

SPRING TERM 2019 DORMITORY APPLICATIONS

The 4-month Spring Term is from February 4 to June 3, 2019.

1. Students who will continue to stay in the dormitory:

- 1.1. They will not apply for the dormitory for the Spring term 2019.
- 1.2. ACCEPT / REFUSE operation is not required in KUSIS.
- 1.3. From February 2 to 3, 2019, they complete the dormitory entrance procedures by making door card updates in the office of the Dormitory and Accommodation Directorate.

2. Students who will continue to stay in the dormitory, but request room change:

- 2.1. From December 17 to 28, 2018, you can submit your room change request by going through the following tabs in KUSIS: Main Menu > Self Service > Dormitory > Request. **Room change requests which are not made on the aforementioned dates via KUSIS will not be taken into consideration.**
- 2.2. Upon the announcement of the dormitory results on January 21, 2019, the students who have a positive result for their room change request must come to the office of the Dormitory and Accommodation Directorate on Friday, February 1, 2019 to complete their room change procedures.

Following the assessment of the room applications and room change requests for the Spring Term 2019, room consolidation can be made, although there is no demand, based on possible vacancies.

3. Students who will check out from the dormitory (Academic reasons including graduation, exchange, etc.)

- 3.1. From December 17 to 28, 2018, they must make their **dormitory check out notification** by going through the following tabs in KUSIS: Main Menu > Self Service > Dormitory > Request.
- 3.2. **The students who will not stay in the dorm room during the Spring Term 2019 must vacate their rooms on Saturday, January 12, 2019 at the latest** and come to the Dormitory and Accommodation Directorate to hand over their room cards and fill out the departure forms. Students who leave the dormitory for academic reasons (**graduation, leave, exchange**) are required to submit a KKD/OIP-approved official letter containing the check out reasons.
- 3.3. Students who do not perform their check out procedures in accordance with the aforementioned rules and dates are invoiced for the dormitory room fee, even if they check out from the dormitory for an academic reason, according to Article 7.6.2 in the Dormitory Directive: "All scholarship / non-scholarship students who check out from the dormitory until September 15th must pay 10% of the annual housing fees specified in the service delivery commitment. Those who leave on and after September 15th must pay the full amount for the current month and the months in which they have got accommodation service and 30% of the accommodation fee for the remaining months. In the event that these students are paid in cash with their deposits, the fee to be calculated according to this paragraph shall be deducted and the remaining amount shall be returned within one month and the service delivery contract shall be terminated. Monthly accommodation fee is fixed by dividing the annual accommodation fee specified in the service delivery contract by the number of months designated for service. In case of room change, the fee is calculated on a daily basis as of the date of the student's room change." -
- 3.4. Students who check out for academic reasons at the end of the Fall Term can receive their refund of dormitory fees for the Spring Term 2019 after the first two weeks of the Spring Term 2019. Hence, students must create a track-it on h-track-it system regarding their refund requests, after the relevant time period by going through the following tabs: Event Catalog > Financial Issues > Room Charge Reimbursement Request

4. Students who did not stay in dormitory in the 2018 Fall Term but will make a new dormitory application;

Dormitory Applications for the Spring Term 2019 are from December 3 to 14, 2018.

- 4.1. For the Spring Term 2019, they shall enter the system with the KUSIS password at <https://kuis.ku.edu.tr/ps/ps/?cmd=login> to fill in and save the Spring Term Application form 2182.
- 4.2. If the addresses declared to the ÖSYM (Student Selection and Placement Center) have changed, they are required to present the following documents from December 3 to 14, 2018:
 - Photocopy of the identity card,
 - Identity register copy containing information on the place of residence

- any two of the electricity, water, natural gas, and telephone bills containing the relevant address of the parents (to be submitted to the Dormitory Commission).

The aforementioned documents shall be submitted by opening a track-it under the "Address Change Notification" at <https://h-trackit.ku.edu.tr/> on **Friday, December 14, 2018** at the latest. After this date, student applications will be evaluated from the reserve list. Documents sent by mail, fax and cargo will not be evaluated.

- 4.3. From December 3 to 14, 2018, the Dormitory Preregistration Fee of 2,000 TL (those who have full scholarship including dormitory grant will be exempt from this payment) and the Dormitory Deposit of 400 TL shall be paid (those who have dormitory grant should also pay this deposit).
- 4.4. The results of the dormitory planning will be announced on Monday, January 21, 2019.
- 4.5. The room fee difference above 2,000 TL shall be paid from January 21 to 25, 2019.
- 4.6. **Among students who did not stay in the dormitory in the Fall Term 2018 and are included in the new dormitory room planning for Spring Term 2019, those who wish to cancel the dorm room can refuse the room by going through STUDENT CENTER > TO DO LIST tabs on KUSIS from January 21 to 22, 2019. If a student refuses the assigned room, his/her dormitory rights terminate. The dormitory fee and the deposit are refunded. Failure to pay the dormitory room fee difference does not mean that the assigned room has been refused. Room refusal must be carried out via KUSIS. Students who have not carried out the room refusal procedure are deemed to have accepted their rooms.**
- 4.7. From February 2 to 3, 2019, they complete their entrance procedures at the office of Dormitory and Accommodation Directorate against their payment receipt and they receive their door cards.

Documents to be submitted to the Dormitory and Accommodation Directorate before the entrance to the dormitory

Before the entrance to the dormitory, the following documents must be attached at https://form.ku.edu.tr/dormitory/yurt_basvurulari_belge_talep_formu/.

1. A health report issued by the Family Physician (available from family physicians and public hospitals), stating the suitability for staying in the dormitory
 2. Criminal record and archive record (document type must be selected as official in e-government).
- 4.8. After January 22, 2019, students who want to cancel the dorm room must pay the full amount for the current month and the months in which they have got accommodation service and 30% of the accommodation fee for the remaining months. In the event that these students are paid in cash with their deposits, the fee to be calculated according to this paragraph shall be deducted and the remaining amount shall be returned within one month and the service delivery contract shall be terminated.
 - 4.9. Students who apply for dormitories and who are not assigned a room shall receive refund for the Dormitory Preregistration fee and the Deposit fee.

Following the assessment of the room applications and room change requests for the Spring Term 2019, room consolidation can be made, although there is no demand, based on possible vacancies.

You can pay your dormitory fee, Dormitory Preregistration Fee and Deposit fee **with your national ID number and student ID number**, using the following payment channels of the contracted banks.

Contracted Banks	Internet	Bank Cashier	ATM
1- Yapı ve Kredi	✓	✓	X
2- Garanti	✓	✓	✓
3- İş Bankası	✓	✓	✓
4- Akbank	✓	✓	X
5- TEB	✓	✓	✓

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

Dormitory and Accommodation Directorate Contact No:

For RF Campus: 0 212 338 33 77 **For West Campus:** 0 212 338 70 21 **email:** housing@ku.edu.tr

DORMITORY AND ACCOMMODATION DIRECTORATE