



# PATHWAY PROGRAM



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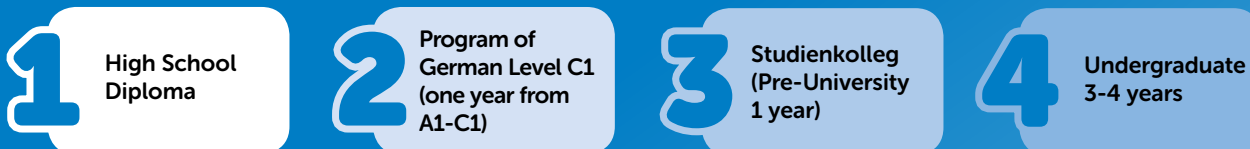
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# GERMAN PROGRAM

With schools in Munich, Berlin and Cologne BWS Germanlingua offers three destinations to learn German and to prepare for the studies at a university in Germany. Our offer is focused on teaching German and the consultation to apply for the pre-university and the university program. It consists of 'Studienkolleg' the Pre-University year, which lasts two semesters and is for students who require it to enter a university at an undergraduate level. We assist with all aspects of the stay in Germany, such as the undergraduate placement at Studienkolleg/university, accommodation, activities, public transport, medical insurance etc.

## HOW TO STUDY AT A UNIVERSITY IN GERMANY?



## UNIVERSITIES AND STUDY FIELDS

BWS Germanlingua cooperates with the universities LMU Ludwig Maximilians Universität and TUM Technische Universität in Munich, FU Freie Universität and TU Technische Universität in Berlin and Universität zu Köln and FH Köln in Cologne. Your application can be done at any other university in Germany. More universities can be found at: [www.hochschulkompass.de](http://www.hochschulkompass.de)

**Study fields:** Automation Engineering, Information Technology, Biotechnology, Business Administration, Business Administration and Engineering, Electrical Engineering, Computer Sciences, Law, Medicine, Mechanical Engineering, Medical Engineering, Health Care Management, Automotive Informatics, Microtechnology and much more.

# STEPS TO THE UNIVERSITY

## REGISTRATION FOR GERMAN PROGRAM, UNIVERSITY PLACEMENT SERVICE & CONFIRMATION OF LANGUAGE COURSE

Please complete the registration form for the German program and the university placement service. The duration of the German program is determined according to the level of German you have. You will receive a confirmation and an invoice from us. Please pay the respective deposit and confirm payment by e-mail. You will receive an invitation letter for your visa application.

## REQUIREMENTS FOR THE APPLICATION FOR THE PATHWAY/ UNIVERSITY PROGRAM

Requirements for the university application:

- Legalized translated and certified copies of high school diplomas (School leaving certificate including an overview of subjects and grades (X to XII))
- CV in German
- Motivation letter in German
- Copy of the passport
- German certificate if any available

Please send us the documents by e-mail. If your knowledge of German is not good enough yet, kindly send us an officially translated CV and motivation letter.

## UNIVERSITY APPLICATION

- Review of the documents by BWS Germanlingua that will determine if a year of Studienkolleg is necessary or if it is possible to access the university directly. We will do the application at three universities of your choice.
- Application to universities that will then issue a document which is necessary for the visa, the 'VDP' (Vordokumentationsprüfung.)

## OPENING OF A BLOCKED BANK ACCOUNT

To obtain the visa it is necessary to open a blocked bank account. It is possible to open this account with different providers such as Fintiba or Expatrio. Before requesting the visa, you have to deposit to this account € 934 for each month your German course will last. This money is supposed to secure the daily life in Germany. It will be possible to withdraw € 934 monthly.

## VISA PROCESS

With the required documents mentioned above and the visa form, you need to request an appointment at the embassy of Germany. It is important to apply for a student applicant visa (Visum für einen studienvorbereitenden Sprachkurs). If you request a different visa, you will have to return to your home country before you can start university studies.

## GERMAN PROGRAM

- You will take the necessary months of Intensive German course to reach the level required for the university program.
- In the last four weeks of the German course, you will take additional classes of preparation for the admission exam to Studienkolleg or the university.

## STUDIENKOLLEG

- Successful participation in a year of Studienkolleg in your area of studies. You have to pass the final exam of Studienkolleg.
- At the end of Studienkolleg you have to apply again to university to start to study your career. BWS Germanlingua will help you with the application.

## UNIVERSITY

Start your study career at a German university. The studies last between 3 to 4 years.

# STUDIENKOLLEG APPLICATION (PRE-UNIVERSITY)

Studienkolleg is a public educational institution in Germany that offers courses to international students in order to prepare for academic studies at German universities. It is for those whose graduation certificate is not recognized as equivalent to the German qualification for university entrance (Abitur). The courses last two semesters and can be started twice a year, in winter or in summer. To enter Studienkolleg you must take an admission exam. Studienkolleg not only prepares for the assessment exam (Feststellungsprüfung or final exam), but also expands the knowledge of the German language and also prepares for the university itself.

Depending on the undergraduate program you want to study, the courses at Studienkolleg have a different focus and prepare students for the methodology and to meet the academic and linguistic challenges that are required to study at an undergraduate program in Germany. Normally, classes at Studienkolleg are from Monday to Friday, with 28-32 mandatory hours in small groups. The language of instruction is German. Each Studienkolleg has its own dates, but in general the courses start between January and April and between July and October. Before the admission to Studienkolleg you are required to pass a German exam and in the case of courses in engineering, mathematics, and natural sciences you must pass a math test as well and sometimes also an English exam. These exams are done both at the beginning of September or January. As a general rule, the admission exam will be two weeks before the start of Studienkolleg. Depending on the studies, you are obliged to take one of the following courses offered by Studienkolleg:

- **Course T: for courses in engineering, mathematics and natural sciences.**
- **Course M: for courses in medical and biological sciences.**
- **Course W: for courses in economic and social sciences.**
- **Course G: for humanities, languages and art courses.**



# IMPORTANT DATES FOR STUDIENKOLLEG

Dates for the application, the beginning of the semesters, the admission exam and the final exam of Studienkolleg (Pre-University).

## SUMMER SEMESTER

- application is from November 15 to January 15
- admission exam is at the beginning of February
- semester begins at the end of February
- final exam is in early December

## WINTER SEMESTER

- application is from May 15 to July 15
- admission exam is at the beginning of September
- semester begins at the end of September
- final exam is at the beginning of June

# IMPORTANT DATES FOR UNIVERSITY APPLICATION

After Studienkolleg (1 year) we take care of the application to the university where you wish to study. It may be the university which was already part of the application for Studienkolleg or any other university in Germany.

## APPLICATION PERIODS

Winter semester:  
May 15 to July 15  
Summer semester \*:  
November 15 to January 15

## STARTING PERIODS

Winter semester:  
September / October  
Summer semester \*:  
March / April

## DURATION OF UNIVERSITY CAREER IN GERMANY

Undergraduate: 3 to 4 years  
Masters: 1 to 2 years  
Doctorate: 3 to 6 years

\* Not all courses of studies start in summer semester

# IMPORTANT INFORMATION

- In case your course and accommodation takes place in our high season a supplement of € 50 weekly for the course and € 60 weekly for the accommodation will be charged. Prices are valid until end of 2024.
- PAYMENT: In order to start the process we charge € 700 for the placement at Studienkolleg/university, plus € 80 for the invitation letter. Therefore an amount of € 780 will need to be transferred before we start the process.
- REFUND: 1) We refund € 500 in case the VPD letter is not issued by UniAssist or the university.  
2) We refund € 200 in case the VPD letter is issued but the embassy in your country does not grant a visa.
- The VPD document for the visa process can be obtained during the entire year.
- During the language course and Studienkolleg students are not allowed to work. During the career at university students are allowed to work 120 full days or 240 half days per year.
- The invitation letter is not a visa service but we will support you with any kind of questions and doubts you might have and guide you through the process if needed. The fee of € 700 is only for the placement at three different Studienkollegs and universities and to provide you with the necessary documents.

# VISA INFORMATION AND RESIDENCE REGISTRATION

**Step 1** - Apply for a student applicant visa "Studienbewerbervisum" at the German embassy/consulate in your home country with all documents the embassy requires.

**Step 2** - Move to Munich, Berlin or Cologne and during the first two weeks of entering Germany, register your address at the residence registration office "Bürgerbüro".

**Step 3** - You are required to ask for a residence permit within 90 days at the Foreign Authority Office.

**Step 4** - Once you have completed B2 level we issue you a certificate and you will be able to upgrade your language school visa to a student visa at the Foreign Authority Office.

All appointments at the authority offices are to be arranged online. If necessary we will support you. For further information please refer to Germany VISA Information, Requirements & Application Form ([germany-visa.org](http://germany-visa.org))

# PRICES

## BWS GERMANLINGUA PREPARATION COURSES FOR UNIVERSITY ACCESS

Depending on your German level you need to take either 48, 32, 24, 16, 12 or 8 weeks of our Intensive German course as well as 4 weeks of our individual Pathway Preparation Classes with 6 lessons per week, taking place within the period of the 48, 32, 24, 16, 12 or 8 course weeks. This course is focused on the preparation of the admission test of Studienkolleg and consists of mock tests for either German and/or Mathematics. To detect your German level please take our placement test at [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test).

### Course details if you **don't have any knowledge of German:**

- **48 weeks** of Intensive German Course
- 4 weeks of Individual Pathway Preparation Classes with 6 lessons per week (starting in the 45<sup>th</sup> week and taking place within the 48 weeks of the Intensive course).

**Munich/Berlin: € 9,500**

**Cologne: € 8,740**

Starting Dates: The course should be started 48 weeks before the admission test of Studienkolleg in the beginning of February or in the beginning of September.

### Course details if you already have finished **level A1.2:**

- **32 weeks** of Intensive German Course
- 4 weeks of Individual Pathway Preparation Classes with 6 lessons per week (starting in the 29<sup>th</sup> week and taking place within the 32 weeks of the Intensive Course).

**Munich/Berlin: € 7,390**

**Cologne: € 6,820**

Starting Dates: The course should be started 32 weeks before the admission test of Studienkolleg in the beginning of February or in the beginning of September.

### Course details if you already have finished **level A2.2:**

- **24 weeks** of Intensive German Course
- 4 weeks of Individual Pathway Preparation Classes with 6 lessons per week (starting in the 21<sup>st</sup> week and taking place within the 24 weeks of the Intensive Course).

**Munich/Berlin: € 6,330**

**Cologne: € 5,860**

Starting Dates: The course should be started 24 weeks before the admission test of Studienkolleg in the beginning of February or in the beginning of September.

### Course details if you already have finished **level B1.1:**

- **16 weeks** of Intensive German Course
- 4 weeks of Individual Pathway Preparation Classes with 6 lessons per week (starting in the 13<sup>th</sup> week and taking place within the 16 weeks of the Intensive Course).

**Munich/Berlin: € 4,920**

**Cologne: € 4,580**

Starting Dates: The course should be started 16 weeks before the admission test of Studienkolleg in the beginning of February or in the beginning of September.

### Course details if you already have finished **level B1.2:**

- **12 weeks** of Intensive German Course
- 4 weeks of Individual Pathway Preparation Classes with 6 lessons per week (starting in the 9<sup>th</sup> week and taking place within the 12 weeks of the Intensive Course).

**Munich/Berlin: € 4,220**

**Cologne: € 3,940**

Starting Dates: The course should be started 12 weeks before the admission test of Studienkolleg in the beginning of February or in the beginning of September.

### Course details if you already have finished **level B2.1:**

- **8 weeks** of Intensive German Course
- 4 weeks of Individual Pathway Preparation Classes with 6 lessons per week (starting in the 5<sup>th</sup> week and taking place within the 8 weeks of the Intensive Course).

**Munich/Berlin: € 3,890**

**Cologne: € 3,700**

Starting Dates: The course should be started 8 weeks before the admission test of Studienkolleg in the beginning of February or in the beginning of September.

## PRICES FOR PLACEMENT SERVICE AND VPD AT BWS GERMANLINGUA

Our fee for issuing the **visa invitation letter is € 80** plus the DHL Express shipping costs. The visa application process is **€ 700**. This includes the VPD document, which is the so called conditional letter and shows that the student has the educational background for taking up a course of studies in Germany. At the same time it is essential to obtain the visa for the 'Studienvorbereitenden Sprachkurs' also called 'Studienbewerbervisum' (student applicant visa). Please note: to obtain this from Uni-Assist (university assessment board) we need the notarized and certified copies of the certificate of subjects and credits of the last two school years. The application process includes a maximum of 3 applications to universities in Germany. We cannot guarantee that the application will be successful.

## BUSINESS TERMS

### REGISTRATION AND PAYMENT OF SCHOOL FEES

Registration forms will be considered according to the order in which they arrive on a first-come, first-serve basis. School fees are stated in our price list which is valid at the time of registration. The participant must bear the cost of all bank charges for the payment. The entire course fee must be paid in full before the classes begin. If the invoice has not been paid by the beginning of the course or if the payment cannot be confirmed with a bank statement, we are entitled to cancel the contract immediately. In the unlikely case we have to cancel our course from our side, payments will be fully refunded. The participant has no right to any further claims.

### SECURITY DEPOSIT

BWS Germanlingua will charge a € 300 security deposit for staying in the school-owned shared apartments and studio apartments. The security can be deposited either in advance, giving us Credit Card Details/Authorization, or in Cash on the first day of school. This is to guarantee payment of any repairs or replacements of damaged apartment furnishings or equipment, and/or lost keys and/or other problems that should occur due to the disregard of our housing regulations. The deposit will be given back on the last day of school, either in cash or credit card details will be shredded.

### CANCELLATION AND CHANGES IN REGISTRATION

Written requests for changes in the registration will be considered if possible. In this case we will charge an administration fee of € 50. If a change in registration is not possible, the original registration remains valid unless it is cancelled. The cancellation of a registration must be requested in writing. There is no cancellation fee up to 30 days prior to arrival, but there is no refund of the down-payment of € 200. Up to 14 days prior to arrival the cancellation fee is € 200 and from 13 days up to arrival € 500. There is no refund for the down-payment of € 200, for the invitation letter of € 80 as well as for the university placement fee of € 700. In case the university does not accept your credentials, we grant you a refund of € 500. Full payment is still required in case a participant does not arrive, arrives late, only participates sporadically or cancels a registration after having started his or her tuition and/or accommodation.

### INSURANCE

School fees do not include any sort of insurance. We highly recommend that students have their own health-, accident- and liability insurance before starting their course. We can help to contract an insurance upon arrival.

### ABSENCE

If you are unable to attend classes due to illness or other circumstances, it is important to let us know by telephone or email, particularly if you are going to miss one-to-one or online lessons. For one-to-one and online lessons, there is a 24 hour cancellation policy – if you let us know in advance of 24 hours we can re-arrange one-to-one or online lessons, but otherwise the missed lesson is 'lost'. Group lessons (standard, intensive, mini-group, evening courses or additional bookings) which fall on a public holiday or are missed because of illness or similar will not be made up for at a later date.

### LIABILITY

BWS Germanlingua does not assume any liability for damage caused by external negligence or intentional acts, nor if prevented from providing its services by force majeure. In case a claim is made, course participants are directly responsible for any sort of damage that they might cause. BWS Germanlingua is not responsible for any losses due to acts beyond our control. In the classroom and accommodation, course participants are obliged to obey school and house rules which are handed out to the students and are displayed. BWS Germanlingua reserves the right to dismiss any student whose conduct is against the rules. There will be no refund for fees in case of expulsion. The student's accommodation is carefully chosen according to the possibilities available. Special requests for a particular location of accommodation will be considered within the bounds of possibility.

### COURSE PARTICIPANTS / CLASS LENGTH

In case a standard or intensive group course has less than 3 participants, we reserve the right to reduce class length for the standard course from 20 to 15 lessons per week and the intensive course from 25 to 18 lessons per week.

### SCHEDULE AND CLOSURE

In high season we reserve the right to schedule classes in the morning or in the afternoon, depending on level and availability. The school is closed on public holidays and lessons cancelled due to these holidays will not be rescheduled.

### PLACE OF JURISDICTION

München, German