

GERMAN SUMMER COURSE SELF-PAYER INFORMATION

Dear students,

this announcement concerns all of you who are intending to attend a German language course in Germany this summer. **Kindly read the following information thoroughly to understand what you need to do.**

The International Office will support you with the necessary steps, especially the visa process. But first, you need to apply for a **course** and the **accommodation** as explained below. Please find below a brief **guideline** of important steps to take:

Steps to successfully plan your German Language Summer Course:

1. Choosing your course:

a) **Choose** a city and a course from this website:

Recommended courses attended by GJU students in recent years

b) **Fill out** application form of chosen language institute to **register for a course including accommodation***

***Please note that the Embassy will not accept course bookings without accommodation during the time of the course. The accommodation needs to be paid in advance.**

c) **Transfer** the fees* to the mentioned bank account in Germany.

***Please make sure to state the correct reason/purpose of transfer as stated by your institute when transferring the money.**

2. Visa application:

a) **Register** for the **visa application process with the International Office** after you have made the payment and received the acceptance letter from the language institute.

Either send your acceptance letter to eva.garcke@giu.edu.jo
or come to see Ms. Eva Garcke in the International Office (Office Hours from 8-4pm, Sunday, Tuesday-Thursday @ Madaba Campus, Room B112; Monday @ Darat Othman Bdeir, SII, Room 105)

For the registration we also need the following information from you, please mention this in the email:

- GJU Study ID
- Phone number
- Nationality
- Major

The deadline to register for an Embassy appointment is May 10th!

In order to register you need to present either the **letter of acceptance** from the language institute or a **bank statement** showing that you have already made the payment for the course and the accommodation. If there should be more selfpayers than available Embassy appointments they will be distributed by first come first serve.

b) Prepare your **visa documents** and submit them to the International Office.

An email with instructions what to prepare for the visa appointment will be sent to you after your register your name at the International Office.

c) Go to the Embassy Appointment*

* Kindly note that the visa will be **only** issued for the time of the language course.

3) Book a flight and go to Germany*

* Kindly note that the booking of your flights will be entirely in your responsibility.

Before choosing a course make sure its time work with:

- Summer Session at GJU (16/07 – 31/08)
- The registration period at GJU (end of September)

Students who attend courses during the summer session will not be able to take courses in Germany in August and should choose summer courses starting in September. Please be aware that the courses in September start immediately after the end of the examination period.

We will be **not** responsible for any missed exams or paper deadlines. It is your responsibility to be in Germany on time, otherwise you might lose your summer course placement.

Accommodation/Housing

- Before choosing a language course, make sure that the institute will be able to provide you with accommodation.
- University dormitories and shared student flats (“WGs”) will most probably be mixed-gender.

During your Stay in Germany

Your Arrival in Germany

Please contact your language school to clarify how to get to your accommodation from the airport, how to receive the keys etc. Write down the address of your school and your accommodation, as well as the telephone number and the name of your responsible contact person at your school in case you need help.

Attendance and Conduct at the Summer Courses (Cancellation Rules)

We expect all of our students to behave in a responsible manner and to respect their teachers, fellow students and property. Students are expected to represent the best of GJU, and to be ambassadors of Jordan, its society and values.

Misusing your visa, inappropriate behavior, unexcused absence from your courses and any damage purposely inflicted to your accommodation will be reported to a disciplinary committee at GJU, which will decide on consequences for your study progress. The parents will be informed accordingly.

By submitting your application, you confirm that you are aware of the information and regulations mentioned above. Every student will have to sign an obligatory agreement that s/he commits him/herself to the mentioned regulations before leaving to Germany.

In case you have any further questions, don't hesitate to contact us at the International Office. Ms. Eva Garcke will be happy to answer your questions. More information can be found also on the website of the International Office, <http://www.gju.edu.jo/content/self-payer-information-4328>.