

Berlin 2020 – Next Steps

www.cc.gatech.edu/berlin | berlin@cc.gatech.edu

Congratulations and welcome to the Berlin 2020 Summer Study Abroad Program! Assuming you have received your acceptance letter from the Office of International Education and maintain your eligibility this spring by remaining in good academic and disciplinary standing, you should receive an email from Dawn Rutherford (Program Manager) and Laura Person (Program Coordinator) reminding you of the important “next steps” listed below.

If you have any additional questions or concerns after you have reviewed this information, please don’t hesitate to contact Dawn at drutherf@cc.gatech.edu, or Laura at berlin@cc.gatech.edu. Again, welcome!

Travel Steps:

Do you have a passport?

If you do not already have a passport, you must apply for one immediately. **PLEASE NOTE THAT IT CAN TAKE OVER 8 WEEKS TO OBTAIN A PASSPORT. DON’T WAIT UNTIL THE LAST MINUTE!!** For additional passport information, please visit: https://travel.state.gov/content/travel/en/passports.html/get/first/first_830.html

If you have a passport, check the expiration date to be sure it has not expired or will not expire while you are in Germany; your passport should be valid for at least six months after your planned departure from Germany, so **its expiration date should be after January 30, 2021**. If it expires before this date, you should plan to renew your passport right away.

Please email Laura a copy of your valid passport ASAP to berlin@cc.gatech.edu, or visit Laura in the College of Computing building, room 119, to drop off a copy or make a scan or copy. You can also email to make an appointment.

Do you need a visa?

☒ If you hold a valid U.S. passport, you do not need to apply for a visa. Your passport acts as your Schengen Tourist Visa. U.S. citizens in possession of a valid U.S. passport do not need a visa to enter Germany for stays up to 90 days within a 6-month period.

☒ If you hold a non-U.S. passport, consult the Foreign Ministry’s table at the following link to determine visa requirements/exemptions for entry into Germany for citizens of your home country (common countries include **Canada, Japan, and Republic of Korea**):
<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node/staatenlistevisumpflicht-node>
If the issuing country of your passport appears on this list as “no,” you do NOT need to apply for a visa.

☒ If your country of citizenship appears on this list as “yes,” (common countries include **India and China**), then you DO need to apply for a Schengen Tourist Visa. Please review the visa application requirements and process in the next section of this handout.

How to Apply for a Visa for non-U.S. Passport Holders:

- If you are a permanent resident of Alabama, Georgia, Mississippi, North Carolina, South Carolina, or Tennessee, you will need to go to the **Consulate General Atlanta** and apply for your visa IN PERSON, by appointment only. (Note: If you hold an F-1 student visa assigned to Georgia Tech in Atlanta, it makes your residency within the state of Georgia.) See further instructions below.
- For permanent residents of other states, the jurisdiction for Consulate General at which you will need to apply for your visa will be different, like Houston or Chicago. Visit this link to find your jurisdiction if your permanent residency is not within the Atlanta jurisdiction: <https://www.germany.info/us-en/embassy-consulates>
Once you have determined your visa jurisdiction, please visit the specific jurisdiction’s webpage regarding instructions and timelines for visa applications/appointments, as they differ from jurisdiction to jurisdiction.
- For more information on applying for your visa at the Atlanta Consulate, visit the website below:
<https://www.germany.info/us-en/embassy-consulates/atlanta/visa-s/914166>
 - Appointments should be made through the online appointment system:
https://service2.diplo.de/rktermin/extern/choose_realmList.do?locationCode=atla&request_locale=en

- Find the official Schengen Visa Application Form from the German Ministry here:
<https://videx.diplo.de/videx/desktop/index.html#start>
Forms from third-party websites and providers will not be accepted!
- Please note that you cannot apply for a Schengen visa more than 90 days before your planned date of travel, so the earliest you can submit your visa application to the Consulate is **February 10, 2020**. We recommend you plan your appointment at the Consulate General for mid-February or absolutely no later than early March; please check their web page for any holiday closures and check the online appointment system well ahead of February 10.
- **Notice about scheduling your visa appointment (in Atlanta or travel to another jurisdiction):** Please be advised that you should not schedule your visa appointment or trip to the consulate during any major conflicts with your courses. You should refer to your courses' syllabi to ensure you are not missing any major course deadlines, important deliverables, exams, midterms, etc. Please discuss your trip with your professor or instructor if needed.
- ☑ Please email Laura at berlin@cc.gatech.edu if you will need to apply for a visa as there is some additional documentation that the program will provide for inclusion with your visa application.

Atlanta Consulate Contact Info:

Consulate General of the Federal Republic of Germany

Marquis Two Tower, Suite 901

285 Peachtree Center Avenue NE

Atlanta, GA 30303-1221

Phone: (404) 659-4760

Website: <http://www.atlanta.diplo.de>

Contact form: <https://www.germany.info/us-en/embassy-consulates/atlanta/contact-atlanta>

Getting to Berlin

We have arranged a group fare of \$1,564 for those participants who are interested. Prior to ticketing, the airfare may change as the taxes and fuel surcharges associated with the reserved fare are not fixed.

The group flight information is as follows (and is subject to change):

Atlanta – Berlin (Tegel Airport - TXL)

Delta #1869

Departure ATL: 10 May 2020, 3:05pm

Arrival JFK: 10 May 2020, 5:26pm

Delta #92

Departure JFK: 10 May 2020, 8:39pm

Arrival TXL: 11 May 2020, 11:00am

Berlin (Tegel Airport - TXL) – Atlanta

Delta #93

Departure TXL: 30 July 2020, 12:55pm

Arrival JFK: 30 July 2020, 3:57pm

Delta #2875

Departure JFK: 30 July 2020, 6:45pm

Arrival ATL: 30 July 2020, 9:31pm

If you would like to participate in the group airfare option, please contact us at berlin@cc.gatech.edu no later than **January 6th**. Please note that participation in the group flight is **optional** and subject to availability (we have a limited number of group flight seats reserved). Also, the group airfare payments are due per the program's published schedule; payment of the group airfare cannot be deferred to the disbursement of scholarship and financial aid funding. If you travel on the group flight reservation, you must follow the above ticketed itinerary. We do not arrange multiple deviations to the group flight for individual students.

If you decide not to participate in the group flight, you are responsible for making your own travel arrangements. Please email us (berlin@cc.gatech.edu) your flight itinerary once it has been booked. If you would like to share the group airport transportation to/from student housing, please arrange your arrival and departure times as close to the group as possible (and schedule your flights to/from TXL – Tegel Airport). You may book yourself directly on the same flights as the group, if you wish. Regardless of routing and timing, your arrival and departure dates should follow those of the group flight.

Important dates related to group airfare:

January 6 – Email us that you would like the group airfare at berlin@cc.gatech.edu

January 10 – First installment of \$782 due (pay via your OSCAR account)

January 24 – Second installment of \$782 due (pay via your OSCAR account); amount is subject to change based on final taxes for ticketing. An email will be sent to students to confirm the final airfare.

Housing Steps:

Overview:

Students stay at a modern, fully furnished, gated student residence in the Kreuzberg neighborhood of Berlin. Accommodations are provided in double or triple rooms with in-suite bathroom, study space, mini fridge and microwave, and WiFi. Available to students through this international student residence are a coffee shop in the lobby, several common areas including living rooms with couches and TV, group study spaces and a courtyard, laundry facilities, and fully-equipped communal kitchens. A housing deposit is required prior to check-in, which is refundable less any damage deductions, cleaning or replacement charges.

Roommate Preference:

Please submit any roommate requests to berlin@cc.gatech.edu, accepted now through April. Triple occupancy may be accommodated based on availability.

Housing Deposit:

A \$200 housing deposit will be charged to your student account by March 27. This is a deposit which is full to partially refundable depending on the state in which you leave your room at the residence at the end of the program. Please be sure to do a thorough inspection of the status of your room upon check-in at the beginning of the program and mark anything notable. If your room is left unclean, with items missing, or with damage other than how it was marked upon check-in, you may be charged for a cleaning fee or repairs which will come out of your deposit. Refunds (full or partial) will be credited to your student account during the fall semester 2020 and are subject to currency exchange changes.

Coursework Steps:

Registration:

Registration for Summer Term 2020 will begin on March 23; courses for this program are available on a permit-only basis due to the limited number of seats in each course. Please begin thinking about which 4 courses (12 credit hours) you would like to take as a part of this summer program and select an alternate or two in the event you are not able to register for your 4 preferred courses. Please remember that registration permits for courses will be issued based on the order of the student's acceptance into the program and other criteria (e.g. year, major); more information on this process will be distributed during the spring 2020 semester at participant meetings and via email to program participants. The maximum capacity for courses will be enforced; overload permits may be issued in exceptional circumstances.

If you have any questions regarding coursework planning, please contact your academic advisor. If you have any questions concerning the individual courses offered this summer in Berlin, please review the course information on our website ([link to be posted](#)) and/or contact the faculty for the course. Be sure to attend the **2020 Courses Q&A Session** on February 12 to learn more about the courses, meet the faculty, and ask questions. If you have any questions regarding registration, please visit: <http://www.registrar.gatech.edu/>. The summer 2020 schedule of classes will be made available during the spring 2020 semester, likely after registration opens before program departure.

Textbooks:

You will need to purchase your textbooks for this summer prior to leaving for Berlin. Textbook details for the 2020 courses will be provided no later than the Pre-Departure Orientation on **Monday, April 6**.

Financial Steps:

Program Cost:

Please see the online handout posted on our website ([link to be posted](#)).

Financial Aid & Promissory Notes:

Generally, you may apply your financial aid and scholarship funding towards the tuition and fees assessed to your student account upon registration for summer courses. If you wish to apply aid to your tuition and registration fees, please let Dawn or Laura know and provide a copy of your Award Letter that shows your anticipated aid for summer 2020.

If you wish to apply any of your financial aid towards your program charge costs (\$4,000 payment due 2/7; \$2,750 payment due 3/6, you will need to let us know and provide a copy of your Award Letter that shows your anticipated aid for summer 2020; and, then you will need to meet with us to review and sign a promissory note which will defer a portion of your program charges due until May when financial aid is typically disbursed for the summer term.

If you did not indicate on your 2019-2020 Georgia Tech Application for Scholarships and Financial Aid (GT APP) that you would be enrolling in summer courses, please email revisions@finaid.gatech.edu immediately to let them know that you will be enrolling in summer classes and studying abroad (be sure to include your gtID in your correspondence).

More information on understanding your Award Letter can be found at:

<http://www.finaid.gatech.edu/content/understanding-letter>

Questions concerning financial aid should be directed to the Office of Scholarships and Financial Aid; contact information is available at: <http://www.finaid.gatech.edu/content/contacting-our-office>

Scholarships:

Please note that most scholarships will apply towards study abroad, including Zell Miller/HOPE, which can be applied towards summer tuition. For details on scholarship opportunities available for study abroad students, please visit:

<http://www.oie.gatech.edu/scholarships>

Mandatory Meetings:

It is very important that you attend the following meetings as a mandatory requirement of your participation in the Berlin Summer Study Abroad program!

OIE Mandatory Pre-Departure Submissions and Online Training Modules:

Please respond in a timely fashion to all requests made of OIE to participants. There will be a number of forms and requirements for student participants to complete and submit via the ATLAS application system. Your continued eligibility to participate in the Berlin Summer Program depends on your satisfying OIE requirements for GT faculty-led study abroad program participants.

Berlin Pre-Departure Orientation

Monday, April 6, 5-6:30PM in Pettit Microelectronics Room 102.

Important Dates: (including payment deadlines!)

ASAP!	Application and Deposit Due	\$500 (submit online to OIE)
ASAP!	Passport or Visa Application (if applicable)	-Please see websites listed above for application and fee information -Please submit passport copy to berlin@cc.gatech.edu upon receipt (unless you've already emailed it to Laura)
January 6	Group Airfare Participation Notification Due	Please email berlin@cc.gatech.edu
January 10	Payment Due: ½ Group Airfare (if applicable)	\$782 (pay via your OSCAR account)
January 24	Payment Due: ½ Group Airfare (if applicable)	\$782 (pay via your OSCAR account)
February 5	Berlin Meet & Greet for Summer 2020 students	5-6PM in Pettit Microelectronics Room 102
February 7	Payment Due: 1 st Program Charge	\$4000 (pay via your OSCAR account)
February 12	Berlin 2020 Courses Q&A Session	5-6PM in Pettit Microelectronics Room 102 Presentation by faculty on the 2020 course offerings
March 6	Payment Due: 2 nd Program Charge	\$2750 (pay via your OSCAR account)
March 23	Registration Opens for Summer Term 2020	For more information visit: http://www.registrar.gatech.edu/
March 27	Payment Due: Housing Deposit	\$200 (pay via your OSCAR account)
April 6	Berlin Mandatory Pre-Departure Orientation	5-6:30PM in Pettit Microelectronics Room 102
May 4	Tuition/Matriculation Fees Due	Pay via your OSCAR account
May 7	Financial Aid/Scholarship Disbursement	
May 10	Group Flight Departs Atlanta	Delta 1869 (ATL-JFK); Delta 92 (JFK-TXL)
May 11	Group Flight Arrives in Berlin (Tegel Airport)	
May 12	Orientation in Berlin with TU-Berlin	Neighborhood; Student Housing; TU-Berlin
May 13	Classes Start	
May TBA	Long weekend for independent travel	German Holiday: Ascension Day (May 21)
June TBA	Long weekend for independent travel	German Holiday: Whit Monday (June 1)
July TBA	Long weekend for independent travel	
July 20	Last Day of Classes	Reading and Exam period to follow
July 30	Group Flight Departs Berlin (Tegel Airport)	Delta 93 (TXL-JFK); Delta 2875 (JFK-ATL)

Helpful Links:

OIE Frequently Asked Questions about studying abroad: <http://oie.gatech.edu> > Study Abroad > [FAQs \(ATLAS\)](#)

Financial Aid & Scholarships: <http://www.oie.gatech.edu/scholarships>

(Please note that most scholarships will apply towards study abroad, including HOPE/Zell, which can be applied towards summer tuition)

International Student Identity Card (ISIC):

From STA Travel: http://www.statravel.com/cps/rde/xchg/us_division_web_live/hs.xml/student-discount-card.htm

ISIC's website: <http://www.isic.org/>

General Travel Information:

U.S. Department of State's International Travel website: <https://travel.state.gov/content/travel/en/international-travel.html>

U.S. Department of State's Country Specific Search, Travel Alerts and Warnings:
<http://travel.state.gov/content/passports/english/country.html>

U.S. Department of State's Germany Specific Information: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Germany.html>

Centers for Disease Control and Prevention: <http://www.cdc.gov/>

CDC's "Traveler's Health" Information and Advice: <http://wwwnc.cdc.gov/travel/>

Berlin Resources:

<https://www.berlin.de/en/>

<https://www.visitberlin.de/en>

Berlin Airports: <https://www.berlin-airport.de/en/index.php>

Public Transportation in Berlin: <https://www.berlin.de/en/public-transportation/> and <https://www.bvg.de/en/Travel-information>

Cancellation and Refund Policy:

The application fee of \$500 is non-refundable (upon application approval and program acceptance).

Students cancelling participation prior to March 6 must pay the first program charge payment of \$4,000; cancellations after this date will result in forfeiture of all anticipated or paid program fees.

Students cancelling their group flight participation after January 24 are responsible for paying (or forfeiting payment of) the entire group airfare. Name changes after ticketing for group flight participants may be an alternate option to cancellation and are subject to fees established by the travel agent and airline.

Please note that Georgia Tech reserves the right to alter or cancel this program due to low enrollment, unavailability of a professor to teach a planned course, or other unforeseen circumstances. If Georgia Tech cancels the program before the departure for reasons within its control, all fees paid by participants will be refunded. If Georgia Tech cancels the program before departure or while the program is in progress for reasons beyond its control, such as political unrest or danger to participants' safety, only those fees that Georgia Tech is able to have refunded by service providers will be returned to participants.