

International Faculty Welcome Guide



International Community Office 2017

Welcome

Dear New International Faculty Member,

Welcome to KU and Istanbul. As International Community Office, we are excited to meet and assist you. We are a subdivision of the Office of International Programs, a department within the Office of Dean of Students. We provide comprehensive assistance/guidance to our international population besides promoting and designing culturally sensitive programs for the whole campus community. We work with various departments in order to better serve the international employees and students on our campus. As such, we are responsible for foreigners' work permits, residence permits, orientation services, immigration advising as well. In this brief welcome guide, you will find information exclusive to international faculty. The Newcomers' Guide, though, presents many more topics on a larger context, for everyone. Please refer to the checklist included in this guide to ensure a smooth transition to your new work and living place and please stay in touch as we are always happy to help.

We welcome you once again and hope to see you soon,

Sincerely,

International Community Office Staff

Contents

A Checklist for New Faculty.....	4	Transportation	12
Getting to Campus.....	5	Main/West Campus & Faculty Houses Free Shuttle.....	12
Transit Directions from Ataturk Airport	5	Private express shuttle	14
Transit Directions from Sabiha Gokcen Airport	6	Shuttle Refill Card	14
Taxi Fee Calculator and Route Planner	6	Replacing Lost Shuttle Cards.....	14
Checking In	6	Shuttle Office Working Hours	14
Your Go To Contacts.....	7	TAXI	14
Residence & Work Permit	7	Mobile Taxi Apps	14
Work permit	7	Regular Taxi Fare Calculator	14
Work Permit Renewal	7	Driving in Turkey	15
Residence Permit for Spouse and Children .	7	Car Rental.....	15
Health Insurance	8	Turkish Language Resources.....	15
Tax ID.....	8	Exclusive Group Classes	15
Employment of Dependents	8	Essential Turkish Phrases.....	15
Education of Dependents.....	8	University Locations Acronym Guide.....	16
University ID	9	Reference Resources for Faculty	17
University ID for Family Members.....	9	Maps and Transportation	17
Setcard.....	9	Istanbul Metropolitan Rail.....	17
Replacing the University ID & SETCARD	9	Istanbul Metropolitan Mass Transit System	17
Computing & IT Services	10	Istanbul Ferries	17
Laptop Computer	10	International and Local Radio, News	17
IT Services.....	10	Local Misc. Listings.....	17
My.KU:.....	10	People Finder	17
KU Networks, E-mail User Name/Password	10	Office of the President.....	17
Office Space.....	10	Office of Dean of Students.....	17
Medical Services on Campus	11	Office of Vice President for Academic Affairs	17
Health Care in General	11	Office of Vice President for Research & Development	17
Emergency Ambulance.....	11	Office of General Secretary	17
Official Emergency Number in Turkey.....	11		
University Library (SKL)	11		

A Checklist for New Faculty

The following list refers to important topics and recommended tasks to be completed. Check with respective parties if you think one or more list items need attention:

- Human Resources paperwork and signatures
- Housing regulations and apartment keys
- Faculty Orientation
- International Orientation
- Human Resources Orientation
- Visit ICO website www.ico.ku.edu.tr
- University ID Card
- SETCARD (pre-filled monthly meal card)
- E-mail/Password Info
- Laptop
- Office Space
- Office Phone
- Internet Connection
- Faculty Discount Transit Pass (IETT Card for Teachers)
- Residence Permit Appointment for Family Members
- Health Insurance for myself and family members (if any)
- Assel Shuttle Card
- Personnel Shuttle Registration
- Download KU Mobil App
- Download Public Transit Apps (Trafı, MOBIETT, Moovit)
- Domestic & International Mail Services at KU

Getting to Campus

Airport Transportation

While booking flights to Turkey, we recommend you to fly into Ataturk airport on the European side. This is because you will find better air fare deals to this airport since there are more international flights to this airport and the university is on the same side, European side, of Istanbul making it easier for transportation. Below you can find the step by step public transportation directions to KU from the Ataturk Airport and a link to review transportation options from Sabiha Gokcen Airport.

Transit Directions from Ataturk Airport (<http://www.ataturkairport.com/en-EN/Pages/Main.aspx>)

- **Step 1** - Purchase the smart transit card of Istanbul called “Istanbul Kart” at a newsstand within the arrivals hall at the airport (costs 6TL) and add at least 25-30TL money credit into it by paying the cashier this amount. You can also add money at the machine before taking the metro. **For all public transit modes you’ll use the card by tapping it to the readers.**
- **Step 2** - Follow the signs for Metro. Take the Metro (M1-A) to the last stop “Yenikapi” and transfer to M2 (green line) in Haciosman direction. Your destination is the last stop again: “Haciosman”
- **Step 3** - Exit the metro station, reach the street level and you will see all city buses at the bus terminal. Here, find and take the city bus 154 to Koc Universitesi (if arriving on a weekday). Or, cross the street and take the minibus to KU (you’ll see signs in the front and sides that read Koc Universitesi). Minibuses only accept cash. Current fare to KU is 2,25TL.
- **Step 4** - Unless otherwise arranged you must first visit the housing office, that is S building next to the health center. On the bus you can push the “stop” buttons while approaching the stop called “SAGLIK MERKEZI” for S building. On the minibus you must show this stop name written on a piece of paper or from you cell phone to the driver. Most minibus drivers do not speak English.

Transit Directions from Sabiha Gokcen Airport
(<http://www.sabihagokcen.aero/homepage>)

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

Taxi Fee Calculator and Route Planner

Taxi is a common option for airport transportation. 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>

Checking In

Entering the University: Security Gate on Main Campus

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) and a copy of your employment 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. To make things a little faster you can also give them a slip that reads “YENI OGRETİM ELEMANIYIM” (I’m a new faculty).

Retrieving Apartment Keys

New faculty must visit and retrieve their apartment keys from the Housing Management office on main campus S Dorm. Arrangements such as your check-in date, location and features of your residence will be communicated to you by Human Resources and your faculty office in advance. Please stay in touch with respective contacts from these offices about these matters until your arrival. Once you sign your housing paperwork and receive your keys, the housing personnel will assist you to call a taxi and be taken to your residence. Faculty housing is available both on and off campus. Off-campus apartments (KU arranged ones) are only a few minutes from the main campus. For any questions, technical emergencies or work requests you can email housing@ku.edu.tr.

Your Go To Contacts

Department/Person	E-Mail	Phone	Office Location
International Community Office - Mr. Mert Sanivar (international student & scholar services)	ico@ku.edu.tr	0090 212 338 1345	Student Ctr B391-A
Human Resources	hr@ku.edu.tr	0090 212 338 1279	Portal of Knowledge Building "A" Entrance Floor
Faculty Housing Office	housing@ku.edu.tr	0090 212 338 1105	Housing Office S Dormitory Entrance Floor
24/7 Emergency Line for Internationals	N/A	0549 790 8340	N/A

Residence & Work Permit

Work permit: Work permits for international faculty are issued by the Higher Education Council of Turkey (YÖK) in the capital city of Ankara as a proof of lawful employment and residence in Turkey. Work Permits function as "Residence Permits" as well. Our office (ICO) oversees work permits and residence permits for all internationals at KU. We manage all applications to YÖK on behalf of faculty members. When granted and issued, Work Permit ID's are shipped to our office at KU from YÖK, we keep a copy on file and hand it to you when you arrive. Sometimes we send your card over to HR office so you can conveniently have it with other ID's and documents upon signing your contact in person. We stay in touch about this and inform you in advance.

Work Permit Renewal: Currently, the maximum length of a work permit, issued by YÖK is 2 years. If your contract with KU is shorter, your work permit may be shorter than 2 years. For contracts longer than 2 years and upon contract renewals, work permits may be renewed. HR advises our office about work permit renewals and terminations for international faculty and we take necessary action well before the expirations date and inform respective faculty member. Questions about employment contracts and duration of employment must be directed to department chairs, deans and Human Resources. Our office is responsible for the operational aspects of acquiring work/residence permits for foreigners.

Residence Permit for Spouse and Children: International Community Office collects personal information via its webform in order to be able to submit a work permit application to YÖK. In this form we also ask if there are family members accompanying you to KU. If your answer is "Yes" you must submit a new form for each family member. This is to help us secure residence permit appointments for your dependents as early as possible following your arrival. Family members can only acquire a "short term family" residence permit unless they engage in other activities in Turkey, such as employment, continuing an education program, diplomatic jobs etc.

Health Insurance

Health Insurance: As a KU employee, you receive a comprehensive private health care coverage plan by default. This is in addition to mandatory Social Security (SGK in Turkish) Health Insurance. Your health insurance is effective from the first day of your employment. Adding family members onto your plan is optional. When added, your family member is entitled to same coverage as you. Please contact your faculty administrative assistant in order to have any of your family members added to your health insurance plan. Human Resources payroll staff will arrange an individual appointment with you to go over your private and government insurance and other benefits on the first days of your employment. You can ask all your questions at this meeting.

Private Insurance Policy & ID Card: When your private health insurance policy and ID card arrive at HR office, they will notify you, so you can collect them. Please note, if your employment officially began at KU, you DO NOT need a policy or ID card to receive health care in Turkey. For both SGK and Allianz insurance, you can simply use your Foreigner ID Number (FIN) that begins with 99.. This number can be found on the front side of your work permit. Same applies to your dependents when they have health insurance.

Tax ID

Tax Id for Dependents: Unlike yourself, your dependents will not have a residence permit immediately after their arrival to Turkey, however, health insurance application requires either an FIN or a Tax ID. Since obtaining an FIN will take longer, we will assist you to obtain tax ID's for your dependents. With the tax ID they can have a health insurance. Obtaining a Tax ID is free of charge and the only required document is a valid passport.

Employment of Dependents

Turkish immigration laws prohibit employment of individuals holding a short term family residence permit. Employment of these individuals is only possible with a work permit that the employers must officially sponsor. For further advice you can email us at ico@ku.edu.tr.

Education of Dependents

Dependents of International Faculty can study part-time or fulltime with no restrictions. There are private and public schools for internationals from pre-school to all levels. We have compiled a [list of international schools in Istanbul](#) on a google sheet. More resources for families can be found on our [website](#).

University ID

Human Resources will provide your ID card when you first visit their office. University ID is very important because it shows your affiliation with KU, it's what the security guards look at upon your entry to any KU campus, it also officially shows your profession through which you are offered several advantages while using public transit, visiting museums, buying a ticket to an event and so on.

University ID for Family Members

Family members residing on (main) campus at Faculty Housing are eligible to obtain a family ID card. Off-campus family residents are not eligible for a university ID. They can visit campus anytime, and use the facilities as family guests. Guest rights and regulations will be shared with each new employee by Human Resources.

Setcard

SETCARD is a pre-filed meal card provided by the university for faculty and staff. 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.

Human Resources office manages SETCARDS for all employees, graduate students and researchers at KU. HR will hand in your SETCARD along with your university ID upon your first visit to their office. You can direct any question about your SETCARD to your partner at HR.

Replacing the University ID & SETCARD

If you lose your university ID or SETCARD, you must contact your HR partner. Your partner will guide and assist you about replacing your cards. **Note: Please ask HR contact person to identify your partner for you.**

Computing & IT Services

Laptop Computer

As a new faculty member you will receive a brand new laptop computer that will belong to you for the duration of your employment. IT personnel will visit your office on your first day of work, bring your laptop and set everything up for you.

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

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.

My.KU: www.my.ku.edu.tr is a user friendly website offered and managed by IT department and exclusive to KU members. Using www.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

Computer Questions?

For any technical questions about your laptop or connectivity you must email it@ku.edu.tr.

KU Networks, E-mail User Name/Password

When you receive your laptop, you will also receive your KU computing credentials. You can later change your password via www.my.ku.edu.tr on <https://home.ku.edu.tr/password/>

Office Space

Unless otherwise specifically arranged, each faculty member is assigned an individual office within their department. This arrangement will be made prior to your arrival. When you visit your faculty office first time you will be shown your office by respective faculty personnel. For any questions pertaining to your office space, telephone connection and any other special needs, you must contact respective department secretary or administrative personnel. Detailed information about all colleges and graduate schools and their contact information can be found here: <https://www.ku.edu.tr/en/navigation/academic>

Medical Services on Campus

Health Centers on Main and West campus operate 24/7 with ambulance, 6 physicians, 1 nurse and 8 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). Health Center services are free of charge and available to KU members only. There are also a number of good hospitals around the city which provide high quality healthcare in English. The Health Center can also arrange to have medicine delivered to campus for you.

Health Care in General

Istanbul Health Department offers great resources such as list of hospitals and all other health care providers by district, list of pharmacies and pharmacies on duty and more. Visit <http://www.istanbulsaglik.gov.tr/index.asp> to learn more.

*Important : If you are insured by the university, remember to ask for the service provider directory from Human Resources. The directory helps you find doctors, hospitals, dentists and labs that participate in your in your coverage plan.

Emergency Ambulance for university: x1100

Official Emergency Number in Turkey: 112

University Library (SKL)

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 www.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.

Transportation

Below is a list of main transportation categories specifically for 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 airport transportation section.

IETT Bus 154: Enters Koc University main campus, route via Haci Osman Metro, Sariyer, West Campus

IETT Bus 150: Passes by Koc University main campus security gate, requires transfer to reach onto campus, route via Haci Osman Metro, Sariyer, West Campus

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

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

Paid Express Shuttle: Paid Koc University express shuttle service available to major locations across Istanbul, special refill money card obtained from main campus office

Free 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/west	https://ogs.ku.edu.tr/lojman1
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
Payment Method	Istanbul Card	Istanbul Card	Istanbul Card	Cash Only
Route/Fares/Schedules	ogs.ku.edu.tr/otobus	ogs.ku.edu.tr/otobus	ogs.ku.edu.tr/otobus	ogs.ku.edu.tr/otobus
Picks-Up/Drops-off	Bus Stops	Bus Stops	Bus Stops	Bus Stops and Everywhere Appropriate

Notes:

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

✓ Tip: Istanbul Card 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.

✓ 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 Dolmus, 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 (ASSEL)

The university works with a private transport company and they have an office on campus where you can obtain their special money refill card used for the shuttle.

<https://ogs.ku.edu.tr/assel>

Shuttle Refill Card

Visit the shuttle booth located next to the Main Campus bus stop and obtain your card by paying a refundable deposit of 4tl in addition to how much money you would like to fill. Credit cards are accepted to purchase the card and for the refill. Upon acquiring the shuttle card, the personnel will ask to see your ID and need specific personal information. This is to securely block your card in case of loss.

Replacing Lost Shuttle Cards

If you lose your money card, you must call 0212 338 3724 during business hours to advise the office personnel. When you visit the shuttle office to replace your lost card, balance from your old card will be transferred to the new card and you will pay the deposit fee again.

Shuttle Office Working Hours

Shuttle office is open on weekdays from 8am to 8pm (Fall/Spring); from 10am to - 5pm (Summer). An English speaking associate is available on site.

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 upon arriving your destination):

Kultur Taksi: 0212 2718154

Kumsal Taksi: 0212 218 3267

Marti Taksi: 0212 341 1184

Sariyer Taksi: 0212 242 3748

Mobile Taxi Apps (pay online or cash):

<http://www.bitaksi.com/en/>

<https://www.uber.com/en-TR/cities/istanbul/>

Regular Taxi Fare Calculator

<https://taksiyle.com/en>

Driving in Turkey

Short term visitors with a driver's license in another country do not need a new driver's license in Turkey for up to 6 months. Residents staying longer than 6 months must apply to switch their license to a Turkish driver's license if there is a bilateral agreement between countries.

Those who would like to obtain a driver's license for the first time, or switch their existing foreign licence can do so in Turkey once they have a residence permit. Our office assists international faculty with organizing necessary paperwork.

Please contact the International Community Office at ico@ku.edu.tr to receive further assistance.

Car Rental

There are thousands of car rental companies in Istanbul. Working with the most reliable ones is very important. Here are some suggestions and you can contact us to rent from local agencies:

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

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

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

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

Turkish Language Resources

Exclusive Group Classes

Human Resources office has been working with a Turkish language school that offers classes both on and off campus year round. Look for email notifications from HR regarding sign ups, regulations and fees, and stay in touch with the staff from HR that is responsible for Turkish classes for non-Turkish speaking personnel at KU. More information will be available during HR orientation. You can also contact ico@ku.edu.tr for your questions.

Essential Turkish Phrases

The website "[Turkey Travel Planner](http://www.turkeytravelplanner.com)" 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:

www.turkeytravelplanner.com/details/LanguageGuide/100words_lessons/index.html

University Locations Acronym Guide

There are plenty of acronyms used throughout KU. We made the following list for you to familiarize yourself with some of the most common acronyms for various locations at KU:

S Building: Dormitory and Housing Administration Office located behind main campus health center

HR: Human Resources office

ELC: English Language Center

SKL: Suna Kirac Library

ENG: Engineering offices and classroom names go with this location prefix

SOS: School of Social Sciences offices and classroom names go with this location prefix

VPAA: Vice Presidency for Academic Affairs

VPRD: Vice President for Research & Development

OIP: Office of International Programs

ICO: International Community Office

CASE: Collage of Administrative Sciences and Economics

CSSH: College of Social Sciences and Humanities

CE: College of Engineering

CS: College of Sciences

SOM: School of Medicine

SON: School of Nursing

GSB: Graduate School of Business

GSSSH: Graduate School of Social Sciences and Humanities

GSSE: Graduate School of Sciences and Engineering

GSHS: Graduate School of Health Sciences

Reference Resources for Faculty

Maps and Transportation

Maps: All campus maps are available on KU Mobile App and here:

<https://www.ku.edu.tr/en/contact>

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/passenger-services/network-maps.aspx>

Istanbul Metropolitan Mass Transit System

Website (IETT):

<http://www.iETT.istanbul/en>

Istanbul Ferries, Passenger Boats,

Cruises: <http://en.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.htm>

!

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.mymerhaba.com/>

KU

People Finder:

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

KU Promo Video:

<https://www.youtube.com/watch?v=tlbMIPs23Y>

History, Departments and More:

<https://www.ku.edu.tr/en/about-ku>

Office of the President:

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

Office of Dean of Students:

www.dos.ku.edu.tr

Office of Vice President for Academic Affairs: <https://vpaa.ku.edu.tr/>

Office of Vice President for Research & Development: <https://vprd.ku.edu.tr/>

Office of General Secretary:

<https://ogs.ku.edu.tr/>