

**Koç University
International
Undergraduate
Admissions Guide**
Requesting a
Recommendation Letter



**KOÇ
ÜNİVERSİTESİ**



International Undergraduate Admissions

1 intake

Fall

Online

apply.ku.edu.tr

Selective
and
HOLISTIC



Undergraduate Application Requirements

- **Test Scores/Diplomas**
 - SAT I / SAT II / ACT or,
 - IB / GCE (A2) / ABITUR / French Bac
- **High School documents**
 - Transcripts for all years (10th, 11th, 12th)
 - Diploma (if available)
- **Motivation Letter**
 - 1 for each program
 - Not a personal essay
 - Motivation video (some programs)
- **Recommendation Letter**
 - Contact details of referee
 - Teacher/Guidance Counsellor/Supervisor
- **Extra-curricular activities**
 - Sports, Socially oriented, internships, competitions, awards
 - Certificates, Letters, Links
 - No need for translation of certificates
- **Application Fee**
 - 200 TL on the application form

English Proficiency Test is **OPTIONAL**

Eligible English tests: TOEFL, CAE, PTE

Admitted students can take KUEPE exam during Registration Week

How to request a recommendation letter



KOÇ
ÜNİVERSİTESİ



What you need to do to request a reference

Venezuela

✓ Save changes

Submit

Priorities

Profile

Contacts

Education

Scores

Activities

References

Documents

Motivation

You should include **at least one (1) reference** for your application to be evaluated by the Admission Committee. In order to assure the reference's confidentiality, we will send a reference invitation to the e-mail address that you supply. The referee will be able to fill in the evaluation online. **You will be notified when the reference is submitted.** However, you will not be able to see it.

Please be aware that it's your responsibility to inform the referee(s) that his/her personal information will be stored and processed here.

References should be from your high school teachers, guidance counsellor or other people who have supervised you in academic, internship or a paid employment basis. Do not ask for references from family members, agents or friends as this may lead to your application being marked negatively.



No references have been invited

Use the form below to invite your referees to submit a reference

Institutional
email
preferred

Referee's full name *

Referee's e-mail *

Ask for a reference

In order to assure the reference's confidentiality, we will send a reference invitation to the e-mail address that you supply. The referee will be able to fill in the evaluation online. **You will be notified when the reference is submitted.** However, you will not be able to see it.

Please be aware that it's your responsibility to inform the referee(s) that his/her personal information will be stored and processed here.



What you referee will receive via email

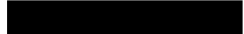


Pzt 11.01.2021 12:03

no-reply@mail-eu.dreamapply.com

Reference request

To



KOÇ ÜNİVERSİTESİ

Dear



is applying for %course-fullName%.

The admission procedure is based on a selective process, in which criteria such as academic potential, motivation, maturity, integrity and initiative are of great importance. We would greatly appreciate if you could provide us with a reference that would help us assess the applicant.

We kindly ask you to submit the reference electronically on our website, by clicking on the link below:

koc.dreamapply.com/referee/1VTNBQ3HBR

If the link doesn't work, please go to:

koc.dreamapply.com/referee

On this page, please copy-paste the code manually: 1VTNBQ3HBR



The reference form



Koç University Application Platform

Venezuela



VERSİTESİ

Dashboard



Applicant reference

Dear referee,

[REDACTED] is applying for higher education studies.

The admission procedure is based on a selective process, in which criteria such as academic potential, motivation, maturity, integrity and initiative are of great importance. We would greatly appreciate if you could provide us with information that would help both us and the education institution to assess the applicant.

When you have completed the form, it will be forwarded to the concerned institution and you will not be able to change it any more. We value your comments and we ensure that they will remain strictly confidential. **Above all, we assure you that the applicant will not be able to see your reference at any point.**

General information

Your name & title *

Your position *

E-mail *

Telephone *

Evaluation

School or organisation

Name (in the local language) *

Address *

Website



The reference form

Please give your assessment of the applicant, including a description of both academic / professional and personal characteristics. Your assessment will greatly help us differentiate this candidate from other applicants. *

Please write a recommendation of at least 250 words.

She is excellent and I would highly recommend her for an undergraduate program at your university. She has demonstrated high potential for basic sciences in her Year 10, 11, and 12 courses and is an excellent student of biology, genetics, or related fields.



Referees can't upload an existing letter (s)

Minimum 250 words

Can combine different teacher's references into one letter



When you have completed the reference, please click on the button below to continue.

[Preview your reference & continue >](#)



The reference form

Applicant reference

← Correct mistakes

Please carefully review your reference and if everything is correct, click the 'submit' button below. Otherwise click the 'correct mistakes' button. After submission, the reference will be forwarded to the concerned institution and you will not be able to change it any more. We value your comments and we ensure that they will remain strictly confidential. **Above all, we guarantee that the applicant will not be able to see your reference at any point.**

General information

Your name & title	[REDACTED]	School or organisation	[REDACTED]
Your position	University Counsellor	Address	El Paraiso, Caracas
E-mail	[REDACTED]	Website	[REDACTED]
Telephone	+582123381178		

Evaluation

Please state how long you have known the candidate and in what capacity (as a teacher, tutor, coworker etc).	2 years
Please list the subjects and courses that you taught to the applicant or describe what other interactions you had. Please state the main language of communication.	Sciences and Biology

I have verified that the above information is correct and fairly reflects the qualities of the applicant to the best of my knowledge. I hereby give Koç University Application Platform (Koç University) permission to use this information to assess the applicant.

← Correct mistakes

or

✓ Agree and submit the reference



How will your referee know if they submitted the reference correctly?



Pzt 11.01.2021 12:28

no-reply@mail-eu.dreamapply.com

Thank you for your reference letter

To



KOÇ ÜNİVERSİTESİ

Dear

We have successfully received your reference for and would like to say again that we very much appreciate your time and effort.

Thank you for your cooperation

Koç University Application Platform

Rumelifeneri Yolu 34450 Sarıyer, İstanbul / Türkiye

[Apply online](#)



How will you know if the reference has been submitted

Reference has been submitted » [Inbox x](#)

Apply KU - No Reply <no-reply@mail-eu.dreamapply.com>
to me

12:27 PM (1 minute ago) ☆ ↶ ⋮



Hi [redacted]

Your referee [redacted] has just finished working on your reference and it has been successfully submitted.

Please note that as the reference is confidential, you will not be able to see it.

Koç University Application Platform
Rumelifeneri Yolu 34450 Sarıyer, İstanbul / Türkiye
[Apply online](#)

Email confirmation

On your application in the «Tasks» Section and the «References» Section

Koç University Application Platform

Spring semester 2020/21

- English Proficiency**
I have registered for a language test
Info icon required
I will take the TOEFL iBT test on 01 December 2020
- References**
I have asked for references
Info icon required
- Transcripts**
I have uploaded my transcripts
Checkmark resolved
- Test Scores**
I have attached my standardized test scores and/or diploma grades
Checkmark resolved
- Activities**
I don't have any related honor, award or activity
Checkmark required

Referee	Status
<input checked="" type="checkbox"/> untick to remove [redacted]	Reference not yet inserted, invitation is being delivered

Koç University Application Platform

My wishlist 1

and processed here.

References should be from your high school teachers, guidance counsellor or other people who have supervised you in academic, internship or a paid employment basis. Do not ask for references from family members, agents or friends as this may lead to your application being marked negatively.

Referee	Status
<input checked="" type="checkbox"/> untick to remove [redacted]	Reference submitted at 11/01/2021

Referee's full name *

Referee's e-mail *

[Ask for a reference](#)

In order to assure the reference's confidentiality, we will send a reference invitation to the e-mail address that you supply. The referee will be able to fill in the evaluation online. **You will be notified when the reference is submitted.** However, you will not be able to see it.

Please be aware that it's your responsibility to inform the referee(s) that his/her personal information will be stored and processed here.



More guidance on how to complete your application

<https://international.ku.edu.tr/undergraduate-programs/how-to-apply-2/>



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How to Apply

International Undergraduate Admissions

Koç University is a **selective admissions** university. We are looking for the best and the brightest in each country. Candidates are evaluated in terms of academic excellence, extra-curricular activities, recommendations and the motivation to join Koç University and one of our undergraduate programs.

To apply to Koç University as an international student you need to **complete and submit an online application form**. Applications with missing documents will not be taken into consideration. You should not email or post any documents to the university during the application process.

Please check carefully our [Registrar's website](#) for detailed guidance on admission requirements for each program, eligibility to apply as an international student (for example, if you have dual nationality one of which is Turkish or from KKTC), and minimum scores details.

[Programs Offered](#)

[Core Program](#)

[English Preparatory Program](#)

[How to Apply](#)

[Tuition and Scholarships](#)

[Admitted Student Guide](#)



Keep in touch



Email: study@ku.edu.tr

Web page: international.ku.edu.tr/

Telephone: 0090 212 338 1230 /1347/1178

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