



**KOÇ**  
**ÜNİVERSİTESİ**  
OFFICE OF  
INTERNATIONAL  
PROGRAMS

2020

# INTERNATIONAL FACULTY WELCOME GUIDE



*International Community Services*

*Office*

*[ico@ku.edu.tr](mailto:ico@ku.edu.tr)*

# WELCOME

Dear new international faculty member,

Welcome to KU and Istanbul. As the international Community Services Office, we are excited to meet and assist you.

We are a subdivision of the Office of International Programs, a department within the Office of Dean of Students. We provide comprehensive assistance/guidance to our international population besides promoting and designing culturally sensitive programs for the whole campus community. We work with various departments in order to better serve international employees and students on our campus. As such, we are responsible for foreigners' work permits, residence permits, orientation services, immigration advising as well. In this brief welcome guide, you will find information exclusive to international faculty. **The Newcomers' Guide**, though, presents many more topics in a larger context, for everyone. You can find it at <https://ico.ku.edu.tr/resources/pre-arrival-resources/>.

Please refer to the checklist included in this guide to ensure a smooth transition to your new work and living place, and please stay in touch as we are always happy to help.

We welcome you once again and hope to see you soon.

Sincerely,

International Community Services Office Staff

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## **A CHECKLIST FOR NEW FACULTY**

The following list refers to important topics and recommended tasks to be completed. Check with respective parties if you think one or more list items need attention:

- Human resources paperwork and signatures
- Housing regulations and apartment keys
- Faculty Orientation
- International Orientation
- Human Resources Orientation
- Visit ICO website <https://ico.ku.edu.tr/>
- University ID Card
- SETCARD (pre-filled monthly meal card)
- e-Mail/Password Info
- Laptop
- Office Space
- Office Phone
- Internet Connection
- Faculty Discount Transit Pass (IETT Card for Teachers)
- Residence Permit Application for Family Members
- Health Insurance for myself and family members (if any)
- Personnel Shuttle Registration
- Activate your KU ID card for paid express shuttles
- Download KU Mobil App
- Download Public Transit Apps (Trafı, MOBIETT, Moovit)
- Domestic & International Mail Services at KU

## **GETTING TO CAMPUS**

### **AIRPORT TRANSPORTATION**

We recommend you fly to Istanbul Airport on the European side. This is because you will find better airfare deals to this airport since there are more international flights there, and the university is on the same side of Istanbul, the European side, making it easier for transportation. Below you can find the public transportation and airport shuttle directions to KU from the Istanbul Airport and a link to review transportation options from Sabiha Gökçen Airport.

### **TRANSIT DIRECTIONS FROM ISTANBUL AIRPORT**

(<https://www.istairport.com/en>)

**First**, purchase the smart transit card of Istanbul called “Istanbul Kart” from the 24 different Istanbul Kart machines on the lower 2nd floor (arrival public transportation floor) following the signs, the HAVAIST offices, and the contracted exchange offices at the airport. The plain card costs 6 TL. Load at least 40-50 TL into your card. For all public transit modes, you’ll use the card by tapping it to the readers.

**Second**, choose your option:

**A. Taxi:** The approximate taxi fare from Istanbul Airport to KU will be around 135-165 ₺ depending on the route and traffic conditions.

**B. Take the bus H-8 to either Acarlar Bus Stop or Haciosman Bus Terminal** (It costs 7 ₺/ takes 100-120 min.). The Acarlar bus stop is the closest stop of this line to the KU main campus. You can either get off the bus at Acarlar, walk to the taxi station there and get a taxi to the campus (taxi will cost around 20 ₺), or stay onboard until Haciosman Bus Terminal. Getting off at Haciosman means traveling the distance back since all transition means from Haciosman to KU passes through the same way. From Haciosman Bus Terminal, you can either:

**I.** Take the **bus no 154** (recommended). It costs 3,5 ₺ and takes 50 minutes.

**II.** Cross the street and take a **minibus** (pay cash to the driver 3.3 ₺) with the **KOÇ ÜNİVERSİTESİ** sign at the front windshield or side window. The ride takes 40 minutes.

**III.** Take a **taxi**. The ride costs around 40 ₺ and takes 20 minutes.

**C. Airport Shuttle HAVAIST-5** to 4. Levent (It costs 23 ₺/ takes 90 min.) and connect to M2 Green Metro Line to Haciosman Station (It costs 3,5 ₺/ takes 10 min.). Follow the signs and exit through Otobüs Durakları (Bus Terminal). There you can use one of the choices mentioned in option B.

**D. Take the bus H-2 to Mecidiyeköy** (it costs 7 ₺/ takes 100 min.) and connect to M2 Green Metro Line to Haciosman Station (it costs 3,5 ₺/ takes 15 min.). Follow the signs and exit through Otobüs Durakları (Bus Terminal). There you can use one of the choices mentioned in option B.

**Third**, unless otherwise arranged, you must first visit the housing office, which is S building next to the health center. On the bus, you can push the “stop” buttons while approaching the stop called “SAGLIK MERKEZI” for S building. On the minibus or taxi, you must show this

stop name written on a piece of paper or from your cell phone to the driver. Most minibus and taxi drivers do not speak English.

### **TRANSIT DIRECTIONS FROM SABIHA GÖKÇEN AIRPORT**

(<http://www.sabihagokcen.aero/homepage>)

For transportation options from **Sabiha Gökçen airport**, please visit <http://www.sabihagokcen.aero/passengers-and-visitors/transport-andparking/transportation>

### **TAXI FEE CALCULATOR AND ROUTE PLANNER**

Taxi is a common option for airport transportation. You can use this taxi fee calculator before riding a taxi in Istanbul and other cities in Turkey; get an estimate on your taxi fare and see route planning alternatives on a map: <https://taksiyle.com/en>

For more information: <https://ico.ku.edu.tr/resources/arriving-on-campus/>

## **HOUSING**

The ICO does not assist faculty members with off-campus housing. If you choose to live off-campus at a self-arranged accommodation, you can check out our resources at the following link: [Off-Campus Housing](#). Please note that these off-campus housing resources are only for recommendation and our office does not assume any responsibility in case of any conflict or disappointment. You can also refer to the [route maps](#) we provide to conveniently search for and find off-campus accommodation. The route maps show the start and endpoints of the public transits (BUS 154 and M2 Green Line Metro) to the main campus, drawing a line where to look for a house.

New faculty members will be communicated by Human Resources and their faculty offices in advance of their arrangements.

## **CHECKING IN**

### **ENTERING THE UNIVERSITY: SECURITY GATE ON MAIN CAMPUS**

Upon arrival to campus you will first be welcomed by security guards at the security gate of the main campus. Please be prepared to present a picture ID (i.e.: passport) and a copy of your employment letter. Be informed, security guards speak little or no English, but they will give you a card with directions, so you can proceed to the housing office to complete your check-in procedures. Please co-operate with the security guards as they might need you to fill out a guest form and check your ID in until you leave the campus. To make things a little faster you can also give them a slip that reads “YENI OGRETİM ELEMANIYIM” (I’m a new faculty).

### **RETRIEVING APARTMENT KEYS**

New faculty must visit and retrieve their apartment keys from the Housing Management office on the main campus, S Dorm. Arrangements such as your check-in date, location, and features of your residence will be communicated to you by Human Resources and your faculty office in advance. Please stay in touch with respective contacts from these offices about these matters until your arrival. Once you sign your housing paperwork and receive

your keys, the housing personnel will assist you to call a taxi and be taken to your residence. Faculty housing is available both on and off-campus. Off-campus apartments (KU arranged ones) are only a few minutes from the main campus. For any questions, technical emergencies, or work requests you can email [housing@ku.edu.tr](mailto:housing@ku.edu.tr).

## **YOUR GO TO CONTACTS**

<b>Department/Person</b>	<b>E-Mail</b>	<b>Phone</b>	<b>Office Location</b>
International Community Services Office- Mr. Mert Şanivar (International student & scholar services)	<a href="mailto:ico@ku.edu.tr">ico@ku.edu.tr</a>	0090 212 338 1345	Student Center Lower 3rd Floor B398
Human Resources- Mr. Deyvi Abohayra	<a href="mailto:hr@ku.edu.tr">hr@ku.edu.tr</a>	0090 212 338 1333	Portal of Knowledge Building “A” Entrance Floor
	<a href="mailto:deabohayra@ku.edu.tr">deabohayra@ku.edu.tr</a>		
Faculty Housing Office- Mrs. Sevcan Ucal	<a href="mailto:housing@ku.edu.tr">housing@ku.edu.tr</a>	0090 212 338 1105	Housing Office S Dormitory Entrance Floor
	<a href="mailto:ssimsek@ku.edu.tr">ssimsek@ku.edu.tr</a>		
24/7 Emergency Line for Internationals	N/A	0090 212 338 1122	N/A

You can always contact us and request support if you do not know who to contact.

## **RESIDENCE & WORK PERMIT**

**WORK PERMIT:** Work permits for international faculty are issued by the Higher Education Council of Turkey (YÖK) in the capital city of Ankara as a proof of lawful employment and residence in Turkey. Work Permits function as “Residence Permits” as well. Our office (ICO) oversees work permits and residence permits for all internationals at KU. We manage all applications to YÖK on behalf of faculty members. When granted and issued, work permit cards are shipped to our office at KU from YÖK. We keep a copy on file and send it to the HR office. Once the HR notifies you, you may visit the HR office and collect your permit card.

**WORK PERMIT RENEWAL:** Currently, the maximum length of a work permit, issued by YÖK is 2 years. If your contract with KU is shorter, your work permit may be shorter than 2 years. For contracts longer than 2 years and upon contract renewals, work permits may be renewed. HR advises our office about work permit renewals and terminations for international faculty and we take necessary action well before the expiration dates and inform respective faculty members. Questions about employment contracts and duration of employment must be directed to department chairs, deans, and Human Resources. Our office is responsible for the operational aspects of acquiring work/residence permits for foreigners.

**RESIDENCE PERMIT FOR SPOUSE AND CHILDREN:** International Community Services Office collects personal information via its webform in order to be able to submit a work permit application to YÖK. In this form we also ask if there are family members accompanying you to KU. If your answer is “Yes” you must submit a new form for each

family member. This is to help us start the residence permit application processes of your dependents as early as possible following their arrival. Family members can only acquire a “short term family” residence permit unless they engage in other activities in Turkey, such as employment, continuing an education program, diplomatic jobs, etc. For more information, please visit our [website](#).

## **HEALTH INSURANCE**

As a KU employee, you receive a comprehensive private health care coverage plan by default. This is in addition to mandatory Social Security (SGK in Turkish) Health Insurance. Your health insurance is effective from the first day of your employment. Adding family members onto your plan is optional. When added, your family member is entitled to the same coverage as you. Please contact your faculty administrative assistant in order to have any of your family members added to your health insurance plan. Human Resources payroll staff will arrange an individual appointment with you to go over your private and government insurance and other benefits on the first days of your employment. You can ask all your questions at this meeting.

**PRIVATE INSURANCE POLICY & ID CARD:** When your private health insurance policy and ID card arrive at the HR office, they will notify you, so you can collect them. Please note, if your employment officially began at KU, you DO NOT need a policy or ID card to receive health care in Turkey. For both SGK and Allianz insurance, you can simply use your Foreigner ID Number (FIN) that begins with 99. This number can be found on the front side of your work permit.

The same applies to your dependents when they have health insurance.

## **MEDICAL SERVICES ON CAMPUS**

Health Centers on Main and West campus operate 24/7 with an ambulance, 6 physicians, 1 nurse, and 8 health care specialists. It is easy to make an appointment and the doctors speak English. Non-Turkish speakers can e-mail [alperkeskin@ku.edu.tr](mailto:alperkeskin@ku.edu.tr) for appointments or call x1273 (main campus reception); x7000 (west campus reception). Health Center services are free of charge and available to KU members only. There are also a number of good hospitals around the city that provide high-quality healthcare in English. The Health Center can also arrange to have medicine delivered to campus for you.

For more information: <https://ico.ku.edu.tr/resources/health/#1573567428161-1e070bcb-9453>

## **HEALTH CARE IN GENERAL**

Istanbul Health Department offers great resources such as a list of hospitals and all other health care providers by district, a list of pharmacies and pharmacies on duty, and more. Visit <http://www.istanbulsaglik.gov.tr/index.asp> to learn more.

## PHARMACIES

Finding a pharmacy (Eczane) is not an issue in Istanbul. The university health centers collaborate with a pharmacy and can order prescribed medicine for you. For the list of closest pharmacies to the Main and West campuses, please visit our website: <https://ico.ku.edu.tr/resources/health/#1573567528366-bbb66db1-9623>

For pharmacy on duty/ night-pharmacy (Nöbetçi Eczane) list, you can visit <https://www.istanbuleczaciodasi.org.tr/nobetci-eczane/>. There are also very user-friendly mobile apps that show the nearest pharmacies and pharmacies on duty to you:

- ✦ [Istanbul Eczaneleri](#) by Istanbul Metropolitan Municipality:
- ✦ [Istanbul Pharmacy on Duty](#)
- ✦ [Nöbetçi Eczane](#)

### ALLIANZ MOBILE APP

If you are insured by the university, you may download the [Allianz Mobile App](#) to your mobile device. The app is very user-friendly and allows you to submit and track your claims, access your policy document, find hospitals near to you, and get the most out of the services.

Emergency Ambulance for university: x1100 Official Emergency Number in Turkey: 112

## TAX ID

**TAX ID FOR DEPENDENTS:** Unlike yourself, your dependents will not have a residence permit immediately after their arrival to Turkey, however, health insurance application requires either a FIN or a Tax ID. Since obtaining a FIN will take longer, we will assist you in obtaining tax ID numbers for your dependents. With the tax ID numbers, they can have a health insurance. [Obtaining a Tax ID](#) is free of charge and the only required document is a valid passport.

## EMPLOYMENT OF DEPENDENTS

Turkish immigration laws prohibit the employment of individuals holding a short-term family residence permit. Employment of these individuals is only possible with a work permit that the employers must officially sponsor. For further advice, you can email us at [ico@ku.edu.tr](mailto:ico@ku.edu.tr).

## EDUCATION OF DEPENDENTS

Dependents of the International Faculty can study part-time or fulltime with no restrictions. There are private and public schools for internationals from pre-school to all levels. We have compiled a [list of international schools in Istanbul](#) on a google sheet.

## UNIVERSITY ID

Human Resources will provide your ID card when you first visit their office. University ID is very important because it shows your affiliation with KU, it's what the security guards look at upon your entry to any KU campus, it also officially shows your profession through which you are offered several advantages while using public transit, visiting museums, buying a ticket to an event and so on.

## **UNIVERSITY ID FOR FAMILY MEMBERS**

Family members residing on (main) campus at Faculty Housing are eligible to obtain a family ID card. Off-campus family residents are not eligible for a university ID. They can visit campus anytime and use the facilities as family guests. Guest rights and regulations will be shared with each new employee by Human Resources.

## SETCARD

SETCARD is a pre-filled meal card provided by the university for faculty and staff. Every month, users receive a set balance of money for food which they can spend as they please. SETCARDS can be used at all campus food vendors, small food shops, as well as restaurants and some grocery stores around the city. A business that accepts SETCARDS would have a sticker or decal displayed on the window or door of the shop. You can also show your card and ask if you can use it for payment. Each month, the SETCARD can either be refilled on campus or at a shop/restaurant that accepts the card. If you lose your SETCARD, please inform Human Resources office immediately to have your card blocked. Someone who has your card can spend your balance.

The Human Resources office manages SETCARDS for all employees, graduate students, and researchers at KU. HR will hand in your SETCARD along with your university ID upon your first visit to their office. You can direct any question about your SETCARD to your partner at HR.

You can also download the SETCARD app into your mobile phone and check the balance of your card online. For more information: <https://www.setcard.com.tr/en/setcard-mobile-application>

## **REPLACING THE UNIVERSITY ID & SETCARD**

If you lose your university ID or SETCARD, you must contact your HR partner. Your partner will guide and assist you in replacing your cards. **Note: Please ask the HR contact person to identify your partner for you.**

## COMPUTING & IT SERVICES

### **LAPTOP COMPUTER**

As a new faculty member, you will receive a brand-new laptop computer that will belong to you for the duration of your employment. IT personnel will visit your office on your first day of work, bring your laptop, and set everything up for you.

## **IT SERVICES**

IT department ([www.it.ku.edu.tr](http://www.it.ku.edu.tr)) 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 should email [it@ku.edu.tr](mailto:it@ku.edu.tr) or call x1111 from campus phones, 0212 338 1111 from a mobile or exterior phone.

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.

## **MY.KU**

<https://my.ku.edu.tr/> is a user-friendly website offered and managed by the IT department and exclusive to KU members. By using <https://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](mailto:it@ku.edu.tr).

## **COMPUTER QUESTIONS?**

For any technical questions about your laptop or connectivity, you must email [it@ku.edu.tr](mailto:it@ku.edu.tr).

## **KU NETWORKS, E-MAIL USER NAME/PASSWORD**

When you receive your laptop, you will also receive your KU computing credentials. You can later change your password via [www.my.ku.edu.tr](http://www.my.ku.edu.tr) on <https://home.ku.edu.tr/password/>

## **OFFICE SPACE**

Unless otherwise specifically arranged, each faculty member is assigned an individual office within their department. This arrangement will be made prior to your arrival. When you visit your faculty office the first time you will be shown your office by respective faculty personnel. For any questions pertaining to your office space, telephone connection and any other special needs, you must contact respective department secretary or administrative personnel.

Detailed information about all colleges and graduate schools and their contact information can be found here: <https://www.ku.edu.tr/en/academics/undergraduate/>

## **UNIVERSITY LIBRARY (SKL)**

Suna Kirac Library is open 24/7 during Fall/Spring semesters unless otherwise announced. Any updates about library hours will be posted on KU Daily. Visit <https://library.ku.edu.tr/en/> to learn more about resources and create your library account. You can speak with a reference librarian for your special requests or general information about the libraries of KU around Turkey.

## **TRANSPORTATION**

Below is a list of main transportation categories specifically for the KU community. The list contains bus numbers or metro stations and brief descriptions so as to offer you important keywords to remember in your daily commute or occasional transportation. IETT buses are operated by the Istanbul Metropolitan Municipality and they require refill transit cards (Istanbul Kart) described in the airport transportation section.

**IETT Bus 154:** Enters Koc University main campus, route via Haciosman Metro, Sariyer, West Campus.

**IETT Bus 150:** Passes by Koc University main campus security gate, requires transfer to reach onto campus, route via Haciosman Metro, Sariyer, West Campus.

**IETT Bus 40:** Enters Koc University late-night AM only, route via Taksim Gumussuyu Peron, Besiktas (Bosphorus waterfront), Ortakoy all the way up to Koc University.

**Koc Uni. Dolmus:** Enters Koc University, route same as 154, cash only.

**Free Main/West Shuttle:** Free, only KU members, bet. Main Bus Stop - West Shuttle Lot, w/schedule.

**Paid Express Shuttle:** Paid Koc University express shuttle (Gürsel Turizm) service available to the major locations across Istanbul. To use the paid express shuttle, you need to activate your KU ID card first at the designated registration desks and the shuttle booth next to the IETT Bus Station on the main campus. There you can load money on your KU ID card as well. There is an online loading option too. The payment can be made only via a debit or a credit card.

For more information, please check out our website:

<https://ico.ku.edu.tr/resources/transportation/>.

See below tables for quick reference and more information such as schedules, fares and pick-up locations.

### **MAIN/WEST CAMPUS & FACULTY HOUSES FREE SHUTTLE**

(KU Members Only)

<b>Shuttle Type</b>	<b>West/Main Campus</b>	<b>Faculty Houses Shuttle</b>
<b>Schedule URL</b>	<a href="https://ogs.ku.edu.tr/en/facilities-directorate/transportation-services/">https://ogs.ku.edu.tr/en/facilities-directorate/transportation-services/</a>	<a href="https://ogs.ku.edu.tr/en/facilities-directorate/transportation-services/">https://ogs.ku.edu.tr/en/facilities-directorate/transportation-services/</a>
<b>Pick-up Locations</b>	West Campus Shuttle Lot. Main Campus Bus Stop	Outside SGKM Auditorium

Notes:

- “RF” on timetables refers to Main Campus i.e. Rumeli Feneri Campus.
- Check schedule updates through KU Daily emails, daily news and announcements digest for KU members, KU mobile app, and through respective websites listed.

## IETT BUSES & CASH DOLMUŞ

Info	Bus 154 (best for weekdays)	Bus 150	Bus 40 (late nights & weekends)	Dolmuş (Minibus)
Payment Method	Istanbul Kart			Cash Only
Route/Fares/ Schedules	<a href="https://ogs.ku.edu.tr/en/facilities-directorate/transportation-services/iett-bus-and-minibus-schedules-and-lines/">https://ogs.ku.edu.tr/en/facilities-directorate/transportation-services/iett-bus-and-minibus-schedules-and-lines/</a>			
Picks- Up/ Drops- off	Bus Stops			Bus Stops and Everywhere Appropriate

## FACULTY FARE PUBLIC TRANSIT CARD (ISTANBUL KART)

Istanbul Kart is a refill transit pass that is used in almost the entire transit system of Istanbul (water, underground, above ground, rail, metrobus). Faculty are eligible for discount Istanbul Karts. To learn how to obtain a faculty fare Istanbul Kart, please check out our website: <https://ico.ku.edu.tr/instructions-guide-faculty-fare-public-transit-card/>.

### USEFUL TIPS

-  Istanbul Kart refill machines are super user-friendly. When you place your card in the designated card slot (either side), the machine will display your card info and remaining balance. Feed money into the bill acceptor. See the current balance on the screen. DONE!
-  Refill machines are easy to use and capable to operate in English and other languages.
-  There is one available on the main campus in front of Yapi Kredi Bank and each metro entrance. Refill is also available at newsstands and some supermarkets by cash.
-  There is an online option to refill your Istanbul Kart: Istanbulkart Mobile App. The app allows you to load money into your Istanbulkart if your phone has an NFC (Near Field Communication) function.
-  If you are using a discount pass, you can switch to a monthly card by filling the monthly fee into your card.
-  If you will use a Dolmus, you must tell the driver where to stop to let you off. You can ask a passenger who speaks English unless you know how to say “inecek var” (please stop I’ll get off).
-  There are 3 top mobile apps for public transit in Istanbul. These are Trafi, Moovit, and MOBIETT.

## **PRIVATE EXPRESS SHUTTLE SERVICE FOR THE CAMPUS COMMUNITY (GÜRSEL TURIZM)**

The university works with a private transport company and they are located at designated registration desks at the beginning of every semester and the shuttle booth next to the İETT Bus Station on the main campus.

### **ACTIVATING YOUR KU FACULTY ID CARD FOR EXPRESS SHUTTLES**

The paid shuttles can only be used with KU Faculty ID cards that are activated for this purpose at designated registration desks and the shuttle booth next to the İETT Bus Station at the main campus.

### **LOADING MONEY ON YOUR KU FACULTY ID CARD**

**OPTION 1:** Visit a designated registration desk or the shuttle booth and load money on your KU ID card. Only debit or credit cards are accepted.

**OPTION 2:** Visit <https://gurseltur.com.tr/> or download the Gürsel Mobile App to your mobile device and load money to your KU ID card online.

### **SHUTTLE OFFICE WORKING HOURS**

Shuttle office is open on weekdays from 8 am to 8 pm (Fall/Spring); from 10 am to – 5 pm (Summer). An English-speaking associate is available on site.

For more information: <https://ico.ku.edu.tr/resources/transportation/>

## **TAXI**

Yellow taxi vehicles (Taksi in Turkish) are widely used in Istanbul. You can call up a taxi by phone, via mobile app, or flag one on the street 24/7. Below, we have listed the contact information of nearby taxi stations and other options to find taxis around you:

By Phone (pay cash upon arriving your destination):

- **Kultur Taksi:** 0212 2718154
- **Kumsal Taksi:** 0212 218 3267
- **Marti Taksi:** 0212 341 1184
- **Sariyer Taksi:** 0212 242 3748

**MOBILE TAXI APPS** (pay online or cash):

- **BiTaksi:** <http://www.bitaksi.com/en/>
- **iTaksi:** <https://www.itaksi.com/>

**REGULAR TAXI FARE CALCULATOR:** <https://taksiyle.com/en>

## **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. Their driver's licenses must be translated into Turkish and notarized. Residents staying longer than 6 months must apply to switch their licenses to a Turkish driver's license if the country they obtained their licenses is a party to the [Convention on Road Traffic](#).

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.

For more information: <https://ico.ku.edu.tr/driving-in-turkey-page/>

Please contact the International Community Services Office at [ico@ku.edu.tr](mailto: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/>
- <https://www.budget.com.tr/arac-kiralama-lokasyonlari/rent-a-car-istanbul>

## **TURKISH LANGUAGE RESOURCES**

Turkish learning and practicing resources are listed on our website: <https://ico.ku.edu.tr/learn-practice-turkish/>

Below you may find some examples:

### **EXCLUSIVE GROUP CLASSES**

Human Resources office has been working with a Turkish language school that offers classes both on and off-campus year-round. Look for email notifications from HR regarding sign-ups, regulations, and fees, and stay in touch with the staff from HR that is responsible for Turkish classes for non-Turkish speaking personnel at KU. More information will be available during the HR orientation. You can also contact [ico@ku.edu.tr](mailto:ico@ku.edu.tr) for your questions.

### **ONLINE TURKISH PRACTICE HOUR SESSIONS**

ICO of the Office of International Programs invites you to join the [Online Turkish Practice Hours](#) to practice your conversational Turkish with Turkish volunteer students. Turkish Practice Hours was formerly planned to be on campus as Turkish Coffee Hour, but in the current situation, we've decided to move things online. All international students, faculty,

researchers, and their families are welcome to join, and we hope to continue as Turkish Coffee Hour whenever we are back on campus.

## **ESSENTIAL TURKISH PHRASES**

The website “[Turkey Travel Planner](http://www.turkeytravelplanner.com/details/LanguageGuide/100words_lessons/index.html)” offers a very useful list of essential Turkish phrases. We recommend you to check out this page and practice Turkish to make life easier for yourself: [www.turkeytravelplanner.com/details/LanguageGuide/100words\\_lessons/index.html](http://www.turkeytravelplanner.com/details/LanguageGuide/100words_lessons/index.html)

## **UNIVERSITY LOCATIONS ACRONYM GUIDE**

There are plenty of acronyms used throughout KU. We made the following list for you to familiarize yourself with some of the most common acronyms for various locations at KU:

**S BUILDING:** Dormitory and housing administration office located behind main campus health center

**HR:** Human Resources Office

**ELC:** English Language Center

**SKL:** Suna Kiraç Library

**ENG:** Engineering offices and classroom names go with this location prefix

**SOS:** School of Social Sciences offices and classroom names go with this location prefix

**VPAA:** Vice President for Academic Affairs

**VPRD:** Vice President for Research & Development

**OIP:** Office of International Programs

**ICO:** International Community Services Office

**CASE:** Collage of Administrative Sciences and Economics

**CSSH:** College of Social Sciences and Humanities

**CE:** College of Engineering

**CS:** College of Sciences

**SOM:** School of Medicine

**SON:** School of Nursing

**GSB:** Graduate School of Business

**GSSSH:** Graduate School of Social Sciences and Humanities

**GSSE:** Graduate School of Sciences and Engineering

**GSHS:** Graduate School of Health Sciences

## **REFERENCE RESOURCES FOR FACULTY**

### **Maps and Transportation:**

**Maps:** All campus maps are available on the KU Mobile App and here:

<https://www.ku.edu.tr/en/contact/koc-university-campuses/>

**Location of Istanbul, Sariyer and KU** <https://ico.ku.edu.tr/welcomecenter/location-maps/>

### **Istanbul Metropolitan Rail Network:**

**Website:** <http://www.metro.istanbul/en>

**Istanbul Rail Network Maps:** <http://www.metro.istanbul/YolcuHizmetleri/AgHaritalari>

**Istanbul Metropolitan Mass Transit System (IETT):** <http://www.iETT.istanbul/en>

**Istanbul Ferries, Passenger Boats, Cruises:** <https://www.sehirhatlari.istanbul/en>

### **International and Local Radio, News:**

**Turkish National Radio & TV Corporation (TRT):**

<http://www.trt.net.tr/Anasayfa/anasayfa.aspx>

**TRT World:** <http://www.trtworld.com/>

**TRT Foreign Services:** <http://www.trtvotworld.com/>

**Acik Radyo Internet Radio:** <http://acikradyo.com.tr/stream/index.html>

**Sputniknews Voice of Russia:** <https://sputniknews.com/>

**BBC World:** <http://www.bbc.co.uk/worldserviceradio>

**National Public Radio:** <http://www.npr.org/>

**Public Radio International:** <https://www.pri.org/>

### **Local Misc. Listings**

**Daily Events and Misc. Listings:**

**Eventbrite:** <https://www.eventbrite.com/d/online/istanbul/>

**Biletix:** <https://www.biletix.com/anasayfa/ISTANBUL/en>

**Zorlu:** <https://www.zorlupsm.com/tr>

**KU People Finder:** <http://eguide.ku.edu.tr/eGuide>

**KU Promo Video:** <https://www.youtube.com/watch?v=YUL8IsoBcUw>

**History, Departments and More:** <https://www.ku.edu.tr/en/explore/about/>

**Office of the President:** <https://president.ku.edu.tr/en/>

**Office of Dean of Students:** <https://dos.ku.edu.tr/en/>

**Office of Vice President for Academic Affairs:** <https://vpaa.ku.edu.tr/en/>

**Office of Vice President for Research & Development:** <https://vprd.ku.edu.tr/en/>

**Office of General Secretary:** <https://ogs.ku.edu.tr/en/>