

Checklist Berlin Consortium for German Studies Spring 2010

Please read ALL information carefully and make sure you submit all requested documents by the stated deadlines; not doing so could jeopardize your participation in the program.

Due at Office of Global Programs: November 13, 2009:

All the items listed below need to be sent or delivered to the Office of Global Programs in ONE packet by the deadline.

- Intent to Enroll and Program Fee
- Guest Stay Questionnaire
- One recent photo of yourself
- Freie Universität Berlin Enrollment Information
- Antrag auf Immatrikulation/Enrollment Application
- Medical Form **(DUE December 4, 2009)**
- Transcript Request Form (*Visiting Students only*)

Visiting Students only:

- Set up Columbia email account (see acceptance forms or BCGS Handbook)
- Arrange for tuition to be paid by January 28, 2010 (see Tuition Payment Form)

Bring with you to Berlin:

- Your original BCGS admissions letters on Columbia University and BCGS letterhead
- Financial Guarantee for Residence Permit
- Bilingual Insurance Letter

Mailing Address

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