**ÖZYEĞİN UNIVERSITY ÇEKMEKÖY RESIDENCE HALL APPLICATION FORM**

**FOR INCOMING EXCHANGE STUDENTS**

Please use this form to reserve residence hall accommodation at Özyeğin University’s Student Residences located in Çekmeköy Campus. After completing the form, please send all pages as a **pdf attachment** to **international.relations@ozyegin.edu.tr**. For the **Fall term** the deadline to send the form is **Wednesday, August 1, 2018** andfor the **Spring term, it is December 1, 2018**.

Please rank your preferences below by placing a 1 for your 1st choice, 2 for your 2nd choice, etc. Room assignments are based upon availability, submittal and approval of housing application and payment of fees. ***Kindly note that, although all exchange students are guaranteed on-campus housing, room type availability is restricted and you may be placed in a room of not your choice.***

**2018-2019 Academic Year Housing Fees**

|  |  |
| --- | --- |
| **Room Type** | **Room Rates per Person (including VAT)Only one semester (4,5 months)** |
|
| **International & Erasmus Students** |
|  DORM 1-2-3 | 2 person rooms(with bathroom) | 1.720 USD |
| 3 person rooms (with bathroom) | 1.300 USD |
| 3 person rooms(without bathroom) | 1.000 USD |
| 4 person rooms(without bathroom) | 1.000 USD |

**Roommate preference**

**Name & Family** **Name**:

|  |  |
| --- | --- |
| **Dorm Room Choice:** | **Building and room type:**  |
| **Insert your 1st choice :** |  |
| **Insert your 2nd choice :** |  |
| **Insert your 3rd choice :** |  |
| **Insert your 4th choice :** |  |

**Payment:**

1. There are two types of residence hall fees that you will need to pay: **1- Housing fee** **2- Deposit**
2. Housing fees are paid within the dates set by the university management. For exchange students, 2018-19 academic year Fall semester fee payment **deadline is** **Friday, September 21, 2018**.
3. You may pay your housing fees either **online** or via **bank transfer**.
	1. If you choose the **online payment (credit card)** method: First your registration must be complete and your debit account must be created.

Then you need to visit: <https://www.ozyegin.edu.tr/en/student-services/fees-and-payment/payment-card>

If you choose the **bank transfer** method, please use and take note of the following information:

* + 1. You must incur the **transaction costs (bank commission)** and make sure that OzU receives the net full amount stated on page 1.
		2. Please acknowledge that the amount reflected on your credit card slip will depend on your bank’s exchange rate.
		3. Bank account information:

Bank: Fibabanka

Branch: Özyeğin University Branch

Branch Address: Nişantepe Mevkii Orman Sk. No:34-36 Çekmeköy/Istanbul

SWIFT Code: FBHLTRISXXX

Account Name: Özyeğin Üniversitesi

USD IBAN No: TR090010300000000003550268

PLEASE STATE THE STUDENT NAME DURING THE TRANSFER

1. **Deposit:** 2018/2019 Academic year housing deposit is **$250.** You will be able to pay your deposit **in cash** **upon your arrival** or by **wire transfer**.
	1. **Deposit Refund Policy:** Provided that no damage is caused to the dorm room, full amount will be refunded. In order to receive a full refund, you need to complete the check-out procedure of the dorm management and sign the move out form. ***Please consult with the Dorm Management at least several weeks before departure as to the timing of these procedures. You may need to open a Turkish Bank Account to receive the deposit payment so we highly suggest you to open an account once you arrive on campus.***
2. Please note that housing deposit and fees are paid **separately** and it is your responsibility to complete both type of payment. Please note that **deposit payment cannot be done by credit card.** So, for the deposit, you must either pay in cash or via bank transfer.

**Special Requests:**

Please inform us if you have any health problems (chronic disease, physical impairment, etc.) or special needs. The Dorm Management will consider your requests and inform you about the availability asap.

**Important Notes:**

* On campus residence halls, situated in a walking distance to our academic buildings, offer different room alternatives.
* Students may commute to various city centers by shuttles or public transportation. Being located on the Asian side, OzU Çekmeköy Campus is a serene and peaceful university campus, away from the chaos of the metropolis, approximately 30 km. from several city centers such as Kadıköy and Üsküdar.
* All residence halls are single-sex and completely smoke-free.
* If possible, rooms are assigned on the basis of the student requests. In the absence of requests, the assignment will be made at random.
* Please attach any requirement to the application that requires special attention by the Residence Hall Management.
* Students may express roommate preference by filling out the information box below. Both residents must request each other.
* In case need be, exchange students will be provided with pillows, blankets, sheets, and pillow covers.
* For general information about OzU residence halls you may visit: <http://www.ozyegin.edu.tr/OzUDE-YASAM/Modern-Ogrenci-Yurtlari?lang=en-US>.
* For viewing room types, please visit the following link and select the respective room types stated on the right hand side: <http://www.ozyegin.edu.tr/en/OzUDE-YASAM/Modern-Ogrenci-Yurtlari/Yurt-1>
* Students must have the required health documents completed and submit them to the Dorm Management before/upon arrival, before moving in. (Hepatitis B and C markers, HBsAg, Anti HCV, and HIV test, Pulmanory Tuberculosis, PA Chest Radiograph and medical report.)

**Cancellation Policy:**

A student who wishes to stay in the residence halls must pay the full semester fee by the above-mentioned deadlines. In the event the associated fee is not paid, housing application will be considered invalid. If students decide to move out within 4 weeks after the semester starts, 50% of the full amount will be refunded. If the student wishes to leave the residence hall after 4 weeks, no refund will be made. Please note that you must understand and comply with the Dormitory rules. You will sign a commitment form as you move in.

You may refer the following link for the Directives of Özyeğin University Student Dormitories:

<https://www.ozyegin.edu.tr/sites/default/files/upload/Yurt/dormitory_directives.pdf>

Please tick the payment method that you prefer for the housing fee payment. **1- Bank transfer**  [ ]  **2-Credit card** [ ]

Please tick the payment method that you prefer for the deposit payment. **1- Bank transfer**  [ ]  **2- Cash** [ ]

I have read, fully understood, and agreed with the terms & conditions as explained above.

**First Name & Family Name:**

**Date:**

**Signature:**