

Koç University
International Community Services Office

NEWCOMERS' GUIDE



Welcome from our Team



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International Community Services Office at Koç University is a subdivision of the Office of International Programs and is committed to superlative service in providing the international population of KU with the most up to date and accurate information, resources, guidance and support while they are transitioning to a new place and new culture.

ICO | International
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Before Arrival

Before Arrival

Visa to Turkey

Please follow the link below to access the most up-to-date visa information for A-Z countries in the world

<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

TOURISTIC ENTRIES

E-Visa (www.evisa.gov.tr) for Students, Faculty, Researchers, Families

International students (exchange, transfer, visiting, full-time international undergraduate or graduate) and their dependents, international faculty, post-doc researchers, fellows, guest lecturers or researchers and their dependents are allowed, by law, to use a touristic e-visa to enter Turkey when they are affiliated with a university. E-visa is easier to obtain, cost effective, saves you time and requires no visa interviews, and since it is a multiple entry tourist visa, it allows you to travel outside Turkey while waiting on your residence permit. Please review specific requirements and visa rules for your country by following the instructions on www.evisa.gov.tr. E-visa applies to many countries around the world. E-visa website will show whether you are eligible to acquire an e-visa online, exempt from visas or can enter Turkey without a passport.

Note: International employees who will work in administrative positions are not eligible for e-visas.

Not Eligible for E-Visa?

Nationals of certain countries may not be eligible for an e-visa. In this case they must visit the nearest Turkish embassy or consulate to apply for the appropriate visa category (student, dependent, etc.) To look up consulates and apply for consulate visas to Turkey, visit <https://www.konsolosluk.gov.tr/>. You can also contact us at ico@ku.edu.tr to request further information or visa support documents from the university either as a student, researcher, employee or family member.



CONSULAR/EMBASSY VISA

Locating the Nearest Turkish Embassy or Consulate in Your Home Country

Here is an A-Z country list for Turkish embassies or consulates:

<http://www.mfa.gov.tr/turkish-representations.en.mfa>

Visa Information and Application

On this webpage you can find a local Turkish consulate, learn about visas and make a visa application appointment. If the page opens in Turkish by default, please switch to English from the top right corner of the pop-up window:

<https://www.konsolosluk.gov.tr/>

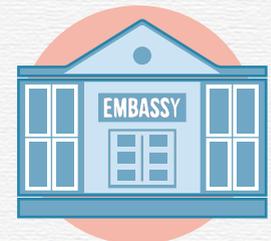
Visa for International Non-Academic Staff

When you are hired by KU for an administrative position, International Community Services Office (ICO) will get in touch with you regarding your visa application and acquisition of your work/residence permit. International non-academic employees are required to visit a Turkish mission in their country of citizenship and obtain a work visa prior to their trip to Turkey, unless they had been in Turkey at the time of application on a VALID residence permit for at least 6 months or longer. Individuals with a valid residence permit that is valid for 6 months or longer can apply from within Turkey without leaving the country. **This rule does not include students who reside in Turkey on student status.**

To read more about general visa information for Turkey, please visit: <http://www.mfa.gov.tr/general-information-about-turkish-visas.en.mfa>

About Passport Validity

In accordance with the article 7.1b of “the Law on Foreigners and International Protection” no.6458, foreigners wishing to enter Turkey should carry a



Before Arrival

travel document (passport) with an expiration date at least 60 days beyond the “duration of stay” of their visa, e-Visa, visa exemption, or residence permit.

Example : In order to enter Turkey with a 90 day visa, a visitor must hold a passport that is valid at least 60 days longer than 90 days. The passport must be valid for at least 150 days in total.

ENTRY WITHOUT PASSPORT: Nationals of some countries can enter Turkey with documents other than a passport (i.e: driver's license, national ID, etc.). However, this is not advisable especially if you will have to apply for a residence or work permit. Entry with a valid passport is the safest and smoothest entry method.



All international students who will study in Turkey for more than 3 months are obliged to obtain residence permits by law. Therefore, after arrival, they will apply for a residence permit. Please make sure you enter Turkey with a passport valid for at least 60 days beyond your duration of stay.

Please make sure you check out the country-specific entry restrictions to Turkey before you plan your travel at www.turkishairlines.com/en-tr/announcements/coronavirus-outbreak/travel-restrictions/

Family Members (Dependents)

If any of your family members will accompany you to Turkey, they can also apply for a visa together with you. Regardless of your residence status in Turkey, your family members will apply for a short term family residence permit. International Community Services Office will assist you in this process from the moment you are admitted as a student or hired as a faculty/staff/researcher. You may contact our advisors at ico@ku.edu.tr if you have any questions about your dependents prior to your arrival.



Planning Expenses

Planning your expenses for arrival will be helpful. Some possible immediate expenses are:

Taxi fares, university fees (students), other transportation, pay as you go or pre-paid cell phone sim cards or minute credits, security deposit for rent that might include 2 months' rent (if you'll rent yourself), eating and grocery expenses, possible purchase of necessary home goods, clothing, electric appliances or small devices. Turkish Lira (TRY, ₺) is the official currency for Turkey. You can check exchange rates and do conversions via <https://www.xe.com/currencyconverter/> or [Google Currency Converter](https://www.google.com/currencyconverter/).

Travel With US Dollars or Euros

We advise newcomers that they travel to Turkey with US Dollars or Euros as these will be easier and more profitable to exchange for Turkish Lira. Finding offices or banks that convert other currencies will be difficult.

Money Tips Before Your Trip:

NOTIFY YOUR BANK: Check with your bank before traveling to Turkey if your card will work in Turkey and you will be able to make online transactions. Most banking is online in Turkey.

CHOOSE THE RIGHT CARD FOR FEES: Most banks and credit cards charge a foreign transaction fee. Research your card's ATM network in Turkey and how much they charge in fees for transactions and withdrawals so that you can switch to a more convenient card if needed.



AVOID CURRENCY EXCHANGE BOOTHS AT AIRPORTS: Exchange rates will not be in your favor at airports. If you need money upon arriving, we advise that you use your ATM card and withdraw money. You will end up spending less. ATM's will offer a more up-to-date and fairer exchange rate.

Arrival Date

To choose the most reasonable arrival date, please refer to the [academic calendar](#) and your respective admission contact's advice (Registrar's, HR, Dean of Faculty,

ELC, etc.). Planning early arrival and identifying dates will be helpful for several reasons, especially for international students, such as:

- Resting up from your trip and getting ready for school
- Arranging housing or checking into a previously arranged residence
- Complete university registration and course registrations
- Obtain university ID, meal card, computing credentials
- Finding your college or graduate school, join a guided campus tour
- Attend international orientation sessions and complete immigration check-in
- Complete paperwork for health insurance, residence permit, students' discount public transit card and graduate assistantships
- Attend Teaching Assistantship training sessions/workshops at the Office of Learning and Teaching (the KOLT)



GRADUATE STUDENTS WITH SCHOLARSHIPS AND ASSISTANTSHIPS

International graduate students must arrive at KU during the registration period/ week of any given semester. Failure to arrive on time may result in delays with your immigration procedures, stipend payments and health insurance. Contact your graduate school for special orientation or training programs since you might be required to arrive earlier than the registration week. A list of all graduate programs and their contact information can be found here:

<https://international.ku.edu.tr/graduate-programs/programs-offered/>

Note: More Pre-arrival Resources is available on:

<http://ico.ku.edu.tr/welcome-center/pre-arrival-resources/>

Upon Arrival

Upon Arrival

Transportation from Airports

Visit ICO's Website for Airport Transportation Info:

<https://ico.ku.edu.tr/resources/arriving-on-campus/#1485195434553-adc1588c-6f83>

There are 2 international airports in Istanbul, namely, Sabiha Gokcen (SAW) and Istanbul Airport (IST). Below you will find step by step directions to conveniently travel to campus from both airports.

Transit Directions from Istanbul Airport

(<http://www.istairport.com/en/passenger/transport/pub-lic-transport>)

Step 1- 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 card itself costs 13 ₺. Load at least 40- 50 ₺ into your card. For all public transit modes, you'll use the card by tapping it to the readers.

HES code is a must to use public transportation in Istanbul during COVID-19. You should first obtain your HES code and then integrate it into your Istanbul Kart.

Obtaining HES code: hayatevesigar.saglik.gov.tr/hes-eng.html

Integrating it to Istanbul Kart: kisisellestirme.istanbulkart.istanbul/

Step 2- Choose your option:

A. Taxi The taxi fare from Istanbul Airport to KU depends on the route and traffic conditions. You can calculate an approximate fare at <https://taksiyle.com/en>

B. Take the bus H-8 to either Acarlar Bus Stop or Haciosman Bus Terminal (approx. 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, or stay onboard until Haciosman Bus Terminal. If you take off at Haciosman Bus Terminal, here are the options to reach KU:

I. Take the **bus no 154** (recommended, approx. 50 minutes).

II. Cross the street and take a minibus with the **KOÇ ÜNİVERSİTESİ sign** at the front windshield or side window. The ride takes approx. 40 minutes.

III. Take a **taxi**. The ride takes approx. 20 minutes.

C. Airport Shuttle HAVAIST-5 to 4. Levent (approx. 90 min.) **and connect to M2 Green Metro Line to Haciosman Station** (approx. 10 min.). Follow the signs and exit through Otobüs Durakları (Bus Terminal). There you can use one of the options mentioned in option B.

D. Take the bus H-2 to Mecidiyeköy (approx. 100 min.) **and connect to M2 Green Metro Line to Haciosman Station** (approx. 15 min.). Follow the signs and exit through Otobüs Durakları (Bus Terminal). There you can use one of the options mentioned in option B.

Transit Directions from Sabiha Gokcen Airport

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

For transportation options from Sabiha Gokcen Airport, please visit <https://www.sabihagokcen.aero/passengers-and-visitors/transport-and-parking/transportation>

Taxi Fee Calculator and Route Planner

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> Please note, each city in Turkey has different fare systems. Istanbul has the lowest fare in Turkey.

Where to Get Off on Campus

A. Health Center (Sağlık Merkezi)

If you arrive on campus after hours and need to collect your keys, 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 SAĞLIK MERKEZİ 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 taxi or minibus drivers do not speak English.

B. Koç University (Koç Üniversitesi)

If you do not need to visit the Housing Office, you can get off at the final stop called KOÇ ÜNİVERSİTESİ.

Checking into Your Residence

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)



Upon Arrival

and a copy of your acceptance, invitation, research or employment offer 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.

During the COVID-19 period, the security officers will also take your temperature and check your HES code. Please make sure you have your [HES code](#) ready.

Check-in and dorm/apartment key acquisitions for all students and non-student residents must be made on the main campus Housing Office located in S Building. Graduate students must also visit the main campus housing office to select their apartments from a draw (lottery style), sign their housing contracts, and retrieve their apartment keys. Housing office personnel will assist graduate students to call a taxi to take them to their off-campus apartment complex located within 5 minutes from the main campus. Undergraduate international students will be shown their rooms and will be able to check in on the premises right away.

Orientation

All incoming international faculty, staff, and students go through a welcome orientation by their respective departments at KU. The ICO offers a separate orientation for all newcomer internationals. As a new member of the KU community please check your emails frequently for orientation and other important information. For specific time or other arrangements please email ico@ku.edu.tr.

Accessibility (disability services)

Please contact the Office of Diversity, Inclusion and Disabled Student Services for accessibility requests prior to your arrival at nkarahalil@ku.edu.tr.



The Office of Diversity, Inclusion and Disabled Student Services is located at Student Center, lower 3rd FL. Office B391.

Immigration Procedures

Depending on your status at KU, you will be guided to follow the appropriate procedure for you and your dependents' (if any) visa and residency applications. There is extensive information available on our website for these procedures (www.ico.ku.edu.tr). We do remain in constant touch with you before and after your arrival in Turkey. You can reach us via email at ico@ku.edu.tr for your immigration-related questions at any time.

Tax Id

Obtaining a tax id number might be helpful for students, visiting faculty, researchers or family members since their residence permit will not be readily available when they arrive and some administrative procedures require an official id number. Obtaining a tax id number is easy, online, and free of charge. First, you need to obtain a Turkish phone number, then you visit the webpage of the interactive tax office at <https://ivd.gib.gov.tr/>, and click on the **Application For Non-Citizen's Potential Tax Number** button on the bottom of the page. The



application form has English explanations. Please make sure that you type your name and surname as written on your passports. If you are using a Turkish keyboard, note that some letters may appear with a dot on them when written in upper case (i.e. İ,Ö,Ü). In that case, you should find the correct letter on the keyboard and proceed. The system will give you a tax id number once you submit the form.

Important: You should allow cookies and pop-ups in your browser to be able to download the official document stating your tax id number.

A tax id number will allow you to pay for your residence permit card fee, open a bank account with some banks, obtain health insurance, and perform various formalities in Turkey. Once you have a residence permit, you will have your foreign id number and will not have to use your tax id number anymore. A tax id application can only be made with your valid passport.

There is also an in-person application option for those who do not have a Turkish phone number yet. For more info: <https://ico.ku.edu.tr/5101-2/>

Living

Living

Residence Life

Main Campus and West Campus

KU has numerous facilities and campuses comprising hospitals, libraries, museums, research centers across Turkey. This guide is meant particularly for members of the Main and West Campus area. For a complete list of KU centers, you may visit <https://www.ku.edu.tr/en/research/research-centers>

Main Campus

The main campus is the central and the largest location for academics, administration, and the campus life of the university; including a variety of shops, eateries, recreational indoor and outdoor spaces, and service providers. This hub allows students and faculties to go about their general errands with convenience. Undergraduate student dorms and faculty housing are mainly located on the Main Campus. There are also undergraduate student dorms on the West Campus.

West Campus

West Campus consists mostly of undergraduate student dorms, but it is also home to the university's indoor swimming pool, West Campus mini gym, 24/7 health center, mini conference hall, study and computer rooms and cafeterias.

Housing

Student Dormitories

KU student dormitories are located on both the Main (Rumelifeneri) and West campuses. Free shuttle transportation to and from Main Campus is available for KU members.

KU Grad Student and Scholars Housing

Graduate students that are enrolled at KU and entitled to accommodation are assigned to dormitory rooms in West Campus and Rumelifeneri Campus.



For all your housing-related questions or concerns, please email housing@ku.edu.tr. For your technical work requests please submit a form via <https://h-trackit.ku.edu.tr/>.

Please speak with a housing staff to learn more about housing-related track-it service, repair wait times, what to do, etc.

Faculty Housing

New faculty members and their families are assigned private apartments.

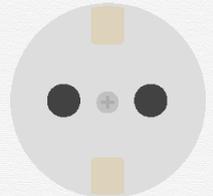
The Human Resources Office communicates with the new faculty members in advance of their arrival. For more information, you can contact your contact person at HR.

Off-Campus Housing

KU and the ICO do not assist KU 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: <https://ico.ku.edu.tr/students/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 end-points of the public transits (BUS 154 and M2 Green Line Metro) to the main campus, drawing a line where to look for a house.

Power

Turkey has a 230V power system and uses C or F type plugs that are compatible with most electrical items worldwide. Items brought from certain countries will need adaptors which are conveniently available in Turkey or can be purchased before traveling to Turkey. Electric appliances purchased in Turkey do not need adaptors.



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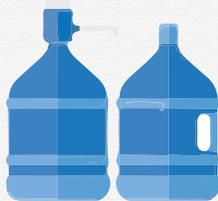
Drinking Water

In Istanbul, people usually do not drink tap water. However, they use it for all other purposes such as cooking, making tea, or coffee. Drinking tap water is not advisable in Istanbul. Bottled water can be purchased from supermarkets, grocery stores in various sizes. 19-20 liter demijohn waters can be ordered online or by phone from various water companies. Fountain water is safe to drink in Istanbul, wherever available.



Ordering Water

In Turkey people order bottled water where drinking tap water is not very safe. This can be done either by calling the water companies or via some mobile apps or online from a computer. Below, you can find a link to a sample order form that belongs to a company. There aren't many English language online ordering websites. For first time orders the companies might charge a deposit fee and a water pump must be purchased. These are sold at grocery stores and water companies for around 20TL.



Avg. price for a 19lt demijohn (damacana in Turkish) bottled water: 10-20 TL

To order online: <https://www.sakasu.com.tr/en/giris>

Mobile App to order from your smartphone from multiple companies:

<http://bisu.com.tr/>

Tip: You can always ask a roommate or neighbor for help when ordering your first bottle and the rest will be very easy.

Utilities

If, due to your living situation, you have to pay for the utilities yourself, there are a few ways to do this. You can pay at authorized utility payment offices, banks, via internet banking, and automatic payment via your bank. You can set up an automatic payment with your bills at the bank in person or on your bank's website or mobile app. Except for these payment methods, do not pay anyone for the utilities.

Computing

User Name and Password: Each individual affiliated with KU is assigned a unique user name and password that are used for all websites or online systems that require a log-in, i.e: email, track-it technical requests service, HR portal, KU mobile apps, KU Gmail, shared networks, webmail, VPN, etc. You can change your password anytime via <https://home.ku.edu.tr/password/>

Wi-Fi Connection on KU Campuses: Whether you are a guest at or a member of KU, you need log-in credentials to connect to the internet on campus. The log-in credentials are your user name and password. To learn how to connect to the wi-fi on campus, visit <https://it.ku.edu.tr/en/how-to/connect-to-ku-wireless/ku-faculty-staff-and-student/>. Please select your status as a guest or faculty/staff/student from the menu on the left.

Internet Connection at Dorms, Faculty, and Off-Campus Housing:

All dorms and KU affiliated housing feature high speed unlimited internet. Network credentials are shared with KU members upon check-in.

Access to Shared Folders: There are various network drives such as F drive, H drive. You must log on via Novell with your user credentials to access shared folders. These folders are visible to only KU members. You can email it@ku.edu.tr if you experience any difficulty while logging on or accessing any specific folder.



IT Services: IT department (<https://it.ku.edu.tr/en/>) 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 numerous useful information about printers, computers, wireless, VPN connection, internet security, etc. For any technical questions, issues, or service requests, you should email it@ku.edu.tr or call x1111 from campus phones, 0212 338 1111 from a mobile or external 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.

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My.KU: <https://my.ku.edu.tr> is a user friendly website offered and managed by the IT department and exclusive to KU members. Using 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.

Telephones, Making Calls and Foreign Mobile Devices

There are fixed phones in dorm rooms, graduate apartments, faculty houses and faculty/staff offices. Phones are managed by the IT department at KU. All inquiries regarding phones must be directed to it@ku.edu.tr

Land Lines: In Turkey, each city has an area code that consists of 3 digits and the local phone numbers consist of 7 digits. Istanbul, exceptionally, has two area codes, one for the Asian side (216) and one for the European side (212). If you are making a phone call from a landline and calling someone in the same city, or continent in Istanbul's case, you do not need to dial the area code. When calling from a cell phone you always need to dial the area code. Whenever the area code is needed a "0" prefix must be added before the area code.

e.g.: A local landline number on the European district of Istanbul: 346 7456. To call from a cell phone or any other location where another area code is used, you must dial 0212 346 7456.

Mobile Operators: There are three major mobile operators in Turkey: Turkcell, Vodafone, Turk Telekom. Each operator is assigned a mobile prefix like an area code and it is also a 3 digit code. From mobile to mobile and landline to mobile calls, the area codes with a "0" in the beginning must be dialed. Sometimes the incoming calls on your cell phone might appear with the default country code +90. This does not affect anything. While saving a cell phone number you can leave or remove this prefix.

International Calls: To call a phone in another country from any phone in Turkey, you must dial Turkey's international access



prefix 00 + Country Code + Area Code + Local Phone Number. To call Turkey from abroad you must do the same except that the international access prefix for each country would be different: International Access Prefix + 90 (Turkey Country Code) + Area Code + Local Number. For instance, if you were to call Koc University from abroad you would dial 00 90 212 338 1000. Aside from various internet and mobile tools to make free or low fee international calls, calling cards sold at newsstands is another option.

Registering Mobile Phones

According to the regulations set forth by the Information and Communication Technologies Authority of Turkey (ICTA), each individual, regardless of nationality, coming into Turkey with a phone or other mobile devices with call features must register their device within 120 days of arrival. The registration per person/per passport is limited to one device every three years. Devices not registered within 120 days will be blocked and will not be able to make or accept calls. Other features of the device can still be used without registration, including emergency calls. Visitors, foreign residents or students staying in Turkey for longer than 120 days must register their devices following the instructions below, and on our website: ico.ku.edu.tr/resources/registering-mobile-phones/



Remember:

Temporary visitors, one-semester exchange students, faculty or interns, summer school students and the like DO NOT NEED to register their devices if they are staying in Turkey for less than 120 days. Below instructions and our tutorial video are available for individuals with a valid Turkish residence permit or work permit in Turkey to help them avoid paying extra fees to mobile operator branches to register their phones. You can follow the instructions below and register your phone by only paying the official fee (2006.2 TL for 2021/ around 245 USD) for phone registration. The dealers will charge varying service fees in addition to the registration fee that is paid at the bank or tax office. Therefore, we advise not to rush and wait to obtain your residence permit and register within 120 days. You will receive your residence permit in

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30-45 days max. from your application date.

Registering Your Foreign Mobile Phone in Turkey in 3 Easy Steps

1-Pay the phone registration fee at [Ziraat Bank](#) with your Residence Permit and your phone's IMEI number. You can retrieve your IMEI number by dialing *#06# on your phone.

2-Visit any PTT branch (post office) with your active Turkish cell phone, passport and residence permit card and purchase your e-Devlet (e-Government) pin code. Please note, the pin code must be registered with your Foreign ID number that appears on your residence/work permit card and begins with 99. [Sarıyer PTT](#) is the closest one to KU

3-Watch our **VIDEO GUIDE** at <https://www.youtube.com/watch?v=wqbl59DgkiA> and go onto www.turkiye.gov.tr to register your phone.

Cell Phones in Turkey:

Prepaid/Pay As You Go, Monthly Plans w/out Contracts

There are three major operators which carry both prepaid and monthly plans for mobile phones in Turkey. Those are:

Turkcell (<http://www.turkcell.com.tr/english-support>)

Vodafone (<http://www.vodafone.com.tr>)

Turk Telekom (<https://www.turktelekom.com.tr/Sayfalar/Ana-Sayfa.aspx>).

In order to make the best choice we suggest that you visit their authorized dealer stores (they all have branches in Sarıyer) and review the latest offerings for yourself. All plans can be viewed on their website as well. You can call the customer services of the operators and receive assistance in English. It will be helpful to visit the stores with a Turkish speaking friend unless you know Turkish.



Transportation

Istanbul has one of the best public transportation networks in the world. There are several options to reach any location for 24 hours, and Taxi is a convenient option compared to large metropolitans in the world and other cities in Turkey. 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 Istanbul Metropolitan Municipality and they require refill transit cards (Istanbul Kart) described in the airport transportation section. Students and Faculty are eligible for discount transit passes which will be described in more detail after arrival to Turkey and acquiring a residence permit:

Koc University Bound Public Transportation:

IETT Bus 154: Enters Koc University main campus, route via Hacı Osman Metro, Sarıyer, West Campus- Istanbul Kart only.

IETT Bus 150: Passes by Koc University main campus security gate, requires transfer to reach onto campus, route via Hacı Osman Metro, Sarıyer, West Campus- Istanbul Kart only.

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- Istanbul Kart only.

Koc Uni. Dolmus: Enters Koc University, route same as 154- Cash only

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 or 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/>.

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

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

Shuttle Type	West/Main Campus	Faculty Houses Shuttle
Schedule URL	ogs.ku.edu.tr/en	ogs.ku.edu.tr/en
Pick-up Locations	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 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	https://ogs.ku.edu.tr/en			https://ogs.ku.edu.tr/otobus
Picks-Up/ Drop-off	Bus Stops			Bus Stops and Anywhere Appropriate

Notes:

- Istanbul Kart is a refill transit pass that is used in almost entire transit system of Istanbul (water, underground, above ground, rail, metrobus).

Tip: 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!

Tip: Refill machines are easy to use and capable to operate in English and other languages.

Tip: There is one available on main campus in front of Yapi Kredi Bank and in each metro entrance. Refill is also available at newsstands and some supermarkets by cash.

Tip: There is an online option to refill your Istanbul Kart: [Istanbulkart Mobile App](#). The app allows you to load money into your Istanbul Kart if your phone has an NFC (Near Field Communication) function.

Tip: If you are using a discount pass you can switch to a monthly card by filling the monthly fee into your card.

Tip: If you will use a Dolmuş, 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)

Tip: There are 3 top mobile apps for public transit in Istanbul. These are [Trafi](#), [Moovit](#) and [MOBIETT](#).

Private express shuttle service for campus community (Gürsel Turizm)

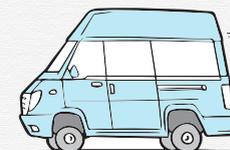
The university works with a private transport company and they are located at designated registration desks at the beginning of every semester and the shuttle booth next to the İETT Bus Station on the main campus.

Activating Your KU Student ID Card for Express Shuttles

The paid shuttles can only be used with student 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 into Your KU Student ID Card

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



Option 2: Visit www.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 contact information of nearby taxi stations and other options to find taxis around you:

By Phone (pay cash):

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

Mobile Apps (pay online or cash):

Bitaksi: <http://www.bitaksi.com/en/>
iTaksi: <https://itaksi.com>
Taxi Fare Calculator: <https://taksiyle.com/en>

Tip: Most taxi drivers do not speak English. Have the address written on a paper or tell them the name of the location or a landmark close to your destination. When you are by yourself, ask a passer-by the Turkish name of your current location while calling them up, they will come pick you-up. DO NOT bargain with taxi drivers. Make sure the meter is on and pay whatever the meter reads. Tipping is not expected unless you choose to tip.

Tip: Telephone numbers listed are only for Sariyer and Koc University area. If you need a taxi when you are far from the university you can use the mobile apps or flag a random taxi.



Tip: Always make a note of the license plate number of the taxi that can be found on side doors outside and inside next to the door handles beside the license plates.

Long Distance Traveling

You can easily purchase domestic and international tickets for various modes of transports available for long-distance traveling. You can buy tickets online or in-person at sale agencies. Bus companies, airlines, and private transportation brands have their online sales channels as well. You can also download mobile apps for these websites.



Find and Purchase Tickets:

Intercity Coaches & Flights:
<https://www.neredennereye.com/en/>

Flights: <http://www.wingie.com/>

Train: <https://ebilet.tcddtasimacilik.gov.tr/view/eybis/tnmGenel/tcddWebContent.jsf>

Ferry Transportation: <http://www.ido.com.tr/en>

Recommended Destinations for Traveling in Turkey

Turkey Travel Planner website offers an excellent list of top recommendations for traveling in Turkey including most cities. You can visit <http://www.turkeytravelplanner.com/itin/TopSites.html#Istanbul> to learn more.

Useful Mobile App Recommendations for Transportation

MobiETT: Istanbul city bus (IETT municipal buses) schedules, real-time route and arriving buses.

Moovit: Based on your GPS location, Moovit show the nearest stops, offer the best routes incorporating all modes of transport in Istanbul including ferries, minibusses, subways, and Metrobus.

Trafi: The app has the functions that Moovit has. One extra function is that TRAFI works offline.



Şehir Hatları: Istanbul cross-continental city liners' schedules. Covers all water transportation in Istanbul.



İBB Cep Trafik: Istanbul Metropolitan Municipality provides instantaneous traffic density on a live map and the notifications about road constructions, accidents to the drivers.

Driving in Turkey

Driver's License

Short term visitors with a driver's license from another country can use their licenses in Turkey for up to 6 months. Their driver's licenses must be translated into Turkish and notarized. Visitors staying in Turkey for longer than 6 months may apply for the replacement of their driver's license if the issuing country is part of 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/>

Car Rental

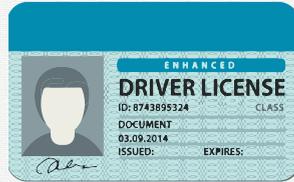
There are thousands of car rental companies in Istanbul. Working with the most reliable ones is very important. Here are some suggestions:

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

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

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

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



Money, Shopping & Banking

Shopping

Since Istanbul is a densely populated city, each town district has its own shops, stores, eateries, schools, hospitals etc. This is to say you do not have to travel far for your needs. University main campus has a grocery store where you can find most of your needs. Also, downtown Sarıyer or the main street has all kinds of shops for any of your needs. Below you can find information about spending and some shopping tips:

The website <http://www.sariyerrehberi.net/> is a good resource for you to browse stores and businesses by category. The site is in Turkish but with little knowledge of Turkish you can access directions and contact information of various local businesses. Most businesses also deliver your orders.

Please note that a HES code is obligatory to enter public buildings and markets during the pandemic.

Weekly Fruits and Vegetables Market Place (Pazar)

Like in some other countries, in Turkey there is also the traditional community market place which is called "Pazar" (same word for Sunday, the day of the week but not related words). Every day Pazar moves to some other street for the convenience of the residents of a respective district. People still prefer shopping from the Pazars since the freshest produce for reasonable prices can be found here. Most items are priced on a kilo basis. Bargaining is welcome at Pazars. Some sellers will allow you to feel and pick the goods yourself whereas some others won't. Ask a local where and when your local Pazar is, depending on your location in Istanbul. Remember, only cash is accepted at Pazar's.

There are two Pazars everyweek at Sarıyer:

- 1. Neighborhood Pazar (Sarıyer Local Pazar)** at Maden district. Available every Wednesday. Therefore it is also called Çarşamba Pazarı, Wednesday Market in English.
- 2. Organic Pazar** next to Sarıyer Elementary School. Available every Monday.

Living

Town of Sarıyer

Koç University is located here in the town of Sarıyer. Sarıyer Municipality's theatre, dance, music, and art events run year-round. To learn more about Sarıyer and keep up with what is going on, visit the Sarıyer Municipality website at www.sariyer.bel.tr. This site is in Turkish, but with little knowledge of Turkish, you can see what events are organized in the town.

You can learn more about Sarıyer with our **Sarıyer District Presentation**. Please visit our website for the presentation: <https://ico.ku.edu.tr/resources/location-maps/>.



Spending

You can visit <https://www.numbeo.com/cost-of-living/in/Istanbul> to find up-to-date information on the cost of living in Istanbul. Numbeo provides a wide range of expense types that help you plan your budget in Istanbul.

You can also visit <https://istanbeautiful.com/cost-of-living-in-istanbul/> <https://www.expatistan.com/cost-of-living/istanbul> <https://www.budgetyourtrip.com/turkey/istanbul>

Shopping Malls:

Modern shopping malls are everywhere in Istanbul and some of them are highly popular among tourists. They are also known as AVM's from the Turkish acronym for "shopping center: alış-veriş merkezi". One of the largest shopping malls is in Sarıyer located in İstinye. The name of the mall is İstinye Park, and is located at Pinar Mh., 34460 Sarıyer/Istanbul. Visit its website for more information about shops, events and restaurants: <http://www.istinyepark.com/en>.

Here is a list of and info about most, if not all, shopping malls in Istanbul: <https://www.avm.gen.tr/avm/istanbul-alisveris-merkezleri>

Koc Ailem

Faculty, staff, and students receive a special advantage card that is called Koc Ailem (My Koc Family). This card provides special discounts to those who are affiliated with the Koç Group at all Koç Companies and extra advantages at museums, events, and other brands. Koc Ailem membership, card delivery, activation, and family membership questions can be directed to the Human Resources office. Visit

<http://www.kocailem.com> to stay up to date about the latest advantages of Koc Ailem card.

For more information: <https://ico.ku.edu.tr/resources/things-know-receiving-student-residence-permit/>

Turkish Currency - Lira

Turkish Lira (Türk Lirası, TL or TRY) is the official currency for Turkey. ₺ is the symbol used for Turkish Lira.

Banknotes are in denominations of TL up to 200 liras. Coins are in denominations of 1, 5, 10, 25, 50, 1TL

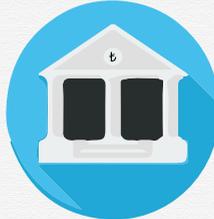
See in the image below TL banknotes and coins actively in use now:



Living

Bank Account

You can open a bank account only after receiving your residence permit. Banks open accounts for foreigners only with a valid residence permit card and proof of address. Once you have your residence/work permit, open a bank account to have an ATM and credit card with a local bank and avoid extra fees.



Employees and scholarship students at KU will be asked to open an account at Yapı Kredi Bank on campus. Yapı Kredi Bank is a Koc Group company whereby affiliates of KU are exempt from dues, surcharges, and are offered many other conveniences like no fees for non-Yapı Kredi ATMs, free credit cards, no fees on direct deposits for your stipend or salary, no fees on money transfers. Yapı Kredi Bank will only open an account with your residence/work permit card and address declaration letter (faculty/staff can obtain it from the Human Resources Office's payroll unit, students who are on scholarship, and receiving stipends from the Housing Office (S building)).

ATMs

ATMs are conveniently available wherever you go in Istanbul and Turkey. Like any ATM around the world, you can select a language and complete your transactions easily. At KU, there are ATMs on the main campus at Student Center -1st floor, Dormitory S building, and West Campus. Each bank in Turkey has its mobile apps and internet banking websites. Internet banking is widely popular in Turkey as all banking processes can be done online. As such, bank websites or mobile apps will also help you locate the closest ATM of your bank. In some countries, passwords (pin) for an ATM card can include letters, but in Turkey, it is only a 4 digit number. If this is the case for you and you must withdraw money from your bank account back home, you can either update your pin before coming to Turkey or translate letters into numbers by looking at the keypad.



The language on the keys is most often Turkish but color codes will help. Here is the translation: Sil = Delete (Yellow) İptal = Cancel (Red) Giriş = Enter/Return (Green)

It is best to have a local bank account in Turkey after obtaining a residence permit. With a local bank account you will avoid transaction fees and surcharges.

MONEY RELATED TIPS:

Tip: Turkish currency is Turkish Lira (Turk Lirasi - TRY). Refer to the images above to recognize Turkish banknotes and coins in use.

Tip: Counterfeit money is rarely seen but you should not accept large quantity banknotes from anyone except when it is from a bank or official office (i.e: tax office, immigration office)

Tip: Exchanging Dollars or Euros is much easier compared to any other currency, thus come to Turkey with those currencies. Finding Turkish lira outside Turkey will be difficult and costly for you. It is unnecessary.

Tip: Avoid exchanging currency at banks or exchange offices at an airport in Turkey. The exchange rates will not be in your favor and there will be higher commission fees.

Tip: Prefer currency exchange offices in your local neighborhood or touristic spots as you will get better exchange rates and little or no commission fees.

Tip: Keep receipts of certain purchases and transactions as you would normally do at home. Customer rights work very well in Turkey.

Tip: Credit cards can be used for almost any purchase in Turkey. Most credit cards are accepted (VISA, MASTERCARD, AMERICAN EXPRESS) but be warned that you might be asked to provide a PIN for your credit card (signature in some other countries). Confirm with the merchants before making a purchase as some places still accept signatures.

Tip: Contactless payment via a chip card (debit, credit, or smartcard) is also widely used in Turkey. The COVID-19 pandemic has triggered the use of this payment method lately.

Tip: If you are making an online booking for a flight, car rental or travel in advance be sure to read through related terms and conditions and customer rights & responsibilities. Some businesses will not allow you to use the purchased item if you do not present the same credit card that was used in the online transaction. This is a security measure against fraud.

Living

Tipping

Tipping is not a must in Turkey but it somewhat started to become so at restaurants in metropolitan cities (larger cities). It usually depends on how satisfied you are with the service offered. Tipping might not be welcome in certain situations. For example, you should not tip any employee that works at the university except for leaving tips in the tip boxes of certain coffee shops or cafeterias. Here is a small Q&A on typical tipping practices in Turkey/Istanbul. For more tipping info you can visit <http://www.turkeytravelplanner.com/details/Money/Tipping.html>

How to tip?	Cash, unless otherwise advised
What is "tip" in Turkish?	Bahşış (bah-shish)
How much in general?	No specific amount, but if tip is expected it could be 5% of the price
Porters at market places, airports, bus terminals?	2 to 5 TL per bag
Taxi Drivers?	They don't necessarily expect tips unless you choose to tip them, however always round the fare upwards. So if the fare is TL13.50, round it up to TL15. (If the fare is TL15.50, the driver may accept just TL15.) (turkeytravelplanner.com)
Restaurants	5% or 10% of the total bill depending on how luxurious the restaurant or how good the service is

Safety & Security

Istanbul is a safe city; as safe as Europe or elsewhere that is considered safe. Political context, circumstances at a given time can alter this statement but here in this guide we would like to inform you about general safety rules and provide important safety & security cautions for a large city like Istanbul. Some common crimes are pickpocketing, bag snatching and bag slashing. Robbery by force and rape are rarely seen but can happen. How you should protect yourself and take precaution:

- To defend yourself against pickpocketing and robbery, do not carry large amounts of cash in your pockets. If you're wearing a bag, keep it in front of you so you can watch it. For bags with a shoulder strap, wear them across your torso and hold the strap firmly.

- If you recognize the thief raise your voice and yell to point to the thief so other people and especially security guards or police can pursue the thief. Do not try to fight the thief or pursue him/her, they can be dangerous.

- Avoid being alone.

- Turkish people are very friendly but you should use caution to trust strangers as some strangers might try to trick you (shop keepers, hotel keepers, taxi drivers, people on public transit, restaurant keepers)

- Embassies and consulates share important security advisories on their websites. Subscribe to their email lists and register with your country's foreign mission in Turkey when you arrive in Turkey.

- Always carry proper identification such as your residence permit, copy of your passport (it's not advisable to have the original in case it gets misplaced or stolen), university ID card.

- Try to stay aware of your surroundings and suspicious situations.

- Do not walk late at night in an unfamiliar neighborhood if you are alone, Prefer using a taxi.

- Use caution if you are being offered uninvited companion, help, food or drink by a stranger while traveling alone or in another situation



Living

- Call 24/7 available Koc University emergency line 0212 338 1122 in case of emergency
- Call 155 for Police

Neighborhoods

Most of the areas in Istanbul are exceptionally safe, like Beşiktaş, Sarıyer, Sultanahmet, Kadıköy. However, like any big city, some districts require more caution. Following neighborhoods are called dangerous parts of Istanbul: Gaziosmanpaşa District (Especially Sarıgöl Neighborhood and Gaziosmanpaşa Street), Dolapdere, Tarlabası, Bağcılar, Kuştepe, Hacıhüsrev, Kasımpaşa. Please follow our instructions in the above section, take precautions, and avoid visiting those areas.

Worship

You can find the closest houses of worship below;

- Sariyer Yeni Merkez Mosque
- Zekeriyakoy Mosque
- Prayer Room, Koc University (Located underneath Sevgi Gonul Auditorium)
- Yenikoy Synagogue
- Sariyer Santa Maria Church

Holidays and Important Days

Public Holidays in Turkey: <https://www.officeholidays.com/countries/turkey/2021>

Calendar of Holidays in Turkey

- 1 January- New Year's Day
- 23 April- National Sovereignty and Children's Day
- 1 May- Labor and Solidarity Day
- 19 May- The Commemoration of Atatürk, Youth and Sports Day
- 15 July- Democracy and National Unity Day
- 30 August- Victory Day
- 29 October- Republic Day
- Eid al-Fitr (Ramadan Feast)
- Eid al-Adha (Feast of Sacrifice)



Note: The Eid dates are not fixed. They change every year according to the lunar calendar.

Ramazan: Ramazan (Ramadan) is the 30-day holy month when Muslims fast from sunrise to sunset, pray, and celebrate.

Important information about Ramazan:

Dates for this holiday are calculated by the Islamic Lunar Calendar, and move forward by 11 days every year.

For 30 days a morning drummer will play a loud drum (davul) to wake people up so those who'll fast that day can eat something until the morning prayer. People living in certain areas of the city will notice a morning drummer who beats a loud drum (davul) while walking through the neighborhood before dawn. This tradition is meant to wake people up to break their fast before sunrise. This practice will continue throughout the 30 day period.

Ezan (Call to prayer): Ezan is chanted 6 times a day from mosques. It is heard from almost anywhere in the city. It is to summon the people to prayer. The times vary by location and the time of sunrise every day. You can visit <http://diyanet.gov.tr/en/home> to learn the exact time of prayer on a certain date and at a certain location.

Arts & Culture

Istanbul has a rich cultural and artistic life. Its historical monuments reflect the city's history as the capital of three world empires and more than 1,800 years of history. The city has world-class museums, several concert halls, a vibrant art community, movie theaters throughout the city, and several world-class culture and arts festivals, such as the annual Music and Jazz Festivals or Film Festivals. To make the most of Istanbul arts and culture you can check out the following:



Muze Kart (Museum Pass): The "Muzekart" is a really useful card that can save you a lot of money when visiting museums or sightseeing in all of Turkey. More info available at <https://muze.gov.tr/MuseumPass>. To locate or search for a museum anywhere in Turkey, visit <https://muze.gov.tr/muzeler>.

If you are a student, Müze Kart İndirimli (Discounted Museum Card) is available for you in Turkey and you can obtain one with your KU Student ID Card from one of the sales points (<https://muze.gov.tr/satis-noktasi?Catalog-No=WEB-PHS01-01-008>).

For more information, please check out the following link:

<https://muze.gov.tr/satis-noktasi?CatalogNo=KRT-MZA01-08-008>

Recommended:

[Biletix](#) (Ticket sale site for concerts, events, conferences Turkey wide)

[Tixbox](#) (Ticket sale site for concerts, events, conferences Turkey wide)

[Zorlu PSM](#) (Theater for Musicals, world famous music and other performing arts shows)

[Biletiva](#) (Ticket sale site for concerts, events, conferences Turkey wide)

[Muze.gov.tr](#) (Museums in Turkey, museum passes and info)

[Istanbul Modern](#) (exhibits, museum)

[Sakip Sabanci Muzesi](#) (private museum close to campus)

[Istanbul Sehir Tiyatrolari](#) (Istanbul City Theatres at different locations)

[Rahmi Koc Muzesi](#) (private museum showcasing the industrial history of Turkey)

[Sadberk Hanim Museum](#) (first private museum in Turkey)

[Etkinlik.io](#) (events listings for Istanbul)

Recommended websites to search on the internet for online travel blogs, lifestyle magazines, food, shopping and more on Istanbul, offering content in English language:

[Canim Istanbul](#)

[The Guide Istanbul \(Instagram Account\)](#)

[The Istanbul Insider](#)

Istanbul Parks and Conservations

There are numerous parks and conservations in Istanbul. You can view the list by location via this link: istanbeautiful.com/parks-gardens-istanbul/

Travel, Hiking, Trekking

Turkey is one of the most popular destinations for travellers, hikers, mountaineering, biking and trekking lovers. If you would like to find where to go for your choice of outdoor activity or travel destination the website “Gezimanya” will be helpful. The website address is www.gezimanya.com. You can also follow us on Instagram, [icokocuniv](#), where we provide such resources, recommendations, and more.

University

University

About the University

Koç University was founded in 1993 as a non-profit private university in Istanbul, Turkey. Since its establishment, Koç University has become one of the leading universities in Turkey, distinguished by notable contributions to the elevation of education, knowledge and service both domestically and beyond.

Koç University's commitment to excellence and its well-resourced programs attract world-class academicians. The university's faculty consists of Turkey's most established senior researchers and PhD's from elite research institutions worldwide. Most of our full-time faculty members have doctoral degrees from top-tier universities in the world. Koç University's strong academic offerings are further bolstered by a vivid social environment and dynamic campus life, including regular social activities, student clubs, sports teams and voluntary organizations. Campus life at the university offers a lively environment with an abundance of social and cultural activities. The classrooms and laboratories are equipped with the latest technological infrastructure and support systems. Additionally, excellent athletic and recreational facilities are available to all members of the Koç University family.

You can explore KU and the main campus through our Visual Campus Introduction at <https://ico.ku.edu.tr/resources/location-maps/>.

University ID

The University ID Card is among your most important needs. If you are employed at KU, Human Resources will provide your card; if you are studying the Registrar's will provide your card. For all other statuses your card will be delivered to you by your host department or office at KU. University ID is important because it shows your affiliation with KU, it's what the security guards look at upon your entry to any KU campus, it's your student card in Turkey that entitles you with several privileges such as discounts, discount train tickets or transit passes in Istanbul and elsewhere.



KU Mobil App

Koç Üniversitesi Mobil is designed to improve the experience of students and staff at KU with personalized 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.
- You can access this Newcomers' Guide in [KU Mobil App](#) as well.

KU Daily

If you are officially affiliated with KU, you will receive daily news every day on your KU email, at 7:25 AM, and the subject line will read "KU Daily". Based on a listserv system, the KU Daily emails contain useful and new information and announcements for KU students, faculty, and staff. Every KU member gets subscribed to KU Daily by default and is delivered news for their specific role at KU (i.e. a student will not see news about a staff promotion.) Faculty or staff who would like to post an announcement or event ad on KU Daily must contact their department secretaries or respective staff for more information. Student News are managed by the student council and club activities office.

Registrar's

Koç University Registrar's Office is responsible for the execution of academic procedures for faculty, students and all academic departments, keeping and releasing academic records. Visit www.registrar.ku.edu.tr to learn more about Registrar's services at KU. To view various useful how to videos, visit <https://registrar.ku.edu.tr/en/>

University

Students Requesting Documents

To order documents from the Registrar's Office, you can visit their office, tele-phone 0212 338 1602 (x1602) or e-mail registrar@ku.edu.tr

Requesting Enrollment Verification Letters (Students)

If you are going to submit the letter to Turkish authorities, remember to order it in Turkish language from language preferences tab. Order in advance as there will be 1-2 days wait time. You can order multiple copies free of charge. Upon receiving the letter, check your personal information such as birth date, family name, etc for accuracy. Registrar's will update and reprint your letter. Here is the link for the video guide to requesting an enrollment verification letter:

<https://registrar.ku.edu.tr/en/how-to-videos/>

Human Resources (HR)

All procedures pertaining to employment, salary, benefits, fringe benefits, health insurance and all other HR topics are within HR's responsibilities. It is very important that international employees contact the right person at HR to receive proper assistance for themselves and their families. Respective staff from HR will identify him/herself to you as your contact person during job applications and onwards. It is also important to note that HR refers foreign employees to the International Community Services Office (ICO) for work and residence permit procedures upon hiring them. For all matters pertaining to work permits and residence permits please contact ico@ku.edu.tr.

HR Portal (Self-Service Online System)

In 2017 Human Resources services have become online thanks to the HR Portal web-based self-service system. Personal records, payroll records, pay stub copies for each month and much more can be retrieved via HR Portal. To access the HR Portal, you need a mobile phone in which you will receive a security code every time you attempt to log-in. To learn more about HR Portal contact your HR partner and visit www.hr.ku.edu.tr. Log-in URL for HR Portal is: <https://hrportal.ku.edu.tr/>

Finance and Student Accounts

The Finance office is responsible for student accounts, loans, and payment plans. For student registration and other matters they have a help desk. Please contact them at studentaccounting@ku.edu.tr You can also call them at (009) 0212 338 3030



Office of International Programs (OIP)

OIP is committed to Koc University's vision of becoming the leading research university for international education. OIP contributes to a multicultural campus and international education experiences that are innovative, collaborative, and accessible to faculty, staff, partners and the student body. For inbound mobility questions, email incoming@ku.edu.tr; for outgoing mobility questions, email outgoing@ku.edu.tr; for general inquiries, email exchange@ku.edu.tr.

Health and Wellness

Health Center

Health Centers on Main and West campuses operate 24/7 with ambulances, 5 physicians, 1 nurse, and 7 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 for appointments or call x1273 (main campus reception); x7000 (west campus reception).

KU is also affiliated with [KU Hospital](#) and KU members can benefit from its medical services with a discount.

For more information and the list of nearest health units, you can visit <https://ico.ku.edu.tr/resources/health/>

Health Center services are free of charge and available to KU members only. Several good hospitals around the city provide high-quality healthcare in English. The Health Center can also arrange to have medicine delivered to campus for you.

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For more information, please email Mr. Alper Keskin at alperkeskin@ku.edu.tr.

Istanbul Health Department offers great resources such as the list of hospitals and all other health care providers by district, list of pharmacies and pharmacies on duty and more. Visit <https://istanbulism.saglik.gov.tr/TR,50448/saglik-kurumlari.html> to learn more.



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

Pharmacies

Finding a pharmacy (Eczane) is not an issue in Istanbul. The university health centers collaborate with a pharmacy and can order the 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:

<https://play.google.com/store/apps/details?id=tr.gov.ibt.ibtbeczane&hl=en>

Istanbul Pharmacy on Duty: <https://play.google.com/store/apps/details?id=com.epigraf.nobetciieczaneler&hl=en>

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



Athletics and Wellness

Both Main and West Campus feature different indoor and outdoor options for sports. Although Main Campus offers more in terms of facilities, West Campus' indoor semi-Olympic pool is a popular choice during winter months.

Lockers for your belongings are available for free. You can request a locker key by checking your university ID for the duration of your workout. Balls and other gear are available at reception upon request. For your questions related to Athletics, fitness, dance, booking a court or borrowing sports items at Koc you can email Sports Center coordinator Mr. Mehmet Bulak at mbulak@ku.edu.tr or call x1656 from campus.

Information	Main Campus Facilities	West Campus Facilities
Hours of Operation	9am-1am everyday	7am-11pm
Gymnasium	Semahat Arsel Gymnasium Indoor track, squash, racquetball, group exercise and dance studios, weights room, cardio room, table tennis, multi purpose indoor court including tennis, basketball, volleyball, handball, badminton	Weights room, cardio room, table tennis
Swimming	Outdoor Pool	Indoor Pool*
Winter Sports	Ice Skating Rink	N/A
Outdoor Sports	2 Tennis Courts, Outdoor track, Soccer Field	N/A

*Indoor pool is closed on Tuesdays. Summer and holiday hours of operation are subject to change. Updates are posted on KU Daily in advance.

For more information: <https://sports.ku.edu.tr/en/>

Campus Security

Campus Safety is handled by Koç University Security Department. KU Security Department was established in accordance with Law on Private Security Services numbered 5188. Fundamental duties of Directorate of Security consist of ensuring the security of students, employees and campus, taking preventive measures

University

against lifestyle disruption on campus, organizing the traffic and parking on the campus, preventing vandalism, robbery and sabotage, delivering the lost properties to the owner of the property and carrying out entrance and exit check.

The university is under 24/7 comprehensive video surveillance. If you notice any suspicious act and need to report a complaint or crime, please call one of the below emergency numbers.

Safety and Security Contact Information

Rumelifeneri Campus Main	(0212) 338 35 35 – (0212) 338 36 36
Entrance Security	
Head of Security (24 Hour)	(0212) 338 36 39
Lost and Found Office	(0212) 338 36 39
Emergency	(0212) 338 11 22
West Campus Security Office	(0212) 338 70 07 – (0212) 338 70 08
İstinye Campus Security Office	(0212) 229 87 86 / 1055
Anatolian Civilizations Research Center	(0212) 393 60 00 / 123

Fire Station

Koc University has a Fire Station on campus that works on 24/7 basis. Besides their preventive precautions strategy, Fire Department works with the Occupational Safety office to educate students and non-students about fire hazards. Undergraduate and graduate students that are working in faculty laboratories receive training sessions about “Fire Precautions in Laboratory”. In these sessions usage of portable fire extinguisher tubes are shown. “Laboratory entrance cards” are not given to those who did not participate in these sessions.



Disabled Residents List in Case of Emergency

In case of fire and natural disasters, there is a “disabled resident list” in our fire extinguish trucks to rescue disabled students from the disaster zone urgently. An updated list of disabled student residents at the dormitory is always kept in our fire extinguish trucks. Koc University is protected against fires at the level of international standards.

Earthquakes

There are 5 earthquake containers on our campus. Rescue materials in con-

tainers are controlled periodically. If there is any material (medicine, drinking water, batteries, etc.) expired, then these materials are replaced periodically. There are 11 emergency assembly areas on the main campus. To see where those areas are located, please visit <https://isg.ku.edu.tr/en/emergency-situations/emergency-assembly-areas/>.

The elevators on campus are equipped with sensors to sense earthquakes greater than or equal to a magnitude 3. In case of an earthquake, the elevators get deactivated.

The university has an emergency announcement system for both the university and the district. After the pandemic, the number of first aid experts is increased as well.

For more information, please visit <https://isg.ku.edu.tr/en/emergency-situations/earthquake/>.

Health & Safety for Campus Residents

For health and safety on campus please refer to the web page of Occupational Safety office: <https://isg.ku.edu.tr> and to view and download the Health and Safety Manual please visit <https://isg.ku.edu.tr/wp-content/uploads/2019/12/health-and-safety-manual.pdf>

Emergency Vocabulary (English/Turkish)

Accident / Kaza (qa-zuh)		
Emergency / Acil, İlk yardım (ah-jille)		
Fire / Yangin (young-ehn)		
Help me / Yardım edin, Yardım lütfen (yahr-dum looth-phen)		
Hospital/ Hastane (huss-tah-neh)		
Medicine / Ilac (e-luch)		
I've had an accident / Kaza yaptım (qa-zuh yup-tuhm)		
He / She fainted / Bayıldı (bah-yihl-du)		
I'm injured / Yaralıyım (yah-rah-leh-yuhm)		
Very sick / Çok hasta (choke hasta)		
Need a doctor / Doktor çağırın (doktor cha-uh-rehn)		
Need an ambulance / Ambulans çağırın (ambulans cha-uh-rehn)		

University

Businesses and Facilities

The Facilities department (<https://ogs.ku.edu.tr/en/facilities-directorate/>) manages the operations of all services, facilities and businesses on campus. On their website they post most up-to-date information about all services available on campus, hours of operation and contact information of all the facilities: (<https://ogs.ku.edu.tr/en/facilities-directorate/campus-services/campus-facilities-working-schedule/>).

Service Providers on Campus:

Campus facilities and services are managed by the Office of General Secretary (<https://ogs.ku.edu.tr/en/>). There is a wide range of service provider companies on campus. For instance, copy centers, a hairdresser, a souvenir shop, a bookstore, a grocery, a private cargo brand (Yurtiçi), a bank branch (Yapı Kredi), and more. Please visit <https://ogs.ku.edu.tr/en/facilities-directorate/campus-services/service-providing-companies/> for most up-to-date company listings. There you can also find their working schedules.

For the campus service contact information (transportation, dining, logistics, etc.), please visit <https://ogs.ku.edu.tr/en/facilities-directorate/campus-services/>.



Services Explained

Vending Machines on Campus

There are vending machines throughout campus. Snacks and soft drinks will always be available for purchase at any time during the week.



Hair Salon

Hair Salon is located at the Student Center -3rd Floor B323. An appointment is required but walk-ins are also welcome. Phone Number: 0212 338 30 35

Copy Center

Copyland Copy Center is located at the Student Center on -2nd Floor.

Photobooth

The photobooth operates self-service and provides high quality and fast passport (official purposes) photos. Most sessions allow 6 photos only for 10TL. The photo booth is located at Student Center on -1st Floor right around the corner from Yapı Kredi Bank.



Technical/Work Requests Track-It System

There are 4 major track-it systems except for IT Track-it that was mentioned in the "living" part. Those are C Track-it, H Track-it, Finance Track-it, and HR Track-it. C Track-it is for electrical, mechanical, and building issues. H-Track-it is for housing issues. Finance Track-it is related to financial issues, and the HR Track-it is for Human Resources related issues. All these track-it categories work on a CRM principle. Once you submit a request you are issued a ticket number so you can track down your work request all the way through. To submit a track-it request visit <http://trackit.ku.edu.tr>.



University

Eating on Campus

Most cafeterias are open from 7am to 8pm Mon. thru Fri. For specific café or restaurant information visit:

<https://ogs.ku.edu.tr/en/facilities-directorate/dining-facilities/>

University Dining Hall (YEMEKHANE)

Located on the Lower 2nd floor, the dining hall serves breakfast, lunch, and dinner. The dining hall also features a salad bar grill specialties, entrees, and a pasta bar. Using [KU Mobile App](#) you can view daily menu, prices, and latest updates.



Dining Hall Hours of Operation

Meal	Weekdays	Weekends
Breakfast	7am - 10am	7.30am - 10.30am
Lunch	11.30am - 14.00pm	11.30am - 14.00pm
Dinner	6pm - 8pm	6pm - 8pm

SETCARD

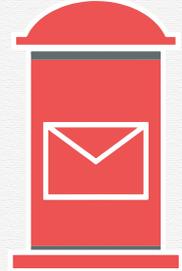
SETCARD is a pre-filled meal card provided by the university for personnel and some graduate students. Every month users will receive a set balance of money for food which they can spend as they please. SETCARDS can be used at all campus food vendors, small food shops, as well as restaurants and some 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.

You can also download the SETCARD app on your mobile phone. Through the app, you can check the balance of your card online and find companies that have an agreement with SETCARD. For more information: <https://www.setcard.com.tr/en/setcard-mobile-application>.

Domestic and International Mailing

Mailing can be done in several ways at KU. Depending on your status at KU you will be told options available to you at your orientation. General mailing services are run by the Mail room of the university that is located next to underground parking lot. At this location there are also domestic and international mailing/shipping services available. In a separate office next to the mail room is Yurtiçi Kargo. It is a private domestic shipping company where you can send out your packages or important documents relatively faster. To send or receive a mail, you can use the following address example. The mail room receives everyone's mails and packages on their behalf at KU and notifies the recipients for pick up.

*William Shakespeare
Koç Üniversitesi
Rumelifeneri Yolu, 34450
Sarıyer/İstanbul (Türkiye)*



DHL International

DHL international shipping is available for the KU community. There are different procedures for students and others, therefore we advise internationals to contact us (ico@ku.edu.tr) if they need to use DHL shipping services.

Student Center

The Main Campus Student Center includes a Migros grocery store, bookstore (Pandora), unisex hair salon, copy center, a photo booth, and Yapi Kredi bank as well as its ATMs. Aside from its dining facilities the Student Center is very large with countless offerings; to help navigate your way around see the floor plan in the table below:

University

Ground Floor	Divan Sports Cafe/Restaurant Divan Suzy's Cafe Pandora Bookstore KU Store
-1st Floor	Migros Supermarket Yapi Kredi Bank ATM Divan Bakery Vitaminhane/ Smoothie Place Mio Cafe/ Salad, Pasta, Sandwich Lokma Campus Kucuk Ev Home Cooking Winter Garden Cafe Nero Istanbul Kart Refill Machine (BİLETMATİK) Photobooth Mail Room Yurtiçi Cargo IT Service Desk
-2nd Floor	Yemekhane (Dining Hall) Copyland Copy Center Kahvehane
-3rd Floor	Divan Hairdresser/Unisex Hair Salon Student Clubs

Student Support Services

Counseling and Coaching Services

[Counseling and Psychological Guidance](#) services are available for all students by appointment.

To make an appointment please email kures@ku.edu.tr. If you are employed at KU you are provided with coaching service by professional mentors. If you would like to receive coaching support please contact your HR partner at the Human Resources Office.



KUPTEM

KUPTEM is a comprehensive mental health center that provides various clinical services including individual psychotherapy, group

psychotherapy, psychiatric consultation, and treatment in partnership with Koç University Hospital and Amerikan Hospital. Its services are free of charge. The School of Medicine, Nursing, and Graduate School of Health Sciences students can take similar services at Koç University Hospital as well.

For more information: <https://hc.ku.edu.tr/en/kuptem/>

AVITA Employee Assistance Program

AVITA is a 24/7 consultancy and information service accessible to employees and their cohabiting family members on potential causes of stress that they may wish to seek help with. As a KU employee, you may benefit from AVITA by dialing 0212 401 3061.

The line is in Turkish, however, you will be directed to an English speaking specialist. For more information:

<https://avita.com.tr/en/employee-assistance-program/>

Office of Diversity, Inclusion and Disabled Student Services

Diversity, Inclusion, and Disabled Student Unit allow every student with differences such as gender, religion, language, disability, and socio-cultural characteristics to participate equally in university life.

Contact Person: Ms. Nihan Karahalil

E-mail: nkarahalil@ku.edu.tr

Phone: (212) 338 1216

Office: Student Center, lower 3rd floor, room B391

Career Development Center

<https://career.ku.edu.tr/en/>

Career Development Center offers comprehensive career services to all KU students and alumni in partnership with global resources, corporate world, alumni and families. Visit their website to learn more about their services and resources. Career Development Office is located at Student Center -3rd floor as part of Dean of Students, and their office hours/locations can be found at:

<https://career.ku.edu.tr/en/who-we-are/offices-and-service-hours/>



24/7 Open Library

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> 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. The Suna Kirac Library is fully accessible by the disabled.



KOLT Office(Koç University Office of Learning and Teaching)

Tutoring services for students and classroom technology assistance for faculty/staff are available via walk-ins or appointments.

The KOLT Office is located adjacent to the main campus library. For more information about tutoring services and schedules visit their website at:

<http://kolt.ku.edu.tr/>
E-mail: kolt@ku.edu.tr
Phone: 0212 338 14 68

Sevgi Gönül Cultural Center (SGKM)

Home to numerous cultural and art events, conferences and meetings, SGKM will always have something going on throughout the year. Look out for SGKM flyers and posters around campus for upcoming shows and events or check the calendar on <http://sgkm.ku.edu.tr/en> for further details.



Alumni

KU Alumni Office manages the alumni network of KU and offers several alumni services. To learn more visit <https://mezun.ku.edu.tr/en/> or call x1257.

Email contact: mezun@ku.edu.tr

Koç University COVID-19 Practices and Precautions

COVID-19 has been causing measures which frequently change in public regulations. It is very important for you to keep up with the latest regulations starting from planning your travel to Turkey. Below you can find important resources to stay tuned for:

Country-Specific Entry Regulations to Turkey

You can check the up-to-date entry restrictions to Turkey on the [website of Turkish Airlines](#), and the [closest Turkish mission](#) to you before you plan your journey. If there is any unclear point, please contact a Turkish mission in your country, and the airline you will travel with.

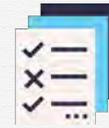


Return to Campus Guideline

KU published a detailed guideline on returning to campus for KU affiliates. The guideline consists of frequently asked questions where you can find answers to your questions about returning to campus; such as COVID-19 vaccination in Turkey, PCR tests, dormitories, campus operations, the President's messages, etc.

You can reach the guide at <https://www.ku.edu.tr/en/return-to-campus/>.

Campus Entry Regulations



All new students, faculty, and staff who do not have their KU ID card yet are required to be either fully vaccinated or submit a negative PCR test result taken within the last 72 hours. Those who have their KU ID cards are required to present their KU ID and have it scanned upon entry to the campus. In order for the vaccine, immunity, and PCR tests to be automatically checked during the ID scan, a [HES code](#) and current contact number that will be valid during the scan must be submitted via the [Self-Checker](#) module on [KU Mobile App](#). Please submit your HES code and contact information before you come to the campus and check whether you have permission to enter the campus via the Mobile application.

Those who experience Covid-19 symptoms, have a positive Covid-19 test, or those who are exposed to people who test positive are required not to come to the campus and are highly encouraged to fill out the Self-Checker App.

For more information: <https://www.ku.edu.tr/en/return-to-campus/>

Stay Tuned: News & Announcements

It is very important to stay tuned for the latest news and announcements to be on the safe side. Missing an official announcement about immigration procedures, academic matters, campus operations may cause problems.

Below, you can find several resources for you to check frequently:

Announcements: <https://registrar.ku.edu.tr/en/announcements/>

KU Daily: Once you obtain your KU email address, you will receive daily news every day on your KU email, at 7:25 AM, and the subject line will read “KU Daily”. Based on a listserv system, the KU Daily emails contain useful and new information and announcements for KU students, faculty, and staff. See [page 45](#) for more information.

ICO's Bi-Weekly News: ICO publishes Bi-Weekly News every other Friday at 7:30 am, consisting of important news and announcements about its services, campus operations, Istanbul news; basically, what a KU international member should know.

You can reach the latest and previous Bi-Weekly News at <https://ico.ku.edu.tr/bi-weekly-news/>.

The Bi-Weekly News is also being emailed to KU international members. If you do not receive it, please contact us at ico@ku.edu.tr.

ICO's Quarterly Newsletter: To inform the community members about ICO news and to summarize ICO's experience with KU international community on a 3-months basis, ICO publishes a Quarterly Newsletter. The latest and previous Newsletters are available at <https://ico.ku.edu.tr/about-us/newsletter/>.

ICO's Instagram Account: [icokocuniv](https://www.instagram.com/icokocuniv) provides unique tips, news, and important legal& social announcements. It also provides posts to introduce Turkish culture to the KU international community.

You are welcome to follow us at <https://www.instagram.com/icokocuniv/>.

For Reference

For Reference

Maps and Transportation

Maps: All campus maps are available on 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/welcome-center/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 Website (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: <http://www.yabangee.com/>

Consulates, Embassies

List of Foreign Diplomatic Missions in Turkey: <https://cd.mfa.gov.tr/mission/mission-list?clickedId=3>

Learning Turkish

Turkish Learning Resources: Conversation Circles at KOLT, Turkish Practice Hours Program by International Community Services Office (ICO), Private Tutoring, External Language Schools, etc. For more information: <https://ico.ku.edu.tr/learn-practice-turkish/>

Essential Turkish Phrases: Turkey Travel Planner 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 here: https://turkeytravelplanner.com/details/LanguageGuide/100words_lessons/index.html

KU

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

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

Student Guide: <https://studentguide.ku.edu.tr/en/>

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

KU's Governance Structure

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

Office of the Vice President for Academic Affairs (VPAA): <https://vpaa.ku.edu.tr/en/>

For Reference

Office of Vice President for Research and Development (VPRD): <https://vprd.ku.edu.tr/en/>

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

Construction Directorate: <https://infaat.ku.edu.tr/en/>

Communication Office: <https://pr.ku.edu.tr/en/>

Office of Corporate Relations and Resource Development: <https://crd.ku.edu.tr/en/>

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

- **ALIS (Academic and Life Skills):** <https://alis.ku.edu.tr/en/>

- **Career Development Center:** <https://career.ku.edu.tr/>

- **Office of International Programs:** <https://oip.ku.edu.tr/>

- **International Community Services Office:** <https://ico.ku.edu.tr/>

- **Extra-Curricular Activities Office:** <https://incampus.ku.edu.tr/>

- **Sevgi Gönül Cultural Centre (SGKM):** <https://sgkm.ku.edu.tr/en/>

- **Scholarships Office:** https://dos.ku.edu.tr/en/scholarships-offi_e/

- **Koç University Guidance and Psychological Services Center (KURES):**

<https://dos.ku.edu.tr/en/kures-counseling-service/>

- **Counseling Service:** <https://dos.ku.edu.tr/en/counseling-service/>

- **Newcomer Advising Office:** https://dos.ku.edu.tr/en/newcomer-advising-offi_e/

- **Office of Disability Services:** https://dos.ku.edu.tr/en/the-offi_e-of-disability-services/

- **Sports Center:** <https://sports.ku.edu.tr/en/>

Human Resources: <https://hr.ku.edu.tr/en/>

International Admissions Office: <https://international.ku.edu.tr/>

Suna Kıraç Library: <https://library.ku.edu.tr/en/>

Registrar's and Student Affairs Directorate: <https://registrar.ku.edu.tr/en/>

Research, Project Development, and Technology Transfer Directorate: <https://tto.ku.edu.tr/en/>

Office of International Programs: <https://oip.ku.edu.tr/>

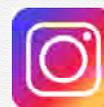
International Community Services Office: <https://ico.ku.edu.tr/>

International High Schools in Istanbul: <https://ico.ku.edu.tr/international-schools-istanbul/>

Volunteering in Turkey: Please see ICO website for recommended listings: <https://ico.ku.edu.tr/get-involved/volunteering/>

Priority Points of Contact at KU

Department/Person	E-Mail	Phone	Office Location
International Community Office	ico@ku.edu.tr	0090 212 338 1299	Student Center B398
Human Resources - Mr. Deyvi Abohaya	hr-academic@ku.edu.tr	0090 212 338 1333	Portal of Knowledge Building "A" Entrance Floor
Housing Office - Mrs. Sevcan Ucal	ssimsek@ku.edu.tr housing@ku.edu.tr	0090 212 338 1105	Housing Office S Dormitory Entrance Floor
24/7 Emergency Line for Internationals	N/A	0090 212 338 1122	N/A

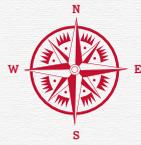


Follow us on Instagram [ikococuniv](https://www.instagram.com/ikococuniv)

Our Instagram account provides unique tips, arts&culture news, important legal & communal announcements, and your stories. It is also a hub for cultural awareness posts and resources to the local culture.

WHERE CAN I FIND IT?

- 1 Fountain
- 2 Portal of Knowledge
- 3 Administration
Human Resources
Office of the President
Corporate Relations and Resource Development
- 4 General Secretary
Vice President for Academic Affairs
Vice President for Research and Development
- 5 Registrar & Student Affairs
English Language Center
Finance and Accounting
Communications Directorate
Campus Operations and Facilities
- 6 Suna Kıraç Library
- 7 Koç Square
- 8 Student Center
Pavilion / Bookstore
Ground Floor
Cafeteria
Ground floor / Floor -1 / 2
Migros
Floor -1
FFP (Heat Office)
Floor -1
Yapı Kredi Bank
Floor -1
Yurtiçi Kargo (Express Delivery Service)
Floor -1
Çopyland (Photocopy Services)
Floor -2
Dean of Students
Floor -3
Office of International Programs
Floor -3
Göncü Office (Shuttle Services)
Floor -3
Homestead (Dry Cleaning)
Floor -3
Divan Hairdresser
Floor -3
Setur (Travel Agency)
Floor -3
Career Development Center
Floor -3
- 9 Winter Garden
- 10 Founders Hall
- 11 Tower
- 12 Henry Ford Guesthouse
- 13 Ice Skating Rink
- 14 Semahat Arsel Sports Center
- 15 Tennis Court
- 16 Health Center
- 17 Dormitory S Cafeteria
- 18 College of Administrative Sciences and Economics
- 19 Sevgi Gönül Auditorium
- 20 Odeon Amphitheater
- 21 College of Social Sciences and Humanities
Information Technology
- 22 Law School
- 23 School of Medicine
- 24 College of Sciences
- 25 Rahmi M. Koç College of Engineering
- 26 Engineering Auditorium
- 27 Heliport
- 28 Soccer Field
- 29 Semahat - Dr. Nusret Arsel Science and Technology Building
- 30 Outdoor Swimming Pool
- P Parking Lots
- A-T Dormitories
- S Dormitory S / Dormitories Administration



WHERE TO EAT?

- | | |
|--|--|
| A. Cafeteria
Student Center
Floor -2 | L. Vitaminhane
Student Center
Floor -1 |
| B. Caffè Nero
Student Center
Floor -1 / Winter Garden | M. Küçük Ev
Outdoor Swimming Pool |
| C. Divan Sports Cafe
Student Center
Ground Floor | N. Pinkberry
Student Center
Floor -1 |
| D. Divan Suya's Cafe
Student Center
Ground Floor | O. Simit & Smith
Student Center
Floor -1 / Winter Garden |
| E. In Bakery By Divan
Student Center
Floor -1 | P. Küçük Ev
Student Center
Floor -1 |
| F. Özsüt
Student Center
Floor 1 | R. Pıgıtı
In Front of Sports Center
Outdoors |
| G. Yuzu
Student Center
Floor -1 | S. Teras Cafe
Dormitory S
Ground Floor |
| H. Mio Cafe
Student Center
Floor -1 | T. Planet Cafe
College of Social Sciences and Humanities
Floor -1 |
| I. Pıgastro
Student Center
Floor -1 | U. Caffè Nero
College of Administrative Sciences and Economics
Floor -1 |
| J. Shake Shack
Student Center
Floor -1 | V. Caffè Nero
Semahat - Dr. Nusret Arsel Science and Technology Building
Floor -1 / Courtyard |
| K. Kahvehane
Student Center
Floor -2 | |



For detailed information about the campus, please scan the QR code to visit the Koç University mobile app (iOS/Android/Windows).



CAMPUS GUIDE



DID YOU KNOW?

Abbreviations frequently used around campus:

- | | | |
|---|---|---|
| CASE
College of Administrative Sciences and Economics
İktisadi ve İdari Bilimler Fakültesi | GSSSH
Graduate School of Social Sciences & Humanities
Sosyal Bilimler Enstitüsü | SGKM
Sevgi Gönül Cultural Center
Sevgi Gönül Kültür Merkezi |
| CS
College of Sciences
Fen Fakültesi | GSHS
Graduate School of Health Sciences
Sağlık Bilimleri Enstitüsü | RFK
Rumelinet Campus
Rumelinet Kampüsü |
| CSSH
College of Social Sciences and Humanities
İnsani Bilimler ve Edebiyat Fakültesi | VPAA
Office of Vice President for Academic Affairs
Akademik İşlerden Sorumlu Başkan Yardımcılığı | ALIS
Academic and Life Skills Program
Akademik Başarı ve Yaşam Becerileri Programı |
| CE
College of Engineering
Mühendislik Fakültesi | VPRD
Office of Vice President for Research and Development
Araştırma ve Geliştirme Sorumlu Başkan Yardımcılığı | MYKU
Online Platform for Staff and Students |
| SOM
School of Medicine
Tıp Fakültesi | OIP
Office of International Programs
Uluslararası Programlar Ofisi | TRACK-IT
IT Help Request Platform
IT Yardım Talehi Platformu |
| SON
School of Nursing
Hemşirelik Fakültesi | ÖİP
Office of International Programs
Uluslararası Programlar Ofisi | KUPTEM
Psychological Counseling Center
Koç Üniversitesi Psikolojik Yardım Merkezi |
| GSB
Graduate School of Business
İktisadi Enstitü | KURES
Guidance and Psychological Services Center
Koç Üniversitesi Rehberlik Servisi | İCO
International Community Office
Uluslararası Topluluk Ofisi |
| DOS
Dean of Students
Öğrenci Dekanlığı | ÖMER
Student Center
Öğrenci Merkezi | |
| GSSE
Graduate School of Sciences & Engineering
Fen Bilimleri ve Mühendislik Enstitüsü | KOLT
Koç University Office of Learning and Teaching
Koç Üniversitesi Öğrenme ve Öğretme Ofisi | |

15 USEFUL TIPS ABOUT LIFE ON CAMPUS

- 1** Don't miss art and culture events organized throughout the year at SGKM.
- 2** Ever thought of studying abroad? Why not join an exchange program at one of 270 universities from around the world? Visit OIP to learn more.
- 3** It's never too early to start planning your career path! Visit the Career Center and get yours off to a flying start!
- 4** They're a great way to learn, make friends and of course, have fun!
- 5** Sometimes the simplest idea can make the biggest impact. You bring the ideas, leave the rest to us.
- 6** Practice Turkish and other languages for free at KOLT conversation circles. Learn more visit KOLT.
- 7** They're a great way to learn, make friends and of course, have fun!
- 8** Sometimes the simplest idea can make the biggest impact. You bring the ideas, leave the rest to us.
- 9** Practice Turkish and other languages for free at KOLT conversation circles. Learn more visit KOLT.
- 10** For those who prefer swimming to keep fit we have a huge indoor swimming pool at West Campus. Sweet forest air outside, cool water inside. What more could you want?
- 11** Be sure to check out Pandora, where you can find books, pens, periodicals, t-shirts, cups and all kinds of University branded goodies.
- 12** Bookworms will be especially pleased as our campus is home to one of the best equipped libraries in Turkey.
- 13** Amateur or professional, if exercising is part of your life you will love the sport center.
- 14** There's nothing quite like spending your lunch break sitting on the grass, chatting with friends and watching clouds drift by on a beautiful day.
- 15** Adventure is just a stop away! Hop on the campus shuttle to Heceoman Metro and discover Istanbul.

Notes



For our online resources, please visit our website at <https://ico.ku.edu.tr/>, and follow our Instagram account at [icokocuniv](#).

This guide presents you with information specific to Koç University and that is not available elsewhere. For any questions or suggestions please contact ICO at ico@ku.edu.tr



KOÇ
ÜNİVERSİTESİ
OFFICE OF
INTERNATIONAL
PROGRAMS

Koç University, Rumelifeneri Yolu, 34450, Sarıyer/İstanbul

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