3
Bosnia	BH/TR4, BH/TR5,
Czech Republic	CZ/TR 111, CZ/TR 112
Luxembourg	L/TR 3,

Questions: ico@ku.edu.tr

ARRIVAL

Istanbul has two sides; European and Anatolian. Koç University is located on the northern-most part of the European side. Istanbul Atatürk Airport lies on the southern European side while Sabiha Gökçen Airport is located on the southern Anatolian side. The majority of transportation from both airports leads to Taksim, the city centre.

Students will be welcomed by their mentors upon their arrival at the dormitory management for room check-in.

AIRPORT TRANSPORTATION

There are two airports in Istanbul: Istanbul Atatürk Airport on the European side and Sabiha Gökçen Airport on the Asian side.

ATATÜRK AIRPORT

The airport is located on the European side where the university is located, and can be reached within an hour from Taksim. You can use the following options to get to and from the airport.

HAVABUS (recommended)

Havabus is an airport shuttle. This shuttle is operating in both international airports of Istanbul. The shuttle is available from 4 am until 1 am all week and departs from both Atatürk Airport and Taksim every half an hour. You can check shuttle hours here: <http://havabus.com/>.

How to Get to Koc University Using Havabus:

Step 1: You need to have a public transportation card (Istanbulkart) to use transit modes in Istanbul. You may buy the card from a newsstand at the airport and you can load money into the card there. Your first Istanbulkart will be a regular card without discount; your student Istanbulkart will be given

to you during the orientation week. We recommend you to upload at least 20 TL in the card but you may load as much money as you wish.



Step 2: Follow public transportation signs upon exiting the airport and you will see the Havabus Shuttle (as in the image shown below), across the street: <http://www.havabus.com/>



Step 3: Ride the shuttle to **Taksim (last stop)**. Shuttle fee (collected on the bus in cash only) is 12 TL.

Step 4: When you get off the shuttle, look around and you will see the metro sign. Enter the Taksim metro station, use your "Istanbulkart" and follow the signs for Haciosman direction.

Step 5: Haciosman is the last stop in this direction (6 stops from Taksim) and this is where you get off the metro (estimated travel time from Taksim to Haciosman 25 minutes).

Step 6: When you get out of Haciosman station, you are at Haciosman public bus terminal. You can take the bus **154**, using your "Istanbulkart", OR Koç University Dolmush (Minibus) that both have a direct service to the university campus (last stop). You need to ask someone there to show you which minibus goes to Koç University.

See **154 bus schedule** [here](#).

**If there are no buses or minibuses when you arrive, you can use the taxi to come to the university. The taxi will cost around 35 TL.

TAXI (recommended)

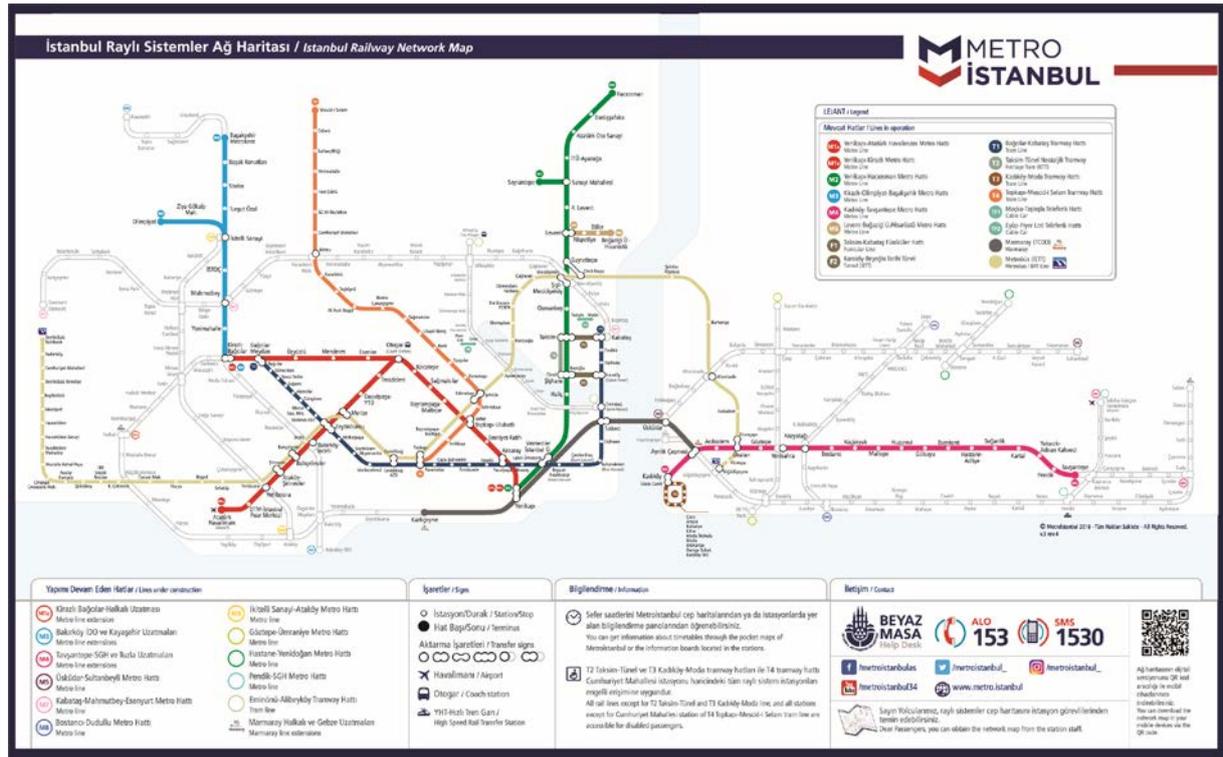
You can take a taxi at the Airport to get to the university. It will cost approximately 120 TL to get to the university. If you are arriving together with your friends, you can share the fare.

METRO

Istanbul Metropolitan Municipality's metro train works from 6.00 am until 12.00 am. You can take the metro line M1A at the airport in the direction of Yenikapı which will take around 30 minutes. Then, change at the last stop Yenikapı and take M2 line in the direction of Haciosman which will take another 30 minutes. When you get out of Haciosman station, you are at Haciosman public bus terminal. You can take the bus **154**, using your "Istanbulkart", OR Koç University Dolmuş (Minibus) that both have a direct service to the university campus (last stop). You need to ask someone there to show you which minibus goes to Koç University.

For all bus schedules: <http://www.iETT.gov.tr/en>.

For all metro schedules: <http://www.metro.istanbul/>.



SABIHA GÖKÇEN AIRPORT

Sabiha Gökçen Airport is located on the Anatolian side of Istanbul at a distance of 35 km to Kadıköy and 50 km to Taksim. Options to get to the university from Sabiha Gökçen Airport are as below.



HAVABUS

By taking this bus from the airport you can get to Taksim, and then you can reach the university using the metro line M2 and a bus, or you can take a taxi. For more information and schedules: <http://havabus.com/>.

BUS

A public bus operates from Sabiha Gökçen Airport at the Arrivals section. The bus is **E-3** and it will take you to "4. Levent". From 4. Levent you can either take the metro to Haciosman and then a bus (154, 150) to the university, or take a taxi. For all the bus schedules see the website: <http://www.iett.gov.tr/en>.

TAXI

You can also use a taxi available outside the airport. The taxi will cost around 160 TL. For 24-hours taxi service at Sabiha Gökçen Airport you can call: +90216 588 1235 or +90552 552 4 552

Main Campus Address:

Rumelifeneri Yolu 34450 Sarıyer Istanbul Turkey Tel: +90 212 338 1000

West Campus Address:

Koç Üniversitesi, Batı Yurdu, Kampus Yolu No.1 34450 Sarıyer/Istanbul

HOUSING

UNDERGRADUATE STUDENTS (Bachelor):

- Triple bunk beds are available at West Campus for those who apply and make payments during the **dormitory application period**. See appendix.

GRADUATE STUDENTS (Master's/PhD)

- Apartment flats near campus are available to those who apply and make payments during the **graduate housing application period**. See appendix.

Items you may want to bring: towels, pillowcases, sheets, duvet and duvet covers.

Undergraduate Exchange Students West Campus Dormitory Applications

1. APPLICATION & PAYMENT PERIOD

11 – 22 December 2017

Room type:

- **Standard Triple-Person Bunk, West Campus**
- Students requiring an alternative room type due to **disability/medical accommodation** should send their requests and official health reports to: housing@ku.edu.tr for verification before the application deadline.

Fee:

- **1,155 USD/985 EUR** (Refundable damage deposit of \$105 / €90 excluded)

Steps to take:

1. Students seeking accommodation at Koç University must apply online with their KU login credentials via Koç University's Academic Information System (KUSIS) and make the necessary payment prior to the deadline. Log-in credentials for KUSIS will be issued prior to the application stage by OIP.
2. After logging in to KUSIS, click on the STUDENT CENTER > TO DO LIST and complete the housing application form.
3. Payments are to be made by credit card at the following link after submitting the application: https://3ds.ku.edu.tr/forms/exchange_students. The link will be available only during the dormitory application period.
4. Payment deadline: **22 December 2017**
5. Announcement of room assignments: **22 January 2018** (on KUSIS)

2. CANCELLATION OF APPLICATION

Deadline: 29 December 2017

Should you wish to cancel your housing application and receive a full refund, you should make an official request for cancellation and write an email **before** the above deadline to:

housing@ku.edu.tr & kuapp@ku.edu.tr (in Cc)

Cancellations **after** deadline:

- will not be taken into consideration
- only deposit fee (\$105 / €90) will be refunded

Tracking Refunds:

- All refunds are processed by the Finance Department - any inquiries should be directed to: maliislerfinans@ku.edu.tr.

3. MOVE-IN

27 – 28 January 2018

Steps to Take:

1. Obtain check-in form from Dormitory Management upon arrival
2. Complete form and return to Dormitory Management before moving your belongings into your room
3. Obtain keycard

Time:

- 24-hour check-in

Location:

- West Campus, Building A
(Maden Mahallesi Kasap Çayırı Mevkii 3. Sok No: 1 34450 Sarıyer / İstanbul)

4. MOVE-OUT

Deadline: 11 – 12 June 2018

Steps to take:

1. Obtain check-out form from Dormitory Management
2. Complete and submit check-out form prior to moving out
3. Return key-card once you have completed the above

5. DAMAGE DEPOSIT REFUNDS:

Damage deposit refunds will be processed to your credit card by the Finance Department within 6 – 8 weeks of your checkout. All inquiries regarding deposit refunds can be directed to: maliislerfinans@ku.edu.tr.

Deductions/Deposit Withhold:

- Students whose rooms have been damaged will receive either a portion of their original deposit, or will have their deposit withheld completely.
- Students who fail to complete all steps of the move-out procedure will have their full deposits withheld.

Questions/Concerns?

housing@ku.edu.tr

Graduate Exchange Students Housing Applications

1. APPLICATION & PAYMENT PERIOD

11 - 22 December 2017

Room type:

- **Single room in shared apartment flats, close to main campus**
- Students requiring an alternative room type due to **disability/medical accommodation** should send their requests and official health reports to: housing@ku.edu.tr for verification before the application deadline.

Fee:

- **1,295 USD / 1,105 EUR** (Refundable damage deposit of \$105 / €90 excluded)

Steps to take:

1. Students seeking accommodation at Koç University must apply online with their KU login credentials via Koç University's Academic Information System (KUSIS) and make the necessary payment prior to the deadline. Log-in credentials for KUSIS will be issued prior to the application stage by OIP.
2. After logging in to KUSIS, click on the STUDENT CENTER > TO DO LIST and complete the housing application form
3. Payments are to be made by credit card at the following link after submitting the application: https://3ds.ku.edu.tr/forms/exchange_students. The link will be available only during the dormitory application period.
4. Payment deadline: **22 December 2017**
5. Announcement of room assignments: **22 January 2018**

2. CANCELLATION OF APPLICATION

Deadline: 29 December 2017

Should you wish to cancel your housing application and receive a full refund, you should make an official request for cancellation and write an email **before** the above deadline to:

housing@ku.edu.tr & kuapp@ku.edu.tr (in Cc)

Cancellations **after** deadline:

- will not be taken into consideration
- only deposit fee (\$105 / €90) will be refunded

Tracking Refunds:

- All refunds are processed by the Finance Department - any inquiries should be directed to: maliislerfinans@ku.edu.tr.

3. MOVE-IN

27 – 28 January 2018

Steps to Take:

1. Obtain check-in form from Dormitory Management upon arrival
2. Complete form and return to Dormitory Management before moving your belongings into your room
3. Obtain keycard

Time:

- 24-hour check-in

Location to collect your keycard:

- Koç University Main Campus, **Building S** entrance
(Rumeli Feneri Yolu, Sarıyer, İstanbul)

4. MOVE-OUT

Deadline: 11 – 12 June 2018

Steps to take:

1. Obtain check-out form from Dormitory Management (Building S, Main Campus)
2. Complete and submit check-out form prior to moving out
3. Return key once you have completed the above

5. DAMAGE DEPOSIT REFUNDS:

Damage deposit refunds will be processed to your credit card by the Finance Department within 6 – 8 weeks of your checkout. All inquiries regarding deposit refunds can be directed to: maliislerfinans@ku.edu.tr.

Deductions/Deposit Withhold:

- Students whose rooms have been damaged will receive either a portion of their original deposit, or will have their deposit withheld completely.
- Students who fail to complete all steps of the move-out procedure will have their full deposits withheld.

Questions/Concerns?

housing@ku.edu.tr

STUDYING AT KU

Academic Calendar / Spring 2018

January 27 – 28	Arrival of Incoming Exchange Students (Dorm check-in begins)
January 29 – February 02	Orientation Week
February 05	First Day of Classes
February 05 – 09	Add-Drop Period
April 09 – 13	Spring Break
April 23	National Sovereignty and Children's Day (Holiday)
April 27	Deadline for Course Withdrawal
May 1	Labor and Solidarity Day (Holiday)
May 18	Last Day of Classes
May 19	Youth and Sports Day (Holiday)
May 21 – 22	Additional Class Days (in case of need due to bad weather conditions)
May 28 – June 08	Final Exams
June 09 - 10	Make-Up Exams
June 11 – 12	Dorm Check-out

KU (Koç University) E-mail

Student email accounts can be accessed via: <http://my.ku.edu.tr/> by selecting Gmail. Email ID and passwords will be issued by the Office of International Programs and sent to you prior to your arrival.

Academic Terminology

Course Load, ECTS (European Credit Transfer System) & KU credits

Course load indicates how many credits you take per semester. KU students usually take five courses per semester (for an average of 15 KU credits that is equal to 30 ECTS). Although there is no requirement for Erasmus and Global exchange students, at least three courses are recommended. It is up to your home institution to approve your course load.

Erasmus+ International Credit Mobility students should complete at least 20 ECTS successfully.

Course Codes

Course time-tables are coded as B1, B2, B3, A1, A2, A3, etc. B stands for 75 minute long courses and A stands for 50 minute courses. For instance:

A1: 09.30-10.20	A8:16.30-17.20
A2: 10.30-11.20	B1: 09.30-10.45
A3: 11.30-12.20	B2: 11.00-12.15
A4: 12.30-13.20	B3: 12.30-13.45
A5: 13.30-14.20	B4: 14.00-15.15
A6: 14.30-15.20	B5: 15.30-16.45
A7: 15.30-16.20	B6: 17.00-18:15

Courses coded **100-499** indicate UNDERGRADUATE courses.

Courses coded **500-699** indicate GRADUATE courses.

Any course codes greater than 699 indicate doctorate courses.

Grading

A+	4.30	Superior+	98-100
A	4.00	Superior	90-100
A-	3.70	Superior-	87-89
B+	3.30	Above Average+	83-86
B	3.00	Above Average	80-82
B-	2.70	Above Average-	77-79
C+	2.30	Average+	73-76
C	2.00	Average	70-72
C-	1.70	Average-	67-69
D+	1.30	Deficient+	64-66
D	1.00	Deficient	60-63
F	0.00	Failing	00-59

KUSIS (Academic Information System)

This is an online platform used to fill out petitions, locate classrooms, reach professors, and view course content.

Course Planning and Enrolment

Spring 2018 course list is available on our website: <https://oip.ku.edu.tr/course-list>.

Steps to take for course registration:

Log into KUSIS with your KU username and ID: <https://kuis.ku.edu.tr/>

1. Course planning: December 11

Self service → Program Enrolment → My course planner → choose courses → plan courses

2. Course enrolment: January 30

My planned courses → (select appropriate course section) → enrol in courses

Course Overload

Students wishing to enrol in more than 5 courses per semester (by taking an additional course of 2 or more credits) must meet the following requirements in order to be approved:

- Students whose GPA is at or above 2.70/4.00 (*),
- Students who have completed the previous semester (Fall or Spring) with an SPA of 2.70 or above with at least normal course load,
- Students who are able to graduate by overloading by one course in addition to their regular course load for at most three semesters with one of those semesters being a summer semester,
- Double Major students whose request to overload is related to their Double Major program.

Other students cannot overload. Students do not pay an extra fee for overloading in Fall and Spring semesters. However, students who satisfy one or more of the overload criteria need to pay the additional course fee for the third course they take in Summer term.

Withdrawal from a Course

You may withdraw from courses online without penalty during the add/drop period (February 5 – 9). Students who withdraw after this period are free to do so until the April 27, but the withdrawal will be indicated on the student transcript.

Steps to take:

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

Prerequisites

Some intermediate and advanced courses will require introductory study in the related subject. In such cases, students are expected to email the respective professor with past transcripts or course equivalencies.

Independent Study

KU offers independent study as a way for students to earn credit for specialized projects. These projects can take the form of research, experiential learning, etc. To receive permission for independent study projects, students must first get in contact with and ensure the support of a KU faculty member.

Early Final Examinations

Early final examination requests must be made by the fourth week of each semester. You will be expected to submit a formal request to the faculty academic coordinator along with the proof of:

1. a home school scheduling conflict (academic calendar)
2. a job/internship acceptance letter
3. urgent health issues

**No requests will be taken into consideration apart from the above. All students are expected to remain in Istanbul until the end of the final examination period.*

Each faculty academic coordinator will evaluate all requests and they will inform you in 2 – 4 weeks upon submission of your request.

Academic Advisors

Each exchange student is assigned to an academic advisor whose name can be found on the student's KUSIS profile. Academic advisors are there to assist students with course issues and provide academic support. Academic advisors can also serve as liaisons between students and faculty members or present academic opportunities on campus such as research positions and special programs/projects.

In case you need to meet with your academic advisor or an academic member of staff, you need to check their office hours, which are listed on the syllabus of the courses. You can also e-mail them to arrange an appointment.

Erasmus Coordinators (for Erasmus Students only)

Erasmus students must have their learning agreements signed by their respective Faculty Erasmus Coordinators. The list of coordinators for this semester can be found below:

Departments/Colleges	Coordinators	Room	Phone	E-mail
CASE (College of Administrative Sciences and Economics) <ul style="list-style-type: none"> • International Relations • Business Administration • Economics 	Murat Usman	CASE 248	1553	musman@ku.edu.tr (please cc evrenyuce@ku.edu.tr)

CSSH (College of Social Sciences and Humanities) <ul style="list-style-type: none"> • Psychology • Arch. History of Arts • Eng. Lang. Comp. Lit. • History • Philosophy • Sociology • MAVA (Media and Visual Arts) 	Dilek Barlas	SOS 259	1408	dbarlas@ku.edu.tr
Law School	Yasin Alperen Karaşahin	SOS 157	1825	yakarasahin@ku.edu.tr
CS (College of Science) <ul style="list-style-type: none"> • Mathematics • MBGE • Chemistry • Physics 	Özgür Müstecaplıoğlu	SCI 155	1424	omustecap@ku.edu.tr
CE (College of Engineering)	Engin Erzin	ENG 145	1533	eerzin@ku.edu.tr
SOM (School of Medicine)	Sermin Karakale	MED 273	1166	skarakale@ku.edu.tr

Koc University Erasmus Code: TRISTANBU17

Research Assistantship/Internship Opportunities

KU offers the opportunity for students to work alongside academics as research assistants on a voluntary basis. All available positions are announced on the OIP website throughout the semester:

<https://oip.ku.edu.tr/job-opportunities>

Rules

Attendance (classes, exams, presentations, assignments) and academic honesty are mandatory and expected, as are basic principles of composure and appropriate behaviour both on campus and in dormitories. When off-campus, students are considered representatives of Koç University and are expected to behave appropriately and respectfully within the community. For more details, please refer to the official rules and regulations of KU at <http://dos.ku.edu.tr/regulations>.

CAMPUS LIFE

Located in the hills of Sarıyer, Istanbul, Koç University is twenty minutes from the Black Sea beaches, surrounded by charming villages and natural landscapes, and connected to the city center through a many of convenient transportation options. Koç University has four other campus locations: West Campus, Nişantaşı Campus, RCAC Beyoğlu and İstinye Campus.

- [Campus Map](#)
- [Transportation Services](#)
- [Traffic Rules and Parking](#)
- [Directions to the Rumelifeneri Campus](#)
- [West Campus](#)
- [Koç University Hospital](#)
- [RCAC Beyoğlu](#)
- [İstinye Campus](#)

Campus Facilities

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. University's dormitories have a capacity of 2.200 students. The classrooms and laboratories are equipped with the latest technological infrastructure and support systems. On-campus conveniences include a grocery store, hairdresser, full-service bank, dry cleaner's, 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, Koç University places tremendous value on providing plenty of extra-curricular activities for its students; dedicates the necessary resources to ensure that these opportunities satisfy and enrich the Koç University experience.

- [Swimming Pools](#)
- [Ice-Skating Ring](#)
- [Dining Services](#)
- [Shuttles](#)
- [Sport Facilities](#)
- [Sevgi Gonul Cultural Centre \(SGKM\)](#)
- [Suna Kirac Library](#)
- [Events and Announcements](#)
- [Campus Safety](#)
- [Dormitories](#)
- [ID Card Services](#)
- [Campus Facilities and Working Hours](#)

Student Clubs

Koc University has nearly 80 student clubs that are formed and run by KU students proceeding their activities in coordination with the Extracurricular Activities Office. Students who participate within these clubs can improve themselves in 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.

Please check the Student's Club website for more details: <http://dos.ku.edu.tr/clubs>

- [Student Clubs](#)
- [Extracurricular Activities Office](#)
- [InCampus](#)

KURES (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:

1. Psychological Services Center
2. Guidance Center

Students can consult with the Counseling Services if they would like to receive psychological support or psychological counseling. Some of the subjects that the Counseling Services can help with are as follows:

- Difficulties in the adaptation to the university life
- Exam Anxiety
- Relationship difficulties
- Anger management difficulties
- Depression
- Problems related to Self Esteem
- Eating disorders
- Loss and Grief
- Family Conflicts
- Fears and phobias
- Difficulties in time management
- Concentration difficulties
- Alcohol and substance use and addiction

The Guidance & Self Development Service of KURES aims to enhance academic and personal development of students, faculty, and staff through educational programs and workshops on a variety of topics. The programs are designed to increase the awareness about issues related to physical and psychological wellbeing and safety of students. Educational programs for students are planned to address subjects such as stress management skills, nutrition and body image, and healthy relationships. Other services of Self Development Service include orientation to welcome

new coming students to campus and academic life, consultation services for faculty, staff, and parents to address concerns about the behavior and wellbeing of student by providing educational programs related to student health, and mentorship program to select and educate student mentors to be exemplar fellows to new coming students.

Contacts:

- Elif Isın | Counseling Center Coordinator | kures@ku.edu.tr | (0212) 338 1749
- Gülçin Yılmaz | Psychologist | kures@ku.edu.tr | (0212) 338 1272
- Hilal Akekmekçi Tunalı | Psychologist | kures@ku.edu.tr | (0212) 338 2777

The student defines his problem with his counselor and develops coping strategies and solutions through the guidance of his counselor. If you experience difficulties in the areas similar to the ones above, please consult the Counseling Center.

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

Exchange students are welcome to take advantage of Koç University's on-campus support services. For counselling and psychological services, please refer to the link below.

<http://dos.ku.edu.tr/counseling-service>

KOLT (Koç University Office of Learning and Teaching)

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 in KU. Students will benefit from their studies at KU most by striving to become “good learners”.

We support the development of all of these skills in our students through a variety of services.

These services consist of:

- KOLT Tutoring Center (weekly tutoring sessions and reviews before exams),
- Conversation Circles
- UNIV 101 Seminars,
- Elective Seminars,
- Customized workshops for specific courses,
- Individual consultation with KOLT members.

For a more detailed information, you can visit KOLT's [website](#).

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 life style 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.

All the services also apply to Exchange Students while studying at Koc University:

- 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 a more detailed information, you can visit Career Development Centre's [website](#).

Health Centre

Run by V.K.V. American Hospital; Health Center has 5 physicians, 1 nurse and 8 medical assistants operating 24/7. Students can obtain medical health and medicine here. Excluding emergencies, Health Center operates with an appointment system. Health Centers in both campuses operate 24/7. Students can reach the Health Center as below:

- 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.

Health Center has an ambulance for transferring patients to other hospitals, when needed.

Koç University's Health Center welcomes all exchange students. The center is equipped with 24-hour care and English-speaking doctors. It also has an ambulance and can be reached by dialing:

- **Emergency:** +90 212 338 1100
- **Ambulance/Call Center:** +90 212 338 1273

For a more detailed information, you can visit Health Centre's [website](#).

The Nearest Hospital

The nearest hospital nearby is Acıbadem Maslak Hospital, which is located in Darüşşafaka. Address: Darüşşafaka Mahallesi, Büyükdere Cd No No:40, 34457 Sarıyer.

Pharmacy

09:00-19:00 On Weekdays

09:00-13:00 On Saturday

Pharmacies may open half an hour late or half an hour early. To find pharmacy outside of the regular working hours you need to find the pharmacy on duty in your area. For pharmacies on duty: <https://www.istanbuleczaciodasi.org.tr/nobetci-eczane/>

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

accommodations or share your concerns about the accessibility of any services due to your special needs, please contact the office of disability and accessible education.

Contact Information:

The Office of Disability Services

The Office of Disability Services Specialist Pınar Akoğul

Phone: +90 (212) 338 1042

Mail: pakogul@ku.edu.tr

Dean of Student -3. Floor

Office B383

Religion

Turkey consists of mainly Muslims; however there are many religions living in a harmony. One of the attractions of Turkey are the mosques and the daily prayers. Koç University has a very free environment and welcomes people from every religion.

There are prayer rooms both on Main and West campuses which can be used by people from all religions. The prayer room on Main Campus is in the Social Sciences Building and the prayer room on West Campus is in A2 building -1st floor.

IT (Information Technology)

IT department handles the entire computing and network related matters at KU. It's the computing related HELP DESK for everyone. On IT's [website](#) you can find very useful information about printers, computers, wireless, VPN connection, internet security etc. For any technical questions or issues or service requests, you can email it@ku.edu.tr or call 1111 from campus phones, 0212 338 1111 from mobile or exterior phones. E-mailing will warrant the quickest solution to your request as it will generate a trackable work order automatically and an IT user assistant will attend to your request within 24 hours.

Computing

Computer labs and campus-wide wireless Internet access are available to exchange students as well as scanners, printers and photocopy machines around the campus. Each individual affiliated with KU is assigned a unique username and password that are used for all websites or online systems that require a log-in, i.e: email, track-it technical requests service, KU mobile apps, KU Gmail, shared networks, webmail, VPN, etc. You can change your password anytime via <https://home.ku.edu.tr/password/>

My.KU

My.KU is a user-friendly website offered and managed by IT department and exclusive to KU members. Using www.my.ku.edu.tr you can access your KU gmail account, and google drive, connect to the nearest printer on the network, look up colleagues or people and find the most up to date news and announcements of departments and computing services. For any questions about this website you can email it@ku.edu.tr.

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 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.

Residence permits are necessary in order to open a bank account in Turkey.

Sending & Receiving Posts

If you wish to send 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 Sarıyer, 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 main campus or west.

PTT Regular Post

For regular post that is not urgent and does not contain any valuable material or information, you are advised to use PTT on the main campus that is located in the corridor between the Student Center and CASE. Post sent by PTT is cheaper than private postal services (like DHL or UPS) but takes longer and cannot be tracked.

PTT Express Post

For urgent mail, PTT provides both domestic and international express post options with tracking number.

Valuable Post

Packages containing valuables can be shipped and received via DHL at the Mail Services Center (lower first floor; next to underground parking lot).

For more information please visit DHL's website: <http://www.dhl.com.tr/en>.

Receiving Valuable Post

DHL or other private postal services are recommended for valuable post. Please ensure package are not valued at more than \$100 and that all contents are clearly indicated, otherwise that may be delayed at customs.

Student ID Card

You will receive your KU ID card during the orientation week that will allow you to enter campus, borrow books from the library, and access other student services.

IETT Card

Discounted student passes are available for a cost of 10 TL during the orientation week. More information will be provided upon arrival.

Museum Pass

Museum cards will be issued upon arrival and will grant students an access to Chora Museum, Hagia Sophia, Topkapı Palace, Harem Apartments, Istanbul Archaeological Museums, Museum of Turkish Islamic Arts and may more, free of charge.

Student Mentorship Program

Each incoming exchange student is assigned to an Exchange Mentor (a KU student) who acts as a guide and resource person to assist in transition to life at KU throughout the semester. The mentors go through a rigorous selection, interview, and training process before being assigned a group of students.

Mentors are reliable and hard-working individuals open to cultural exchange. They take their students' well-being into consideration at all times and are always ready to address your questions or concerns. Students are encouraged to maintain contact with their mentors and be open to exploring social and cultural immersion activities. Most of the time, OIP will reach you through mentors so please stay in touch throughout the semester.

Orientation Week

Orientation week for new exchange students at KU is intended to welcome you to the university and give you all of the essential information needed to make the most out of your time here. We are sure you have lots of questions about how things will work at Koç University once you begin your studies and this is your opportunity to hear everything about KU and ask any questions you have. You will also have the chance to meet your mentors and other exchange students during the week. Attendance is mandatory and you must arrive on time. If you fail to do so, you may miss out on essential information you need to enroll on the program.

There are also a number of social events that run throughout the week. Make sure you attend as many as possible to help you settle into life at Koç University and have an enjoyable experience as much as possible!

Orientation starts before classes begin. During orientation, there will be a campus tour and other activities that will familiarise students with the Koç community. Administrative processes, such as course registration will also take place during orientation.

Orientation Week will run between January 29 – February 02, 2018. The program is available on our website: <https://oip.ku.edu.tr/orientation-week>.

Turkish Host Family Program

Would you like to share your culture with a Turkish family and give yourself an opportunity to experience Turkish culture and Turkish language? There are wide varieties of opportunities from visiting a Turkish family for a family meal, to staying with them during a semester or academic year. A few opportunities include:

- Visiting a Turkish family for an evening, a few days or a week
- Staying with them for a semester
- Having dinner with a Turkish family
- Visiting a Turkish family to teach a foreign language (or your own language) to their children or family members
- Meeting them out for dinner
- Meeting a Turkish family regularly to learn Turkish and possibly give them help in their academic work, office work or language exchange in return on a volunteer basis
- Doing some odd jobs with small compensations such as babysitting, musical instrument lessons etc
- Spending time with a Turkish family on the weekend or during a holiday

If you are interested, you can consult your OIP advisor for further information.

Local Friends Program

Local Friends Program is a peer-to-peer cultural exchange and awareness program meant for domestic and international students. One main premise of the program is 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.

This program is organized by the International Community Office. To apply and learn more, you can visit the program page [here](#).

KU Mobil App

Koç Üniversitesi Mobil is designed to improve the experience of students and staff at Koç University with personalised information and easy access to online university services.

Features include:

- Search campus maps for buildings and locations.
- View library loans.
- View personalised timetables.
- View shuttle service and public transportation information.
- Check out today's menu at Yemekhane.
- Search for friends or faculty using people search. Call or email contacts and add them directly to your address book.
- Receive the latest Koç University news and events.

Download the app and find out more here: <https://it.ku.edu.tr/get-koc-universitesi-app-today/>.

LIVING in ISTANBUL

Personal Identification

It is a legal obligation to carry personal identification with you at all times. It is not uncommon to be approached by officials asking you to present your ID card. As foreigners, it is best to carry a photocopy of your passport with student visa and residence permit.

Dress

Contemporary clothing is widely accepted; however, in order to avoid unwanted attention on public transportation or places of religious worship, it is best to dress modestly.

Greetings

General greetings include a handshake, and in more familiar situations, a light kiss on each cheek. If you are unsure, take your cue from the other person.

Taxis

Always go by the taximeter! Ensure that the taxi driver has started the meter at 4 TL; the current flat rate. The fare should increase by approximately 2,50 TL every kilometre. Tipping is not required; simply round the total upward. A useful application for smartphones is “BiTaksi” which has the nearest taxi come directly to you. The app also includes driver ratings and customer feedback. All drivers are fully licensed.

From Campus

Martı Taxi is recommended:

+90212 341 1184

Scams

Be wary of overly friendly strangers who approach you with food or drink, offer to change your money, or invite you to a club or restaurant. Be sure not to proffer detailed information about oneself such as: place of study, place of residence, and places most frequented. For more information, refer to: <http://www.wittistanbul.com/magazine/how-to-spot-and-avoid-common-istanbul-tourist-scams/>

Gratuities

It is generally accepted to tip between 5-10% at cafes and restaurants in Istanbul. A 15-20 % tip would be appropriate at more formal venues.

Traveling at Night

As in most countries, it is best to travel in groups of two or more at night. It is advisable to avoid poorly lit streets/alleyways, and not to venture into unknown neighbourhoods.

Shopping

Tax is included in listed prices. It is common practice to bargain about prices in independent shops or markets. Prices for food are always fixed, though.

Personal Belongings

Carry handbags zipped up with only a minimum amount of money. Credit cards and important documents should be kept in an inside pocket.

Crowded Areas

Avoid crowded areas during demonstrations or protests. It is best not to be involved in any of these situations as a foreigner. If you find yourself in the midst of a demonstration, immediately leave the area.

Turkish people are generally approachable, friendly, and willing to help. Be receptive, but always follow your instincts. As such, you will be able to discover the rich history and vibrant culture of modern Istanbul while feeling safe and comfortable! We wish you a pleasant stay in Istanbul.

What To Bring

Clothing

Although it depends on which time of the year you arrive, you should never forget that you will have the chance to experience different climates depending on the season. This means that you will need a variety of clothes in your wardrobe! These include sweaters, jackets and boots; as well as sandals or summer dresses, if you plan to be here for the spring semester. If you think it is too much to carry with you, don't worry, you always have the chance to buy any type of clothing you need here in Istanbul.

Electrical

Make sure that your electrical appliances are compatible with Turkey's voltage system: 220V (European style plugs). If you need one, bring an adaptor with you. You can also buy one here for a low price.

Food

It is recommended that you do not bring food with you to Turkey. It is very likely that you will find any type of food you want here in Istanbul, as we have a large variety of shops and restaurants in the city.

Money

It is advised that you do not bring or carry around large amounts of cash. Bring enough cash for your first couple weeks, until you have a bank account; then try to use either debit or credit cards as they are easier to manage.

Mobile Phone

Check any additional charges that would be added if you use your phone in Turkey. You will be guided by your mentors to buy a Turkish SIM card if you wish during the orientation week. You will have access to WiFi at the airport and at the university campus.

Tip: Try not to overpack, as you'll find most things you need in Istanbul.

Public Transportation

Istanbul has an excellent transportation system utilizing almost all the known forms of public transit. Within the city limits one can ride on buses, metro, metrobuses, trams, funiculars, taxis, minibuses (dolmuş) and ferries. There buses and minibuses which you can take from the university campus to metro or downtown Sarıyer. You can use your student İstanbulkart to get a discount on the public transportation.

Bus

From other parts of the city, you may take the following buses to Sarıyer:

- 25T and 40 going to/from Taksim
- 25E and 40B going to/from Beşiktaş/Kabataş
- 25G (Night Bus) to/from Taksim

For more info on the routes and lines: <http://www.iett.gov.tr/en/>.

Metro

The nearest metro station to Koç University is Hacıosman (last station, M2 line) You may then continue to campus with one of the following buses:

- 154 Hacıosman - Koç University
- 150 Hacıosman - Rumelifeneri (stops at the University gate)
- Hacıosman Metro - Koç University minibus

For more info on the routes and lines: <http://www.metro.istanbul/passenger-services/network-maps.aspx>.

Minibus

Minibuses operate all over the city with special routes, but you may hop on or off at any time. In order to exit the minibus, you can say either “inecek var” or “müsait bir yerde”. Minibuses do not have tickets; you simply pay cash to the driver depending on the length of your journey.

Ferry

There is a boat to/from Beşiktaş and Kadıköy operating once a day on weekdays which departs from the Sarıyer port. Additional times and departure locations can be found at: <http://www.sehirhatlari.com.tr/en>.

Taxis

Taxis can be used to get to most places in İstanbul, especially if the public transportation is not convenient in an area. Make sure you take a cab from a cab stand, or use a trusted app to avoid any fraud. Always note the license plate and name of the cab company’s name. If you forget any personal belongings in a cab it will drastically increase your chance of finding it.

Dolmuş Buses

These operate day and night on predetermined routes, without set stops. They transport only seated passengers, and once full, do not stop for more people. The rates vary from 3TL to 8TL depending on your route.

Driving in Turkey

Short term visitors with a driver's license in another country do not need a new driver's license in Turkey for up to 6 months. Residents staying longer than 6 months must apply to switch their license to a Turkish driver's license if there is a bilateral agreement between countries. Those who would like to obtain a driver's license for the first time, can do so in Turkey once they have a residence permit. Please contact the International Community Office at ico@ku.edu.tr to receive further assistance.

Car Rental

There are thousands of car rental companies in Istanbul. Working with the most reliable ones is very important. Here are some suggestions and you can contact us to rent from local agencies.

<http://www.rentalcars.com/>

<http://www.zipcar.com.tr/>

<https://www.avis.com/en/home>

<https://www.hertz.com/rentacar/reservation/>

Living Costs

Average Costs Per Semester:

Books: 150 - 500 TL

Student meal menu at Koç University Dining Hall: 3 items 7.80 TL; 4 items 9.60 TL

Transportation

IETT Bus (Campus – Sarıyer) : 1.25 TL (Student Card)

Dolmuş (Sarıyer – Beşiktaş) : 2.75 TL

Taxi (Campus – Taksim) : 80 TL

http://www.numbeo.com/cost-of-living/city_result.jsp?country=Turkey&city=Istanbul

Mobile Phones

All mobile phones used in Turkey must be registered with the government; not the SIM card, but the handset itself. More information will be provided upon arrival.

Electricity

Turkey operates on 220V, 50Hz. Central European type wall sockets (two-pin plugs) are standard. Appliances not intended for this system will require converters. Computers and cameras generally convert the voltage automatically and simply require an adaptor to fit into the wall socket. If your hair appliances (i.e. flat irons, curling irons etc.) are not intended for 220V, they will likely melt even with a converter. Please check your electric appliances before you use them in your residence.

Weather

Istanbul has a Mediterranean climate, and slightly maritime toward the Northwest. Summers are generally hot, with the temperature averaging 23.4 °C (74.1 °F). Winters can be cold, wet and often snowy, averaging 5.4 °C (42 °F). Spring and autumn are usually mild, and the weather can differ from chilly to warm. Occasional snowfall is common between December and March.

Arts & Culture

Istanbul is the only city in the world that spans two continents: Asia and Europe. In Istanbul, you can take a ferry from Europe to Asia!

Turkish cuisine is a mouthwatering fusion and refinement of Central Asian, Middle Eastern, Mediterranean, Caucasian and Balkan dishes. From meat dishes to sweet desserts and ending with a Turkish coffee. Don't miss this feast for your stomach!

There is always an activity around the city. Either a concert at Babylon, a film premier at Nisantasi, an exhibition in Istanbul Modern or a jazzy night in Nardis Jazz Club... If it's art, entertainment and music you're looking for, you are at the right place to feed your appetite!

Istanbul offers a vibrant night scene. Most of Istanbul's nightlife venues can be found in Besiktas, Beyoglu, Kadikoy and Karakoy. Also there are nightclubs at Ortakoy, near the sea.

It wouldn't be wrong to define Istanbul as a city full history and culture as well as arts and aesthetics. One thing is for sure: there is something for everyone who wants to get to know the rich resources this city has to offer.

Istanbul Museum of Modern Arts- Being the first museum of modern art in Turkey, Istanbul Museum of Modern Arts has permanent and temporary exhibition galleries, the photography gallery, new media area, library, cinema, educational programs, gift store, and a restaurant.

Istanbul Archaeology Museums- Istanbul Archaeology Museums are among the most impressive historical venues, and are made up of 3 main units: the Istanbul Archaeology Museum, the Ancient Orient Museum, and Tiled Kiosk Museum. The collections in the Archaeology Museums belong to various cultures collected from the imperial territories.

Hagia Sophia- Hagia Sophia is the one of the most visited museums and most prominent monuments in the world in terms of art and the history of architecture. Used as a church and a mosque throughout the history, it was converted into a museum in 1935 and is open to visitors since.

Dolmabahçe Palace- Dolmabahçe Palace was built in the 19th century, and still to this day is viewed as one of the most tremendous palaces in the world. Back in the time, Mustafa Kemal Atatürk transferred all government functions to this palace; after the Republic of Turkey was founded.

Pera Museum- Pera Museum is a private museum which offers a diverse high quality culture and art services. The museum has temporary and permanent exhibitions, and attracts lots of visitors every time of the year.

For a list of museums in Istanbul, you can visit <https://www.muze.gov.tr/en/museums>.

A Few Recommendations

Breakfast Places

Mado in Sariyer

Menekşe Bahçesi in Rumelifeneri

Namlı Gurme in Karaköy

Van Kahvaltısı in Cihangir

Restaurants

Big Chefs in Tarabya
Hamdi Restaurant in Eminönü
Nusr-et in Etiler
Bodrum Manti & Cafe in Beşiktaş

Cafes

Mado in Sarıyer
Baylan in Bebek
Pierre Loti in Eyüp
Aşk Kahve in Beşiktaş

Shopping Malls

İstinyePark in İstinye
Kanyon in Levent
ÖzdilekPark in Levent
Zorlu in Levent
Akmerkez in Etiler
Cevahir in Mecidiyeköy

Parks

Belgrad Forest in Kemerburgaz
Maçka Parkı in Maçka
Gezi Parkı in Taksim

5 Must Taste Street Foods of Istanbul

Simit (Turkish Bagel)

Simit is the Turkish version of the American bagel. Try the best combination of dough with sesame with cream cheese.

Baklava (Sweet Pastry)

A very sweet dessert made of layers of flaky pastry filled with a mixture of groundnuts (often pistachios) and sugar. The pastry is sliced, baked and brushed with a honey syrup flavoured with lemon.

Çiğköfte (Raw Köfte)

If you are into spicy food, you will love the dish. Pronounced as 'chigh keufte', it is a very favourite Turkish snack and speciality of Gaziantep and Şanlıurfa region.

Lahmacun (Turkish Pizza)

Consisting of a ground meat/vegetable mixture, spread on a very thin bread/cracker-like crust. It is traditionally eaten with salad and lots of red hot pepper flakes!

Midye Dolma (Stuffed Sea Mussel)

These pleasing little packages have a mix of all spice, cinnamon, pine nuts and currants that gives them a nutty, sweet flavour. Don't forget to squeeze lemon on them!

Useful Apps

Public Transportation App:

For Android: Trafi

<https://play.google.com/store/apps/details?id=com.trafi.android.tr&hl=en>

For Apple: Trafi

<https://itunes.apple.com/bg/app/trafi/id791973944?mt=8>

For Android: Moovit

<https://play.google.com/store/apps/details?id=com.tranzmate&hl=en>

For Apple: Moovit

<https://itunes.apple.com/us/app/moovit-live-transit-app/id498477945?mt=8>

Taxi Hailing App:

For Android: BiTaksi

<https://play.google.com/store/apps/details?id=com.bitaksi.musteri&hl=en>

For Apple: BiTaksi

<https://itunes.apple.com/us/app/bitaksi/id589500723?mt=8>

Ridesharing App:

For Android: Uber

<https://play.google.com/store/apps/details?id=com.ubercab&hl=en>

For Apple: Uber

<https://itunes.apple.com/us/app/uber/id368677368?mt=8>

Live İstanbul Traffic App:

For Android: IBB CepTrafik

<https://play.google.com/store/apps/details?id=tr.gov.ibb.ibbceptrafik>

For Apple: IBB CepTrafik

<https://itunes.apple.com/tr/app/ibb-ceptrafik/id487589397?l=tr&mt=8>

Event Ticket App:

For Android: Biletix

<https://play.google.com/store/apps/details?id=com.biletix.ticketmaster&hl=en>

For Apple: Biletix

<https://itunes.apple.com/tr/app/biletix/id1181457295?mt=8>

For Android: Mobilet

<https://play.google.com/store/apps/details?id=com.mobilet.mobilet&hl=en>

For Apple: Mobilet

<https://itunes.apple.com/tr/app/mobilet/id1235186057?mt=8>

Currency Exchange App:

For Android: XE Currency

<https://play.google.com/store/apps/details?id=com.xe.currency&hl=en>

For Apple: XE Currency

<https://itunes.apple.com/us/app/xe-currency/id315241195?mt=8>

Phone Anti Theft App:

For Android: Prey Anti Theft

https://play.google.com/store/apps/details?id=com.prey&hl=en_GB

For Apple: Prey Anti Theft

<https://itunes.apple.com/gb/app/prey-anti-theft-security-tracking/id456755037?mt=8>

Timezone App:

For Android: Circa

<https://play.google.com/store/apps/details?id=com.labs108.circa&hl=en>

For Apple: Circa

<https://itunes.apple.com/us/app/circa-world-time-and-meeting-planner-for-travelers/id968698352?mt=8>

Pharmacy on Duty

For Android: Nöbetçi Eczane

<https://play.google.com/store/apps/details?id=com.adcinteractive.eczane&hl=en>

For Apple: Nöbetçi Eczane İstanbul

<https://itunes.apple.com/tr/app/n%C3%B6bet%C3%A7i-eczane-istanbul/id1066142580?l=tr&mt=8>

APPENDIX

In case of emergency, contact:

OIP

Emergency Line : +90 549 790 8340

HEALTH CENTER

Emergency/Ambulance : +90 212 338 1100

Call Center : +90 212 338 1273

DORMITORY – MAIN CAMPUS : +90 212 338 33 77

DORMITORY - WEST CAMPUS : +90 212 338 70 21

SECURITY

Emergency/Main Entrance : +90 212 338 3535

Lost & Found : +90 212 338 3637

Security Office : +90 212 338 1015

SECURITY – WEST CAMPUS

Emergency/Main Entrance : +90 212 338 7007

GENERAL EMERGENCY : **112**

(Off-campus)

EMERGENCY GUIDELINES

Incidents and emergencies can occur at any time, they can arise from a number of causes, and can have a significant impact on the University's operations. The University has committed significant resources to quickly respond to incidents and developed plans to guide the initial response, boost the University's resilience to disruptive events and, where necessary, facilitate the efficient recovery of core activities.

What is an emergency?

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed the safety and well-being of program participants. Emergencies will include, though not be confined to, the following types of events and incidents:

- Criminal assault;
- Sexual assault or rape;
- Serious illness, physical or emotional, injury or death;
- Hospitalization for any reason;
- Arrest, incarceration, or deportation;
- Terrorist threat or attack;
- Local political crisis;
- Natural disasters.
- Be familiar with all materials sent to you by the Koç University Office of International Programs and International Community Office.
- Know how to use your study abroad/international health insurance information and keep a copy of the card with you at all times along with the 24/7 assistance phone number.
- Keep Koç University Emergency card with you at all times.
- Register with your Embassy.
- Develop with your family a plan for telephone or e-mail contact, so that in case of emergency you will be able to communicate with your parents directly about your safety and well-being.
- Familiarize yourself with local laws and customs of Turkey. Remember, while in a foreign country, you are subject to their laws.

SECURITY AND SAFETY TIPS

You can take preemptive measures to increase your personal safety and the safety of your property.

Personal Safety

- Avoid walking alone
- Always wear your seatbelt
- Walk in well-lit areas
- Be alert and aware of the surroundings
- Don't have too much money on you; in case of a robbery, give your money without a fight
- On the bus: Stay awake and keep your personal belongings close to you. Sit near the door or the driver and stay awake. If someone's harassing you, do not hesitate; ask the driver to let you off at a populated bus stop or a well-lit area like a gas station.
- Keep personal information private. Avoid becoming a victim of identity theft by carrying only the necessary items in your wallet or purse. Make a copy of your passport and carry that with you.

Vehicle Safety

- Remove property from plain view
- Roll up car windows
- Remove keys
- Lock all doors

Personal Property Safety

- Secure valuables left in your apartment or vehicle
- Write your driver's license number in your books
- Lock the doors and windows to your apartment when you leave and when you are sleeping or are in the bathroom
- Keep your dorm locked. Even if you're going next door to a friend's room, always grab your keys and lock the door. A propped open door is a perfect target for would-be thieves and allows them quick and easy access to your belongings. If your room has additional doors and windows, always be sure they are closed and locked as well.



OIP EMERGENCY PLAN

Emergency contact for students

Emergency contact for students is the Emergency Hotline phone for the International Community. This phone is answered 24/7 by an English speaking KU employee (International Community Coordinator) and this person starts the chain of communication and monitors the entire emergency case with those involved.

Emergency card for students

Emergency cards are provided to students during their orientation. The card includes the number of 24/7 Emergency hotline, 112 Emergency Number Country Wide, Campus Health Emergency Number (x1122) and other important numbers.

Emergency hotline phone

Emergency hotline phone (EP) is one cell phone number for everyone including students and campus personnel. It is a 4 digit code from campus phones and short code user personnel. It is 0549 790 8340 from anywhere in Turkey and +90 549 790 8340 (0090 549 790 8340) from anywhere in the world.

**IN CASE OF
EMERGENCY**

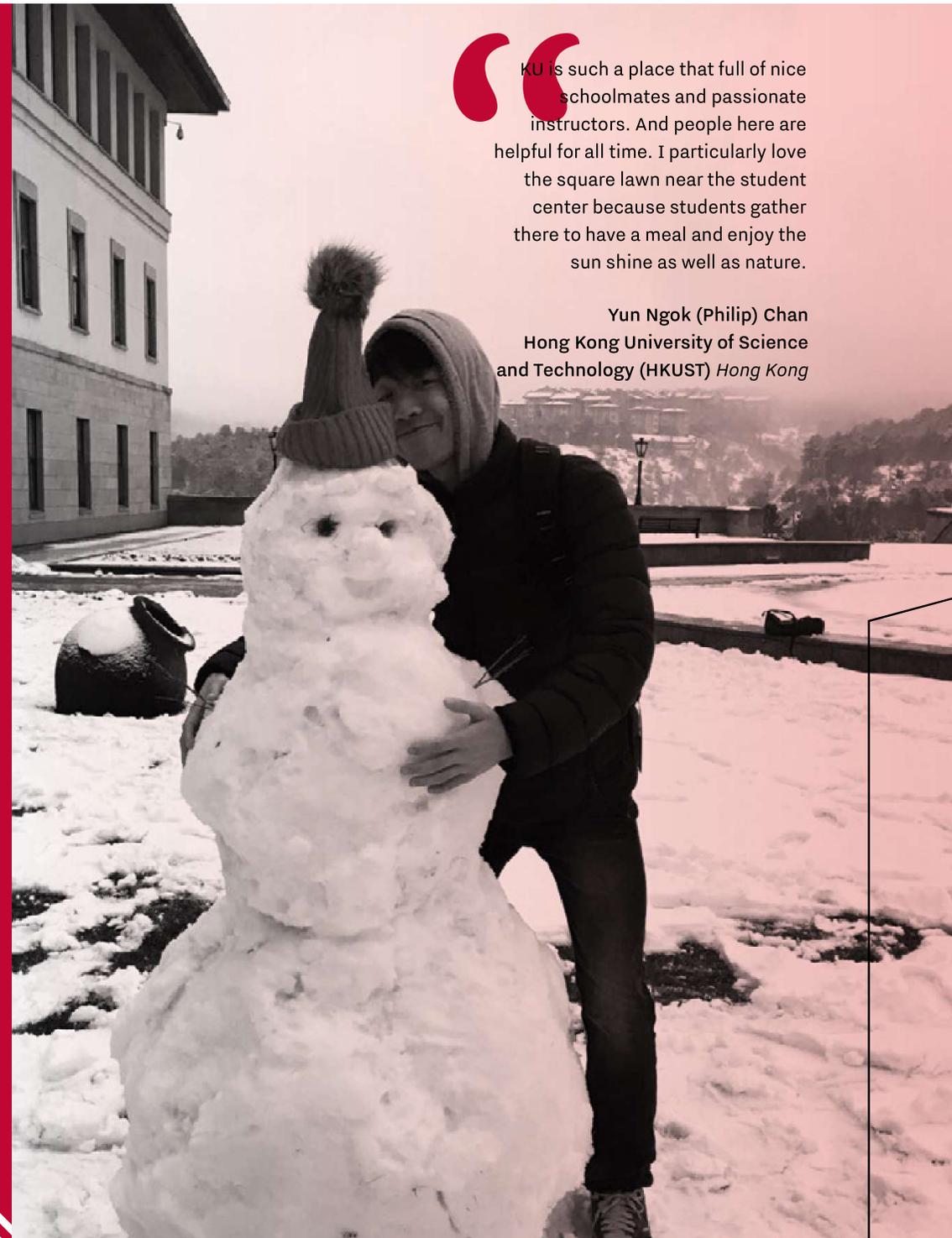
**BE
PREPARED**

For further information please visit

"Emergency Guidelines" section on OIP's website
<https://oip.ku.edu.tr/emergency-guidelines>

KU is such a place that full of nice schoolmates and passionate instructors. And people here are helpful for all time. I particularly love the square lawn near the student center because students gather there to have a meal and enjoy the sun shine as well as nature.

Yun Ngok (Philip) Chan
Hong Kong University of Science and Technology (HKUST) Hong Kong





- Without panic press the nearest "fire alarm button".
- Leave the fire area rapidly with steady steps.
- In case of exposure to intense heat and smoke, kneel down and crawl.
- If necessary, to avoid from heat and smoke, If the fire is in its initial stage, without endangering yourself, use the fire extinguishers in the nearest cabinet.

IN CASE OF FIRE, WHAT SHOULD WE DO? In a clear and calm manner tell us,

- Where the fire is
- The material that got burned
- Where the fire is in buildings
- Whether or not anyone is stuck in and building

Then,

- Quickly apply the rule of the STOP-LIE-ROLL!
- If possible,
- Take off any burned clothing.
- If not,

IF THE FIRE IS BELOW YOUR FLOOR

- If you can,
- If you have a safe escape route, leave the building immediately.
- If you can not,
- Cover the door and window edges with a wet cloth or duct tape to prevent penetration of smoke into the area that you are located.
- Remove flammable materials from where you are located.

IF YOUR OUTFIT CATCHES FIRE

DO NOT PANIC!

- If possible,
- Take off any burned clothing.
- If not,

- Check whether here is smoke in the stairwell.
- If there is no smoke, leave the building carefully and quickly.
- Use the emergency exit doors.
- Never use elevators.
- Go to the "meeting area" determined in advance.

IF THE FIRE IS ON THE SAME FLOOR BUT IN A DIFFERENT ROOM

- Check with the upper part of your hand if there is any heat on the surface of the door. (If there is smoke in a closed area, opening the door might cause an explosion)
- Go out if you can and close all the doors in the apartment by blocking the spread of fire.
- If you cannot go out, go to the corner of opposite the fire and from the window make yourself visible to the firefighters.



WHAT SHOULD WE DO IN CASE OF AN EMERGENCY?

WHAT SHOULD WE DO IN CASE OF AN EARTHQUAKE?

- Stay calm and do not move!
- Leave the building rapidly with steady steps (do not run) after the first shock.
- Stay away from doors and windows.
- Windows on higher floors cannot be used as emergency exits!
- Do not jump out of windows!
- Do not use elevators!

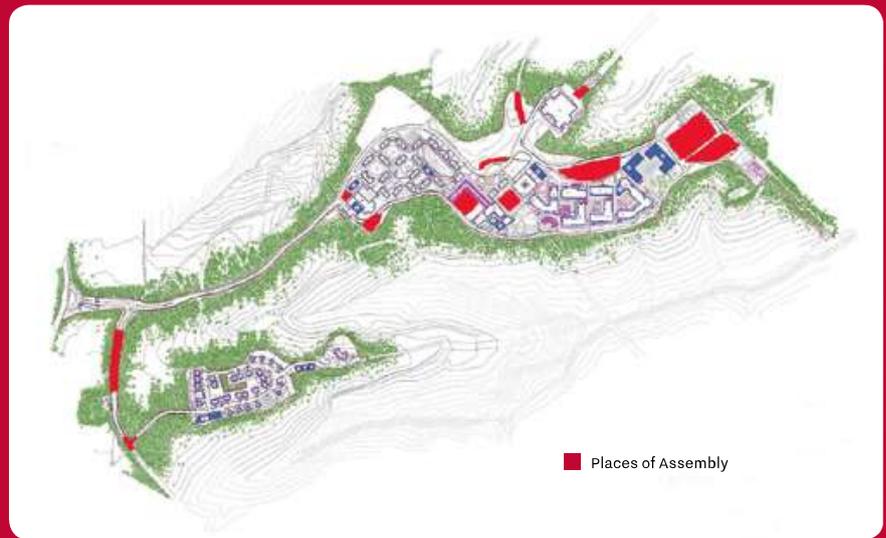
If you are in an elevator during an earthquake,

- Press the closest floor button and leave the elevator as soon as the doors open.
- Once the elevator stops at the ground floor or basement, keep in mind that it will not respond to any calls.
- Leave the building by using the stairs at emergency exit doors.
- Go to the "meeting area" designated earlier.

People are counted in the meeting area and if there are missing people, they are reported to the security person who is in charge. In addition, the list of visitors is taken from the main gate and checked.

RUMELİFENERİ CAMPUS EMERGENCY PHONE

11 22



■ Places of Assembly

PLACES OF ASSEMBLY

DORMITORY BUILDINGS
S Dormitory Parking Lot, In front of Henry Ford Building
Health Center Parking Lot

ACADEMIC BUILDINGS
Public Parking Lots, Football Field

STUDENT CENTER
Koç Square in front of Henry Ford Building

SPORTS-ENERGY CENTER
Number 3 Fire Path

HOUSING BUILDINGS
Around the forest fire tower

PRESIDENT'S OFFICE and the LIBRARY BUILDINGS
Koç Square, in front of the Rectorate Building

SURVIVAL TURKISH GUIDE

Hello!	Merhaba!
Hi!	Selam!
Good morning!	Günaydın!
Good day!	İyi günler!
Good evening!	İyi akşamlar!
Good night!	İyi geceler!
Goodbye!	Hoşçakal!
See you!	Görüşürüz!
Yes	Evet
No	Hayır
Okay	Tamam
I am not sure.	Emin değilim.
Please	Lütfen
Thank you!	Teşekkürler!
Here you are!	Buyrun!
Excuse me/ Pardon	Kusura bakmayın./ Pardon
I am sorry.	Özür dilerim.
I am happy.	Mutluyum.
I am fine.	İyiyim.
I am upset.	Üzgünüm.
I am tired.	Yorgunum.
I am lost.	Kayboldum.
I am hungry.	Açım.
I am thirsty.	Susadım.
I am glad.	Memnunum.
I don't speak Turkish.	Türkçe bilmiyorum.
I don't understand Turkish.	Türkçe anlamıyorum.
I don't know.	Bilmiyorum.
I don't want.	İstemiyorum.

Please, speak slowly.	Lütfen, yavaş konuşun/uz.
Do you speak English?	İngilizce biliyor musunuz?
Can you help me?	Yardım eder misiniz?
See you!	Görüşürüz!
How are you?	Nasılsın?
I am fine.	İyiyim.
I am not fine.	İyi değilim.
Meh, I am okey.	İdare eder.
What is your name?	Adın/ız ne?
My name is _____.	Benim adım _____.
Where are you from?	Nerelisin/iz?
I am from _____.	_____ ' lıyım.
Where do you live?	Nerede oturuyorsun/uz?
I live in _____.	_____ ' da yaşıyorum.
How old are you?	Kaç yaşındasın/ız?
I am ____ years old.	____ yaşımdayım.
What do you do?	Ne iş yapıyorsun/uz?
I study/ work at _____.	_____ ' da okuyorum/ çalışıyorum.
Nice to meet you!	Sizinle/ Seninle tanıştığıma sevindim.

QUESTION WORDS

Who?	Kim?
What?	Ne?
Where?	Nerede?
When?	Ne zaman?
Why?	Neden?
How?	Nasıl?
How many?	Kaç tane?
How much?	Ne kadar?

PLACES

Airport	Havaalanı
Bus station	Otobüs Durađı
Town Centre	Şehir Merkezi
Subway	Metro
Train Station	Tren İstasyonu
Embassy	Elçilik
Consulate	Konsolosluk
Hotel	Otel
Bank	Banka
University	Üniversite
Dining Hall	Yemekhane
Dorm	Yurt
Hospital	Hastane
Police Station	Karakol
Grocery Store/ Market	Bakkal/ Market
Restaurant	Restorant
7/11- Cigarette	Tekel Büfe

ADJECTIVES

More	Daha çok
Less	Daha az
Good	İyi
Bad	Kötü
Nice	Hoş
Beautiful	Güzel
Ugly	Çirkin
Young	Genç
Old	Yaşlı
Close	Yakın
Far	Uzak
Hot	Sıcak
Cold	Soğuk
Warm	Ilık
Open	Açık
Closed	Kapalı
Expensive	Pahalı
Cheap	Ucuz

DAYS OF THE WEEK

Monday	Pazartesi
Tuesday	Salı
Wednesday	Çarşamba
Thursday	Perşembe
Friday	Cuma
Saturday	Cumartesi
Sunday	Pazar

COLOURS

Red	Kırmızı
Blue	Mavi
Yellow	Sarı
Green	Yeşil
Purple	Mor
Orange	Turuncu
White	Beyaz
Black	Siyah

TRAVELING

I would like to go _____.	_____ gitmek istiyorum.
Where is the bus/ train/ dolmuş to _____?	_____ giden otobüs/ tren/ dolmuş nerede?
Where does this bus/ train/ dolmuş go?	Bu otobüs/ tren/ dolmuş nereye gidiyor?
Does this bus stop at _____?	Bu otobüs _____ 'da duruyor mu?
How much does it cost to go to _____?	_____ gitmek ne kadar tutar?
How long does it take to go to _____?	_____ gitmek ne kadar sürer?
When will it depart?	Ne zaman yola çıkacak?
When will it arrive?	Ne zaman varacak?
Can I have one ticket to _____?	_____ 'a bir bilet alabilir miyim?

DINING

Do you have a table for two/ three?	İki/ Üç kişilik bir masanız var mı?
Can I have the menu?	Menüyü alabilir miyim?
Do you have _____ (drink& dish)?	_____ var mı?
I would like to order _____.	_____ söylemek istiyorum.
Enjoy the meal.	Afiyet olsun.
Can I go to the bathroom?	Lavaboya gidebilir miyim?
Can I have the check?	Hesabı alabilir miyim?
I will pay in cash/ with credit card.	Nakit/ kredi kartıyla ödeyeceğim.

SHOPPING

How much is it?	Bu ne kadar?
Do you have it in other colors?	Başka renkleri var mı?
Do you have it in bigger/ smaller size?	Daha büyük/ küçük bedenleri var mı?
Can I try it?	Deneyebilir miyim?
Where is the fitting room?	Deneme kabinleri nerede?
Where is the check-out?	Kasa nerede?
Can you lower the price?	Fiyatı düşürebilir misiniz?
Can you wrap it as gift?	Hediye paketi yapar mısınız?