SPRING TERM 2024 DORMITORY APPLICATION PROCESS

- Spring Term 2024 dormitory applications will be taken between **December 25 – December 29, 2023** through **KUHUB**. Payment of pre-registration fee and deposit will also be made between the same dates.
- Students that are not placed into dormitories on Fall Term 2023 but still requesting a dorm room, should make a new application.
- Dormitory application results for Spring Term 2024 will be announced on February 6, 2024 through **KUSIS.** Students who wish to decline their rooms should carry out the cancellation process through **KUSIS** on February 6-7, 2024.
- **Payment of the difference amount between room fee and pre-registration fee** for Spring Term 2024 should be completed **between February 6-9, 2024**.
- **February 10, 2024** is the earliest check in date for students who are assigned to a dorm room for Spring Term 2024.

1. DORMITORY APPLICATION PROCEDURE (KUHUB)

1.1.   Students who applied for dormitories for 2023 Fall Term and were not assigned to a room, should make a new application again for 2024 Spring Term through **KUHUB** if they are still willing to stay in dormitories. If they did not get reimbursement for their pre-registration and deposit fees, they don't need to make the related payments again.

1.2.   Students that are going to make a dormitory application for Spring Term 2024 should pay the dorm pre-registration fee of 10.000 TL and deposit fee of 2.000 TL between December 25 – 29, 2023.

1.3.   We strongly suggest that you read Student Housing Directive carefully through http://dorms.ku.edu.tr while making your application and carry out the procedures accordingly.

1.4.   After completing your dorm pre-registration payment, you'll be able to make your dorm application through **KUHUB**. Application form will be accessible within two days after your prepayment (Students who receive dormitory scholarship are exempt from this fee).

1.5.   Using the password provided by the Registrar's Office, log in to https://campus.hub.ku.edu.tr/ then click the "Apply" button on "Dormitory Application" section to start application process. Dormitory applications will be open as of Monday, 25th of December, 2023 at 09.00 İstanbul time. Deadline for **KUHUB** dormitory applications is on Friday, 29th of December, 2023 at 17.00 İstanbul time. **Do not forget to click "Submit" button to complete your application!!!**

1.6.   Dormitory application that you'll make through **KUHUB** system will cover Spring Term 2024. Application of all students that will apply for dormitories, will be evaluated according to the address criteria and room capacity (Based on their addresses declared to ÖSYM). Applications that are made after the dorm application deadline will be considered in the reserve list. Documents submitted through postal service, fax and cargo or requests submitted with missing documents will not be taken into consideration.

1.7.   Results of dormitory applications for Spring Term 2024 are to be announced on Tuesday, February 06, 2024 . Dormitory placement results will be visible on KUSIS -> Student Center page.

2. FINANCIAL ISSUES

2.1.   **Payment of the difference amount between room fee and Pre-registration fee**: Between February 06 – 09, 2024, students whose assigned dormitory rooms are announced have to pay the price difference over the Dormitory Pre-registration Fee of 10,000 TL they had previously paid for Spring Term 2024 according to their assigned room types. In the event that the difference is not paid, student's dorm assignment will be removed.

2.2.   **Students wishing to cancel their dorm rooms** can carry out the decline process by following the STUDENT CENTER > TO DO LIST tabs on **KUSIS** between **February 06 – 07, 2024**. Students who decline the rooms allotted to them are no more entitled to stay in the dormitories and they receive full refund of dormitory fees. Rooms can only be declined through **KUSIS**.

2.3.   Students who wish to cancel their assigned dormitory room after February 07, 2024, until February 12, 2024 will pay one month's fee of the annual accommodation service fee specified in the service delivery contract for the room assigned to them and as from February 12, 2024 they will pay the complete amount of the fee up to the date they have received accommodation services including the current month and 30% of the total accommodation fee for the remaining months. In case students have paid deposit in advance, the fee to be calculated according to this article will be deducted from their deposit and the remaining amount will be returned within one month, and students' service delivery contracts will be terminated (They must submit their request for refund via H-track-it. Housing Office sends the confirmation notice for reimbursement to the Comptroller's Office; which starts the process for reimbursement within 10 days).

2.4.   The Dormitory Pre-registration Fee and the deposit fee are refunded to students who apply for a dormitory room but are not allotted one (They must submit their request for refund via H-track-it. Housing Office sends the confirmation notice for reimbursement to the Comptroller's Office; which starts the process for reimbursement within 10 days).

2.5.   You can pay your dormitory fee, Dormitory Pre-registration Fee and Deposit fee **with student's Turkish national ID number,** through any of the following payment channels of the contracted banks.

Contracted Banks	Internet Menu	Internet	Cash Desk	ATM	Mobile Banking
Yapı Kredi	Corporate Branch - Retail Branch / Payments / University Payments	✓	✓	X	X
Garanti	Retail Branch / Payments / Bill Payment / Other	✓	✓	✓	✓
İş Bankası	Retail Branch / Payments / University Payments	✓	✓	✓	✓
Akbank	Retail Branch / Payments / University Payments	✓	✓	X	✓
TEB	Retail Branch / Bill Payment / Other	✓	✓	✓	✓

If students do not pay according to these procedures, their dormitory application forms will not be opened, since their payment receipt information will not be accessible.

Payment through money transfer or EFT is not accepted.

For option of payment by installment, see **"Yapı Kredi Bank Installment Education System"** document available on our webpage http://dorms.ku.edu.tr/tr/announcements .

3. REQUESTED DOCUMENTS FROM OUR STUDENTS THROUGHOUT DORM APPLICATION AND DORM CHECK-IN PROCESS

1. Students that complete the payment of difference amount will be able to get the print out of their dormitory contracts through KUSIS -> Student Center page by clicking ''Print Contract'' button. Students who don't present their Spring Term 2024 dorm contracts will not be allowed to check in to their rooms.

2. Criminal record and archive record document.

Related document should be taken through e-government system under Criminal Record Inquiry title, by making the selections presented with the example below. If the institution type (Kurum Türü) is not choosen as **"Official (Resmi)",** only the criminal record is displayed and this document will not be sufficient. In order to include the Criminal Archive Record information on your document, you should choose the **'Official (Resmi)'** option.

Adlî Sicil Kaydı Sorgulama Formu

*Kurum Türü

Resmi

*Belgenin Neden Verileceği

Diğer

*Belgenin Nereye Verileceği

Koç Üniversitesi ⊘

Örnek: A Firması

You can submit the above mentioned official document named Criminal Record and Archive Record through this link

Following the assessment of dorm applications for Spring Term 2024, room consolidations can be made considering possible vacancies, even if there is no such demand.

GENERAL SECRETARY
HOUSING DIRECTORATE