Koç University
International
Undergraduate
Admissions Guide
Requesting a
Recommendation Letter
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
What your need to do to request a reference

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.

**Institutional email preferred**

In order to assure the reference’s confidentiality, we will send a reference invitation to the e-mail address that you supply. **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

Dear [Name],

[Person] 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 it 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](https://koc.dreamapply.com/referee/1VTNBQ3HBR)

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

[koc.dreamapply.com/referee](https://koc.dreamapply.com/referee)

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

Best regards,

[Your Name]

Koç Üniversitesi
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
Referees can’t upload an existing letter (s)
Minimum 250 words
Can combine different teacher’s references into one letter
The reference form

Applicant reference

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

<table>
<thead>
<tr>
<th>Your name &amp; title</th>
<th>University Counsellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your position</td>
<td>University Counsellor</td>
</tr>
<tr>
<td>E-mail</td>
<td>xxxxxxxxxxxxx</td>
</tr>
<tr>
<td>Telephone</td>
<td>+582123381178</td>
</tr>
<tr>
<td>School or organisation</td>
<td>xxxxxxxxxxxxx</td>
</tr>
<tr>
<td>Address</td>
<td>El Paraiso, Caracas</td>
</tr>
<tr>
<td>Website</td>
<td>xxxxxxxxxxxxx</td>
</tr>
</tbody>
</table>

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?

Dear [Name],

We have successfully received your reference for [Applicant's Name] 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 Sariyer, İstanbul / Türkiye

Apply online
How will you know if the reference has been submitted?

Email confirmation

On your application in the «Tasks» Section and the «References» Section.
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.
Email: study@ku.edu.tr
Web page: international.ku.edu.tr/
Telephone: 0090 212 338 1230 /1347/1178

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