

# Berlin 2022 – Next Steps

[cc.gatech.edu/berlin](https://cc.gatech.edu/berlin) | [berlin@cc.gatech.edu](mailto:berlin@cc.gatech.edu)

Congratulations and welcome to the Berlin 2022 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 are in the program and should take 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 Professor Owen or Kris Nagel (CoC Academic Director) at [berlin@cc.gatech.edu](mailto: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](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, 2023**. If it expires before this date, you should plan to renew your passport right away.

Please email a copy of your valid passport ASAP to [berlin@cc.gatech.edu](mailto:berlin@cc.gatech.edu), or visit Kris in the College of Computing building, room 234, 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](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, 2022**. We recommend you plan your appointment at the Consulate General for late 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 March.
- **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 [berlin@cc.gatech.edu](mailto: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) 659-476

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

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

## Vaccinations

In order to be able to access the student residence in Berlin, access the classroom, be able to participate in all the program activities in Berlin, German law requires you to be fully vaccinated and boosted. Please make sure you are fully vaccinated and fully boosted. You will need proof of your vaccination status (for example the CDC vaccination card). Make sure you have this document.

## Getting to Berlin

You may begin thinking about airfare to Berlin. It is an option for you to book a refundable airfare and companies sell trip cancellation insurance. Be careful and read the fine print if you opt to purchase refundable tickets or trip insurance. This is totally up to you. The first night you may stay in the residence in Berlin is Monday May 9 and the last night in the residence is Wednesday night July 27. It is recommended you depart on Sunday May 8 and arrive after an overnight flight to Berlin (BER) on Monday May 9. It is recommended you depart on Thursday July 28. If you are limited to 90 days in Europe as most of us are, be sure you respect that limit in your air ticket purchase.

You are responsible for making your own travel arrangements. Please email us ([berlin@cc.gatech.edu](mailto:berlin@cc.gatech.edu)) your flight itinerary once it has been booked. We will follow up closer to the departure date with information about getting from the BER airport to the student residence.

## Housing Steps:

### Overview:

Students stay at a modern, fully furnished, student residence in the Mitte (very central) neighborhood of Berlin.

Accommodations are provided in single rooms with in-suite bathroom, study space, and WiFi. Available to students through this international student residence are a coffee shop and restaurant in the lobby, several common areas, 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.

### **Housing Deposit:**

A \$200 housing deposit will be charged to your student account by March 28. 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 2022 and are subject to currency exchange changes.

### **Coursework Steps:**

#### **Registration:**

Registration for Summer Term 2022 will begin on March 28; 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 2022 semester at participant meeting (to be scheduled) 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 [Berlin 2022 courses](#) and/or contact the faculty for the course. If you have any questions regarding registration, please visit: <http://www.registrar.gatech.edu/>. The Berlin summer 2022 time of day schedule of classes will be made available during the spring 2022 semester, likely after registration opens but before program departure.

#### **Textbooks:**

You will need to purchase your textbooks for this summer prior to leaving for Berlin. Textbook details for the 2022 courses will be provided no later than the Pre-Departure Orientation (to be scheduled).

## **Financial Steps:**

### **Program Cost:**

Please see the online handout posted on our website ([2022 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 Laura and Kris Nagel know and provide a copy of your Award Letter that shows your anticipated aid for summer 2022.

If you wish to apply any of your financial aid towards your program charge costs (\$3,900 payment due by 2/28; \$2,850 payment due by 3/11, you will need to let us know and provide a copy of your Award Letter that shows your anticipated aid for summer 2022; 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 2021-2022 Georgia Tech Application for Scholarships and Financial Aid (GT APP) that you would be enrolling in summer courses, please email [revisions@finaid.gatech.edu](mailto: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**

To Be Scheduled

## **Important Dates: (including payment deadlines!)**

Past	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 <a href="mailto:berlin@cc.gatech.edu">berlin@cc.gatech.edu</a> upon receipt (unless you've already emailed)
February 28	Payment Due: 1 <sup>st</sup> Program Charge	\$3900 (pay via your OSCAR account)
February 28	Fill out TU Berlin Summer Program "application": <a href="https://apply.tubsummeruniversity.de/en_GB/courses/course/70-georgia-tech--tu-berlin-exchange-program">https://apply.tubsummeruniversity.de/en_GB/courses/course/70-georgia-tech--tu-berlin-exchange-program</a>	Gives you privileges and discounts of TU Berlin Students (discount public transportation). IF you need a visa letter, alerts TU Berlin to send you one
March 11	Payment Due: 2 <sup>nd</sup> Program Charge	\$2,850 (pay via your OSCAR account)
March TBD	Course Info Session	Meet your instructors and ask about classes
March TBD	Complete your course preferences survey	
March 28	Registration Opens for Summer Term 2020	For more information visit: <a href="http://www.registrar.gatech.edu/">http://www.registrar.gatech.edu/</a>
March 28	Payment Due: Housing Deposit	\$200 (pay via your OSCAR account)
TBD	Berlin Mandatory Pre-Departure Orientation	
May 4	Tuition/Matriculation Fees Due for Berlin Program participants	Pay via your OSCAR account
TBD	Financial Aid/Scholarship Disbursement	
May 8	Recommended departure date	Make your own travel arrangements
May 9	Recommended arrival Berlin Airport (BER)	
May 10	Orientation in Berlin with TU-Berlin	TU-Berlin campus orientation; city tour by boat, walking tour of Berlin
May 11	Classes Start	
July 27	Last Day of Finals	
July 28	Recommended flight departure date	Make your own travel arrangements

## **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.xsl/student-discount-card.htm](http://www.statravel.com/cps/rde/xchg/us_division_web_live/hs.xsl/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 is non-refundable; students cancelling participation prior to March 6th must pay the first program fee payment of \$3,900; cancellations after this date will result in forfeiture of all anticipated or paid program fees. Additionally, 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 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.