

DORMITORY APPLICATION PROCESS FOR FALL 2024 and SPRING 2025 TERMS

- A. Dormitory application period will begin as of **July 19, 08:30 a.m. through KUHUB** and will end on **July 26, 17:00 pm**. Pre-registration fees and deposit payments should be made between the dates stated above.
- B. Dormitory application period covers Fall 2024 and Spring 2025 terms for all students. Dormitory application for one term is not accepted.
- C. Based on our experiences from the previous 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 classes respectively**, within the limits of our bed capacity.
- D. Dormitory application results will be announced via KUSIS on **September 02, 2024**.

1. STEPS OF DORMITORY APPLICATION

- 1.1. We strongly suggest that you read Student Housing Directive carefully through <https://dorms.ku.edu.tr/genel-bilgiler/yurt-kurallari-ve-yonergesi/> while making your application and carry out the procedures accordingly.
- 1.2. 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).
- 1.3. 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 on **KUHUB** will be open as of Thursday, 19th of July, 2024 at 09.00 İstanbul time. Deadline for **KUHUB** dormitory applications is on Friday, 26th of July, 2024 at 17.00 İstanbul time. **Do not forget to click "Submit" button to complete your application!!!**
- 1.4. Dormitory application that you'll make through **KUHUB** system will cover Fall 2024 and Spring 2025 Terms. 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.
- 1.5. Results of dormitory applications for Spring Term 2024 are to be announced on Friday, September 02, 2024 . Dormitory placement results will be available on KUSIS -> Student Center page.

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

- 2.1. Dorm Contracts for Fall 2024 Spring 2025 Term can be printed out by clicking "Print Contract" button through KUSIS -> Student Center page. For criminal record and archive record documents, you should follow the below stated procedures.

Relevant 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 chosen as "**Official (Resmi)**", the related document will not be sufficient. In order to include the Criminal Archive Record information on your document, you should choose the "**Official (Resmi)**" option.

Adli 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 the link below
[Adli Sicil ve Arşiv Kaydı Yükleme Bağlantısı](#)

3. REQUESTS RELATED TO HEALTH STATUS

3.1. In case you have a medical condition that may affect the type of dormitory room assignment, you should submit the related health report until **Friday, July 26, 2024**, 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 <https://kocuniversity.atlassian.net/servicedesk/customer/portal/29/group/186/create/737>

4. FINANCIAL ISSUES

- 4.1. **Students who do not receive scholarship should make 20.000 TL pre-registration payment.** Students who have not stayed in the dormitories previously and that will make a new dormitory application should make a **deposit payment of 4.000 TL**. Students who have made the deposit payment before, should complete the deposit amount to 4.000 TL if there was any cut from their deposit.
- 4.2. Students who are assigned a dormitory room should pay the remaining amount over their previous payment of 20.000 TL Dormitory Pre-registration fee for Fall 2024 and Spring 2025 Terms, between September 02 – 06, 2024, in accordance with their assigned room types. In case of failing to complete the remaining amount of payment, room assignment of the related student will be cancelled.
- 4.3. Students who want to cancel their dormitory room assignments can carry out the decline of their rooms between September 02 – 03, 2024 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. Room cancellation should necessarily be carried out through KUSIS.
- 4.4. Students who decline their rooms or who want to cancel their dormitory application can submit their requests for refund of their payments 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.

5. PAYMENT OPTIONS

5.1 Advance Payment

You can pay your dormitory fee, Dormitory Preregistration 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	Cash Desk	ATM	Mobile Banking
Yapı Kredi	✓	✓	X	✓
Garanti	✓	✓	✓	✓
İş Bankası	✓	✓	✓	✓
Akbank	✓	✓	X	✓
TEB	✓	✓	✓	✓

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.

Contact Information of Koç University Yapı Kredi Bank:

Atakan Osmak : 0212 338 30 06
Gizem Kaya: 0212 338 3002

Talha Akdur: 0212 338 3014
Ayşegül Bozar: 0212 338 30 03

Evrin Aygül: 0212 338 3007

5.2 Payment by Installments

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

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

GENERAL SECRETARY
HOUSING DIRECTORATE

