

FMV IŞIK UNIVERSITY ŞİLE CAMPUS VISITOR APPLICATIONS

Rules for the Students:

- *Students should create and submit their requests for visitors 1 day before the visit date by creating a STUDENT VISITOR FORM.
- *Visitors are not allowed in the student dormitories. In cases of necessity, visitors will be permitted in the dormitories under the supervision of the dormitory administration.
- *Visitor request forms sent after 16:30 on weekends, public holidays, and Fridays will be reviewed on the first working day, which is determined as the beginning of the week.
- *The name, surname, and student number of the student requesting visitor permission, and the guest's name and surname must be filled in completely, and the visit date must be specified numerically. (Ex: 01.01.2024)
- *Visitor request forms are evaluated and responded to through the system between 16:00- 17:00 on weekdays.
- *Students should meet their visitors at the university entrance gate and enter after the controls and procedures.
- * **Student visits can be organized between 08.00 -16.00.**
- *Our students can provide references to a maximum of two (2) visitors, one (1) day a week.
- *There are no visit restrictions for our students' 1st-degree relatives (mother, father, siblings), but families are not allowed to enter the dormitories and classrooms.
- *Students are responsible for the guests they invite to the campus.
- *Visitors of the students may be restricted when necessary.
- *Visitors can enter the campus on foot or by private vehicle. Visitors' vehicles will only be allowed in the parking lot.
- *Due to the workload, no information can be provided by phone and e-mail, and communication is carried out only through the form on the system.

2. Rules for Our Alumni:

- * Visits can be organized between 09:00 - 16:00, if deemed appropriate, after the notification made with the visitor control form.

3. Rules for Businesses Operating on Campus:

- * Guests and visitors of the businesses operating on our campus are not allowed on campus, and meetings should be organized outside the campus.

4. Rules for Off-Campus Couriers:

- * Couriers coming from outside the campus are not allowed on campus for delivery to anywhere other than the Blue Dormitories Zone; they can deliver items in the area outside the campus.

5. Rules for Couriers of Businesses Operating on Campus:

* Couriers of businesses serving on campus cannot enter the dormitory area. Only deliveries in the Blue Dormitories Zone are carried out at the Security Point.

6. Rules for taxis arriving on campus:

* Taxis are not allowed inside the campus; only taxis going to the Blue Dormitories Zone are directed to the Blue Dormitories Security Point.

Alp AKGÜLLÜ

Secretary General