

## International German Summer Course at Bielefeld University

### Check List for Registration

#### **1. Registration**

- Fill in the online registration form completely
- Upload all necessary documents (passport/ID card and (if available) certificate on level of German language skills and photo)

#### **2. Registration Confirmation and Advance Payment**

You will be sent an invoice by Bielefeld University giving you two dates of payment (1. advance payment, 2. remaining amount)

- Please transfer **the advance payment (450 Euro)** directly after you have received the invoice  
**(Please note that bank charges are to be borne by you)**
- Please send us a copy of the voucher for payment as email attachment

#### **3. Invitation, Visa, Journey**

As soon as the advance payment has been paid into the account of Bielefeld University, you will receive an invitation by Bielefeld University

- Get in touch with the embassy in your country to apply for visa (if necessary. **A warning:** processing time 4-6 weeks).
- Collect documents for the embassy.

You will receive your visa through the embassy.

- Book flight/train/bus

#### **4. Remaining payment (by July 7, 2020)**

- Please transfer **the remaining amount of the course fee by July 7, 2020 (Please note that bank charges are to be borne by you).**