Pre-arrival Guide
For Incoming Exchange Students

Spring 2016
WELCOME TO KOÇ UNIVERSITY

Congratulations on being selected for the student exchange program at Koç University! We look forward to hosting you and serving as your introduction to the Turkish culture. We are confident that your exchange experience will be an integral part of your academic career and are looking forward to meeting you.

OFFICE OF INTERNATIONAL PROGRAMS (OIP)

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VISAS AND IMMIGRATION

A. Student Visa and Residence Permit

STUDENT VISA
Students are able to enter Turkey with a multiple entry tourist (ordinary) visa. Most students can apply for this online at: https://www.eviza.gov.tr/en/
You can check your country’s eligibility by visiting same website. If you are exempt from tourist visa for Turkey you are not required to apply for a student visa at the Turkish Consulate. In other words, if you are exempt you can enter Turkey with your valid passport.

Countries which may not issue tourist visas:
1. Germany
2. Belgium
3. France
4. Georgia
5. The Netherlands
6. Spain
7. Switzerland
8. Italy
9. Turkish Republic of Northern Cyprus
10. Portugal
11. Greece

RESIDENCE PERMIT
According to legal Turkish regulations, all exchange students are required to apply for a residence permit via Istanbul’s Immigration Office within the first month of arrival.

Students do not need to apply for their own appointments. Koç University’s Office of International Programs will complete this before the start of the semester.
Student Responsibilities PRIOR to arrival:

At time of online application to Koç university, students must upload the following in JPEG format:

1. **Official headshot** (Full face, front view with a plain white background; taken within last 6 months)
2. **Valid passport copy** (ID page)

Student Responsibilities UPON arrival:

Submit the following documentation to the Office of International Programs:

- **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**
- **5 HEADSHOTS:** Full face, front view with a plain white background; taken within last 6 months
- **APPLICATION FEE**
- **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)

*If you miss the appointment, or come unprepared: it will be your own responsibility to complete all steps of application process*

B. 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 enrolment at Koç University. The insurance should take effect from the day the student enters Turkey and should cover them for their complete duration of stay.

General requirements for health insurance policies:

1) Valid in Turkey
2) Translated into English
3) Meets minimum coverage requirements (as outlined below)

**Minimum Policy Content**

<table>
<thead>
<tr>
<th></th>
<th>Contracted Institutions</th>
<th>*Non- Contracted Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Minimum Limit</td>
<td>Contributions</td>
</tr>
<tr>
<td><strong>Outpatient Diagnosis Treatment</strong></td>
<td>2.000,-TL</td>
<td>Insured : % 40 Company : % 60</td>
</tr>
<tr>
<td><strong>Inpatient Diagnosis Treatment</strong></td>
<td>Unlimited</td>
<td>Insured : % 0 Company : % 100</td>
</tr>
</tbody>
</table>

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

Bilateral Social Security Agreements as 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. 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 student agreements will be validated and students will receive their Turkish social security number. Students must bring passports to this appointment. This option is free of charge for eligible nationalities.

<table>
<thead>
<tr>
<th>Country</th>
<th>Agreement Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany</td>
<td>A/T 11, A/T 12, A/T 23</td>
</tr>
<tr>
<td>Austria</td>
<td>A/TR 3, A/TR3-A, TR/A6</td>
</tr>
<tr>
<td>The Netherlands</td>
<td>N/TUR 106, N/TUR 111, N/TUR 112</td>
</tr>
<tr>
<td>Belgium</td>
<td>BT.8, BT.10</td>
</tr>
<tr>
<td>Turkish Republic of Northern Cyprus</td>
<td>K.K.T.C. / T.C. 3, K.K.T.C. / T.C. 5</td>
</tr>
<tr>
<td>Macedonia</td>
<td>MC/TR 4, TR/MC 10</td>
</tr>
<tr>
<td>Romania</td>
<td>R/TR 3</td>
</tr>
<tr>
<td>Albania</td>
<td>AL/TR 4, AL/TR 10</td>
</tr>
<tr>
<td>Bosnia</td>
<td>BH/TR4, BH/TR5,</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>CZ/TR 111, CZ/TR 112</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>L/TR 3,</td>
</tr>
</tbody>
</table>

[ACCOMMODATION]

UNDERGRADUATE STUDENTS (Bachelor):

- Dormitory-style rooms are available on-campus for those who apply and make payments during the dormitory application period.

GRADUATE STUDENTS (Master’s/PhD)

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

More information concerning dormitory accommodation and applications will be sent prior to the start of the semester.

Items you may want to bring: towels, pillow cases, sheets, duvet and duvet covers.
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 which is equal to 30 ECTS). Although there is no requirement for exchange students, at least three courses are recommended. It is up to your home institution to approve your course load.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>Description</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.30</td>
<td>Superior+</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
<td>90-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>Superior-</td>
<td>87-89</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>Above Average+</td>
<td>83-86</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
<td>80-82</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>Above Average-</td>
<td>77-79</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>Average+</td>
<td>73-76</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
<td>70-72</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>Average-</td>
<td>67-69</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>Deficient+</td>
<td>64-66</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Deficient</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
<td>00-59</td>
</tr>
</tbody>
</table>

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

The tentative list for Spring 2016 will be available in mid-November. For the time being, students can refer to last year’s offered courses here.
The final course list will be available on KUSIS (student information system) during the course planning period. Students will follow the steps below in order to plan and enrol:

**Steps to take:**
Log into KUSIS with your KU username and ID: kusis.ku.edu.tr

**Course planning:**
Self service → Program Enrolment → My course planner → choose courses → plan courses

**Course enrolment:**
My planned courses → (select appropriate course section) → enrol in courses

**Withdrawal from a Course**
You may withdraw from courses online without penalty during the add/drop period (February 1 – 5, 2016). Students who withdraw after this period are free to do so until the 29th of April, 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.

**Early Final Examinations**
Early final examination requests must be made by the fifth week of the semester. You will be expected to submit a formal request to your advisors in the OIP along with proof of:
1. a home school scheduling conflict
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.*

**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 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.
Academic Calendar / Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23 &amp; 24</td>
<td>Arrival of Incoming Exchange Students (Dorm check-in begins)</td>
</tr>
<tr>
<td>January 25</td>
<td>Orientation week begins</td>
</tr>
<tr>
<td>February 1</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>February 1-5</td>
<td>Add-Drop Period</td>
</tr>
<tr>
<td>April 11-15</td>
<td>Spring Break</td>
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<tr>
<td>April 23</td>
<td>National Sovereignty and Children’s Day</td>
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<tr>
<td>April 26/27</td>
<td>International Festival</td>
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<tr>
<td>April 29</td>
<td>Deadline for course withdrawal</td>
</tr>
<tr>
<td>May 1</td>
<td>Labor and Solidarity Day</td>
</tr>
<tr>
<td>May 13</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 23 – June 2</td>
<td>Final Exams</td>
</tr>
<tr>
<td>June 4</td>
<td>Dorm check-out</td>
</tr>
</tbody>
</table>

Academic Advisor

Students will be assigned academic advisors for support regarding course selection and withdrawal, as well as general academics.

Internship/Research Opportunities

All internship and research assistant opportunities will be announced on the OIP website throughout the semester. Please consult this link: [https://oip.ku.edu.tr/node/584](https://oip.ku.edu.tr/node/584)

KU (Koç University) e-mail

Student email accounts can be accessed via: [http://my.ku.edu.tr/](http://my.ku.edu.tr/) by selecting Gmail. Email ID and passwords will be issued by the Office of International Programs before student arrival.

[STUDENT LIFE]

Student Mentorship Program

Each student will be assigned a Turkish student mentor to assist in transition to life at KU. Mentors are there to guide students throughout the whole exchange experience and have been carefully interviewed and selected for the job.

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!

Student ID Card

You will receive your Student ID during orientation week which 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. More information will be provided upon arrival.

Museum Pass

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

Arts, Culture and Athletics

Koç University has a number of extracurricular activities, clubs, and facilities available to students. Please see below.

- SGKM (Sevgi Gönül Culture Center) : http://sgkm.ku.edu.tr/en
- Sports Facilities : http://sport.ku.edu.tr
- Student Clubs : http://incampus.ku.edu.tr/student-groups

Information Technology

Computer labs and campus-wide wireless Internet access are available to students. In addition, scanners, printers and photocopy machines are available for student use.

Banking

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. You can process your banking transactions via internet or use the telephone banking option, both of which serve in English.

Banks 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.

Koç University has a full service bank, Yapı Kredi, located on Floor -1 of the Student Center.

Visa, Maestro and MasterCards are accepted throughout Turkey - students should contact their issuing banks to notify them of their travels.

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

[ARRIVAL]

Quick notes:

- 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.
- It is recommended to take a taxi from the airport
• Students will be welcomed by security at the university gate and be directed to dormitory management upon arrival.

[SEE APPENDIX FOR TRANSPORTATION]

[PRACTICAL INFORMATION]

Orientation Program

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 is mandatory and runs from January 25 – 29, 2016.

Living Costs

Average Costs Per Semester:
Housing: Between 2700 TL/ ~$1350 and 7350 TL/ ~$3500 depending on room type.
Books: 150 -300 TL
Student meal menu (3 items) at Koç University Dining Hall: around 10 TL
http://www.numbeo.com/cost-of-living/city_result.jsp?country=Turkey&city=Istanbul

Transportation
IETT Bus (KU Campus – Sarıyer) : 1.95 TL (Student Transit Card)
Dolmuş (Sarıyer – Beşiktaş) : 2 TL (KU Campus-Sarıyer)
Taxi (Taksim - Campus) : 55TL

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.

KURES

KURES is Koç University Guidance and Psychological Services Centre and composed of three departments:

1) Office for Disability Services and Accessible Education
2) Guidance Centre for Student, Faculty and Staff
3) Psychological Services Centre
Services at KURES are completely confidential and free of charge. KURES is located on the top floor of the Health Centre and appointments can be made via telephone (+90 212 338 1273).

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.

Emergency Cases

In case of any emergency (health, psychological, criminal, personal, etc.) the on-campus health centre, psychologists, and security officers will be available 24/7.
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)

*Always have your passport, student ID and residence permit with you.*
1. 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.

2. 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.

3. 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.
4. Taxis
Ensure that the taxi driver has started the meter at 3,20 TL; the current flat rate. The fare should increase by approximately 1,83 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.

5. 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/

6. 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.

7. 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/alleys, and not to venture into unknown neighbourhoods.

8. Shopping
It is common practice to bargain about prices in independent shops or markets. Prices for food are always fixed, however.

9. 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.

10. Crowded areas
Avoid crowded areas during demonstrations or protests. It is best not to be involved in any of these situations as a foreigner.

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.
Airport Transportation

There are two airports in Istanbul: Istanbul Atatürk Airport on the European side and Sabiha Gökçen Airport on the Asian side. REFER TO TAXI DOCUMENTS (pages 23 & 24)

Istanbul Atatürk Airport

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

1. Havataş Shuttle
You can use the Havataş service that leaves every half hour from the airport to get to Taksim. From Taksim, take metro line M2 to Hacıosman, then a bus (154, 150) or taxi to the university.

2. Taxi Options depending on airport of arrival:
(See following pages)
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

Price: Including bridge and highway tolls 130 TL ($60 or €43)
Taxi Inquiries at the airport: +90 554 799 8261
Main Campus Address:
Rumelifeneri Yolu 34450 Sariyer Istanbul Turkey Tel: +90 212 338 1000

West Campus Address:
Koç Üniversitesi, Batı Yurdu, Kampus Yolu No.1 - 34450 Sariyer/Istanbul

Price: 85 - 95 TL Depending on the traffic ($40-$45 or €29-€33)