

International German Summer Course at Bielefeld University

Check List for Registration

1. Registration

- ☐ Fill in the online registration form completely
- ☐ Upload all necessary documents (passport/ID card and (if available) certificate on level of German language skills and photo)

2. Registration Confirmation and Advance Payment

You will be sent an invoice by Bielefeld University giving you two dates of payment (1. advance payment, 2. remaining amount)

- ☐ Please transfer **the advance payment (450 Euro)** directly after you have received the invoice
(Please note that bank charges are to be borne by you)
- ☐ Please send us a copy of the voucher for payment as email attachment

3. Invitation, Visa, Journey

As soon as the advance payment has been paid into the bank account of Bielefeld University, you will receive a confirmation and, if required, an invitation by Bielefeld University.

- ☐ Get in touch with the embassy in your country to apply for visa (if required. **A warning:** processing time several weeks).
- ☐ Collect documents for the embassy.

You will receive your visa through the embassy.

- ☐ Book flight/train/bus

4. Remaining payment (by July 7, 2025)

- ☐ Please transfer **the remaining amount of the course fee by July 7, 2025 (Please note that bank charges are to be borne by you).**