

DORMITORY APPLICATION PROCESS FOR FALL 2023 AND SPRING 2024 TERMS

Brief Information

- Dormitory applications will be accepted between July 6 – 14, 2023.
- Pre-registration fees and deposit payments should be made between July 6 – 14, 2023.
- Relevant payments should be made through contracted banks, with the Turkish Identification Number of the student.
- Dormitory application results will be announced via KUSIS, on September 8, 2023.
- Though there's no requirement for being vaccinated in order to reside in the dormitories, Health Committee of our university recommends being fully vaccinated against Covid-19 infection.
- Dormitory application period covers Fall 2023 and Spring 2024 terms for all students. Dormitory application for one term is not accepted.
- Dormitory accommodation requests that are submitted after the application deadline will be taken into consideration only if there's available capacity left after the announcement of dorm assignment results.
- Based on our experiences from the previous year and the fact that our bed capacity will remain the same as last year, we predict that we may not be able to provide accommodation for all of our students who make a dormitory application. According to our dormitory placement criteria, our students residing in İstanbul will be the first group to be affected by this circumstance. Dormitory placement of students residing outside of İstanbul will be carried out in the following order of newly enrolled students, ELC students and students of 1-2-3-4-5 classes respectively, within the limits of our bed capacity.

Steps of Dormitory Application

Our students who will apply for a dormitory room should do the following between July 6 – 14, 2023;

- 1-** They should pay the dormitory pre-registraion fee of **10.000 TL** and deposit fee of **2.000 TL**. Students who receive dormitory scholarship do not need to make pre-registration payment in order to apply for a dormitory room.
- 2-** Your dormitory application form will be available on your KUSIS To Do List **just within a few hours** after completing the pre-registration payment.
- 3-** Once your form is assigned, you should access the system through <https://kuis.ku.edu.tr/> with your KUSIS password, fill out and save the application form for 2231 Fall Term available on **Self Service -> Student Center -> 'To do list'** section. In order to proceed to the preference stage, dormitory application commitment form should be accepted. Hence, please make sure to save your application.

Request for Address Change

Students whose addresses declared to ÖSYM (Student Selection and Placement Centre) have changed and who do not receive dormitory scholarship should do the following until **Friday, July 14, 2023** ;

- They should submit the Civil Registry document which includes the family information.
- They should submit any two of the electricity, water, natural gas, telephone bills that include the relevant address of the parents, by making a request through the **Planning > "Notification of Adress Change"** section of the link below.

<https://kocuniversity.atlassian.net/servicedesk/customer/portal/29/group/186/create/745>

Requests submitted after July 14, 2023 will be evaluated from the waiting list. Requests containing incorrect/missing documentation or that are submitted via postal service, fax and cargo will not be taken into consideration.

Requests Related to Health Status

In case you have a medical condition that may affect the type of dormitory room assignment, you should submit the related **health report** in accordance with the article "7.4.12." of Housing Directive, by making a request through the 'Notification of Health Status' section of the link below until **July 14 2023**

<https://kocuniversity.atlassian.net/servicedesk/customer/portal/29/group/186/create/737>

Requests submitted after July 14, 2023 will be evaluated from the waiting list. Requests containing incorrect/missing documentation or that are submitted via postal service, fax and cargo will not be taken into consideration.

Financial Issues

Payment of Dormitory Fees

You can make your payment through the contracted banks with Turkish Identification Number of the student.

- 1. Dormitory pre-registration fee:** Pre-registration fee payment period for students who have completed their dormitory application is July 06 - 14 2023. Students that receive dormitory scholarship are exempt from this payment.
- 2. Dormitory deposit fee:** Students who have not resided in the dormitories before and who will make a new dormitory application should pay the deposit fee of 2.000 TL between July 06 – 14, 2023. Students who have previously made the deposit payment, should complete their deposit amount to 2.000 TL.
- 3. Dormitory application results will be announced on Friday, September 08, 2023.**
- 4. Payment of the Remaining Amount over Pre-Registration Fee and Payment of Room Type Price Difference:** Students who are assigned a dormitory room should pay the remaining amount over their previous payment of 10.000 TL Dormitory Pre-registration fee for Fall 2023 and Spring 2024 terms, between **September 12 – 22, 2023**, in accordance with their assigned room types.

In case of failing to complete the remaining amount of payment, the related student will not be able to get the housing contract through KUSIS that is to be submitted during check-in and will not be able to enter the assigned room. Hence, you should complete this payment at least two days before your dormitory check-in date.

In case of payment with installments installment procedures should be completed at least two days before dormitory check-in and relevant approvals for installment should be taken from the related financial institutions, so that you'll be able to access your housing contract on KUSIS.

5. Between September 08 – 11, 2023, students who want to cancel their dormitory room assignments can carry out the decline of their rooms by proceeding through **STUDENT CENTER > TO DO LIST** tabs on KUSIS. Students that cancel their dorm rooms can no longer make a claim regarding dormitory assignment and get full refund of their dormitory payment. Failure to make the room payment does not mean that the assigned room has been declined. **Room cancellation should necessarily be carried out through KUSIS.**

Requests for refund of room payments should be submitted by proceeding through [H-Trackit -> Financial Issues -> Refund for Room Payment and Deposit Payment](#) sections. Notification of reimbursement approval is sent to the Finance Directorate, which initiates the refund process.

Financial Issues

Payment Options

Advance Payment

You can complete the dormitory room payment and deposit payment through any available payment channel of the contracted banks listed below, with the **Turkish Identification Number** of the student.

Contracted Banks	Internet	Cashier's Desk	ATM	Mobile Banking
Yapı Kredi	✓	✓	X	X
Garanti	✓	✓	✓	✓
İş Bankası	✓	✓	✓	✓
Akbank	✓	✓	X	✓
TEB	✓	✓	✓	✓

In case students do not pay according to the above listed procedures, their payment information will not be accessible, they will not be able to view their dormitory application forms on KUSIS and their dormitory registration process will not be completed.

Payment by Installments

Installment payments can only be made through finance institutions specified below.

Yapı Kredi Bank: You can apply through fast application channels of Yapı Kredi (Yapı Kredi Mobile "Payments>School Payments>Installment Payment System", Customer Support Center "444 0 444", bank branches, Installment Education System page in www.yapikredi.com.tr and SMS with "KOCUNIEGT" school code) and learn the result of your application within a few minutes.

After your application is confirmed, you can issue your order for Installment Education System through Yapı Kredi Mobile "Payments>School Payments>Installment Payment System", Customer Support Center "444 0 444" and calling or visiting our bank branches. Our customers that will make use of Yapı Kredi Mobile should enter student's Turkish Identification Number information to the student number section.

For detailed information, see "Yapı Kredi Bank Installment Education System" on our web page: <http://dorms.ku.edu.tr/tr/announcements>.

Koç Finans: You can send your contact information to kukredi@kocfinans.com.tr, you can call 0216 556 03 03 and press 3 which will transfer you to Credit Counselor without waiting on the voice response system, you can send your contact information as sms to 0549 814 07 00 which will be replied accordingly.

Important Notes Regarding Installment:

- It is important that amounts for payment of installments are available in due date in the accounts to be specified by the loan agencies. Daily interest may be applied on amounts that are not deposited to these accounts specified by the loan agencies.
- Parents choosing the option of paying by installment must pay the relevant amounts by choosing either Yapı Kredi Bank or Koçfinans. In case of receiving approvals from both agencies, double payment will take place.

Contact Information of Koç University Yapı Kredi Bank:

Gülten Öztürk 0212 338 30 02 gulten.ozturk@yapikredi.com.tr; Ayşegül Bozar 0212 338 30 03 aysegul.bozar@yapikredi.com.tr;
Esra Özdemir 0212 338 30 06 esra.ozdemir4@yapikredi.com.tr; Evrim Aygül 0212 338 30 07 evrim.aygul@yapikredi.com.tr;
Gamze Aydın 0212 338 30 01 gamze.aydin2@yapikredi.com.tr

Koçfinans Customer Services Contact Information:

You can call the Customer Services Line via 0 216 556 03 03 or send your contact information to kukredi@kocfinans.com.tr for application and loan use.

**GENERAL SECRETARY
HOUSING DIRECTORATE**