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 22, 2020.

Please email a copy of your passport to drutherf@cc.gatech.edu or bring a copy to Dawn in the College of Computing building, room 302.

Do you need a visa?

US citizens in possession of a valid US passport do not need a visa to enter Germany for stays up to 90 days within a 6-month period. If you are NOT a US passport holder, please 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: https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node/staatenlistevisumpflicht-node

If you require a visa for entry to Germany, then you will need to apply for a Schengen tourist visa. 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. For more information on this process, go to: https://www.germany.info/us-en/embassy-consulates/atlanta/visa-s/914166 Please note that you cannot apply for a Schengen visa more than 90 days before your planned date of travel (which for our Berlin Summer Program is May 11, 2019). We recommend you plan your appointment at the Consulate General for mid-February or absolutely no later than early March.

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
Fax: (404) 577-2719
Website: http://www.atlanta.diplo.de
Contact form: https://www.germany.info/us-en/embassy-consulates/atlanta/contact-atlanta

Please email drutherf@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!
Getting to Berlin?

We have arranged a group fare of $1,358 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):

<table>
<thead>
<tr>
<th>Flight Details</th>
<th>Atlanta – Berlin (Tegel Airport)</th>
<th>Berlin (Tegel Airport) – Atlanta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta #1922</td>
<td>Departure ATL: 11 May 2019, 4:30pm</td>
<td>Departure TXL: 21 July 2019, 12:55pm</td>
</tr>
<tr>
<td></td>
<td>Arrival JFK: 11 May 2019, 6:56pm</td>
<td>Arrival JFK: 21 July 2019, 3:58pm</td>
</tr>
<tr>
<td>Delta #92</td>
<td>Departure JFK: 11 May 2019, 8:44pm</td>
<td>Departure JFK: 21 July 2019, 6:15pm</td>
</tr>
<tr>
<td></td>
<td>Arrival TXL: 12 May 2019, 11:00am</td>
<td>Arrival ATL: 21 July 2019, 9:09pm</td>
</tr>
</tbody>
</table>

If you would like to participate in the group airfare option, please contact us at drutherf@cc.gatech.edu no later than January 7th. 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 (drutherf@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 7th – Email us that you would like the group airfare at drutherf@cc.gatech.edu.
- January 11th – First installment of $679 due (pay via your OSCAR account)
- January 25th – Second installment of $679 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:

Student housing will be available at a modern student residence facility located at Gneisenaustrasse 27 in the Berlin neighborhood of Bergmannkeiz. Shared twin rooms with in-suite bathrooms and wifi are available and included in the program fee. Triple rooms may also be available. Rooms include bedding, workspace and chairs, a miniature fridge and microwave. Students will have access to common areas at the residence to include: shared kitchens; common rooms with TVs and couches; the reception, lobby and courtyard areas; and study rooms. At an additional charge, paid by the student, there are also laundry facilities, vending machines and a printer on-site.

The contact information for the dormitory in Berlin follows:
- Gneisenaustrasse 27
- 10961 Berlin, Germany
- U-Bahn: U7 – Gneisenaustr.

Roommate Preference:

Please submit any roommate requests to drutherf@cc.gatech.edu.
Coursework Steps:

Registration:
Registration for Summer Term 2019 will begin on March 25. 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.

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 2019 Courses Info Session (February date TBA) to learn more about the courses and meet the faculty. If you have any questions regarding registration, please visit: http://www.registrar.gatech.edu/. The summer 2019 schedule of classes will be made available during the spring 2019 semester, likely during registration.

Textbooks:
You will need to purchase your textbooks for this summer prior to leaving for Berlin. Textbook details for the 2019 courses will be provided no later than the pre-departure orientation meeting on Monday, April 1.

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 know and provide a copy of your Award Letter that shows your anticipated aid for summer 2019.

If you wish to apply any of your financial aid towards your program fee costs ($3,800 payment due 2/8; $2,500 payment due 3/8), you will need to let us know and provide a copy of your Award Letter that shows your anticipated aid for summer 2019; and, then you will need to meet with us to review and sign a promissory note which will defer a portion of your program fees due until May when financial aid is typically disbursed for the summer term.

If you did not indicate on your 2018-2019 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 apply to 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
**Important 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 Mandatory Pre-Departure Orientation**
Monday, April 1—6-8PM—Klaus 1116

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

<table>
<thead>
<tr>
<th>ASAP!</th>
<th>Application and Deposit Due</th>
<th>$500 (submit online to OIE)</th>
</tr>
</thead>
</table>
| ASAP! | Passport or Visa Application (if applicable) | -Please see websites listed above for application and fee information  
-Please submit passport copy to drutherf@cc.gatech.edu upon receipt (unless you’ve already emailed it to Dawn) |
| January 7 | Group Airfare Participation Notification Due | Please email drutherf@cc.gatech.edu; |
| January 11 | ½ Group Airfare Due (if applicable) | $679 (pay via your OSCAR account) |
| January 25 | ½ Group Airfare Due (if applicable) | $679 (pay via your OSCAR account) |
| February 4 | Berlin Meet & Greet for Summer 2019 students | 6pm in Klaus 1116 |
| February 8 | 1st Program Fee Payment Due | $3800 (pay via your OSCAR account) |
| February 25 | Berlin 2019 Courses Info Session | Presentation by faculty on the 2019 course offerings |
| March 8 | 2nd Program Fee Payment Due | $2500 (pay via your OSCAR account) |
| March 25 | Registration Opens for Summer Term 2019 | For more information visit: http://www.registrar.gatech.edu/ |
| March 29 | Housing Deposit Due | $200 (pay via your OSCAR account) |
| April 1 | Berlin Mandatory Pre-Departure Orientation | 6pm in Klaus 1116 |
| May 6 | Tuition/Matriculation Fees Due | Pay via your OSCAR account |
| May 8 | Financial Aid/Scholarship Disbursement | |
| May 11 | Group Flight Departs Atlanta | Delta 1922 (ATL-JFK); Delta 92 (JFK-TXL) |
| May 12 | Group Flight Arrives in Berlin (Tegel Airport) | |
| May 12-13 | Orientation in Berlin | Neighborhood; Student Housing; City; TU-Berlin |
| May 14 | Classes Start | |
| May 30-June 2 | Long weekend for independent travel | German Holiday: May 30 – Ascension Day |
| June 8-10 | Long weekend for independent travel | German Holiday: June 10 – Whit Monday |
| June 28-30 | Long weekend for independent travel | |
| July 12-14 | Long weekend for independent travel | |
| July 20 | Last Day of Exams | |
| July 21 | Group Flight Departs Berlin (Tegel Airport) | Delta 93 (TXL-JFK); Delta 2875 (JFK-ATL) |
Helpful Links:

Financial Aid & Scholarships: [http://www.oie.gatech.edu/scholarships](http://www.oie.gatech.edu/scholarships)
(Please note that most scholarships apply to study abroad, including HOPE which can be applied towards summer tuition)

International Student Identity Card (ISIC):
  ISIC’s website: [http://www.isic.org/](http://www.isic.org/)

General Travel Information:
  US Department of State’s International Travel website: [https://travel.state.gov/content/travel/en/international-travel.html](https://travel.state.gov/content/travel/en/international-travel.html)
  US Department of State’s Country Specific Search, Travel Alerts and Warnings: [http://travel.state.gov/content/passports/english/country.html](http://travel.state.gov/content/passports/english/country.html)
  US Department of State’s Germany Specific Information: [https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Germany.html](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Germany.html)
  Center for Disease Control: [http://www.cdc.gov/](http://www.cdc.gov/)

Berlin Resources:
  [https://www.berlin.de/en/](https://www.berlin.de/en/)
  [https://www.visitberlin.de/en](https://www.visitberlin.de/en)

Cancellation and Refund Policy:
The application fee of $500 is non-refundable (upon application approval and program acceptance). Students cancelling participation prior to March 8th must pay the first program fee payment of $3,800; cancellations after this date will result in forfeiture of all anticipated or paid program fees.

Students cancelling their group flight participation after January 25th 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.*