



# Support Services




for students and academics intending to  
study and research in Germany






## Content



	Page
<b>For the perfect start</b>	
Career Information Service.....	2
<b>Services before coming to Germany</b>	
Application for admission.....	2
Visa and residence service.....	3
Insurance service.....	3
Arrangement of accommodation .....	3
<b>Services after arriving in Germany</b>	
Pick up service with home call.....	4
Welcome and information pack .....	4
Introduction to the study location.....	4
Account opening service .....	4
Embassy service.....	4
Driving licence transfer .....	5
Round the clock emergency hotline .....	5
<b>General Information</b>	
Contact Us – Bank Information.....	6

**WHY THOUSANDS ALREADY PLACE  
THEIR TRUST IN WELCOME STUDENTS**  
We have been advising and looking after foreign students  
and academics in Germany for many years. Visit  
<http://trust.welcome-students.com> to find out more reasons  
why you too can trust us.

	ID#	Service description	EUR
	20010	<p><b>Career Information Service</b> (Service abbreviation: CIS)</p> <p>The most important decision you need to take before beginning your studies in Germany is choosing the right subject to study and the appropriate university. To enable you to make the right decision for your future, you receive a personal information folder (PIF- Personal Information Folder), which is put together in accordance with your wishes.</p> <p>The information folder contains material on the following main topics:</p> <ul style="list-style-type: none"> <li>➤ Detailed information about the desired study subject</li> <li>➤ Universities in Germany offering such courses</li> <li>➤ The possibility of drawing up your own personal university ranking lists</li> <li>➤ Grants available and other financial support (educational funds)</li> <li>➤ General admission and financial conditions</li> <li>➤ Ways of acquiring the necessary language knowledge <ul style="list-style-type: none"> <li>– Courses at the Goethe Institute</li> </ul> </li> <li>➤ Time planning for your period abroad</li> <li>➤ As well as further useful information</li> </ul> <p>If you still have questions, our Live Conference Service is available via Internet. A member of the WELCOME STUDENTS team will answer your questions directly online.</p> <p>You will receive your personal information folder approximately 14 days after ordering. The folder is available in German or English.</p>	49,00
	20020	<p><b>Application for admission</b> (Service abbreviation: AAS)</p> <p>The application for admission must be very carefully prepared; after all it is your future which is at stake! So that your university career in Germany can begin as quickly as possible, we provide you with support in your application for admission to your course.</p> <p>We offer you the following services:</p> <ul style="list-style-type: none"> <li>➤ Provision of the admission forms for the desired university</li> <li>➤ Exact list of the documents required</li> <li>➤ The names of certified translators who may be required</li> <li>➤ Checking the completed application folder before submission to the university</li> <li>➤ Sending the application documents to the university</li> </ul> <p>If you are not sure which university to choose, we can offer you our Career Information Service (service abbreviation CIS) to support you in your selection. If a specific university is not the most important thing for you, WELCOME STUDENTS will be happy to recommend a suitable university for you.</p> <p>The administrative fee includes application to one university of your choice. For every further application, there is an additional fee of EUR 50. We do not recommend, however, applying to more than 3 universities at the same time.</p>	169,00

	ID#	Service description	EUR
	20030	<p><b>Visa and residence service</b> (Service abbreviation: VAS)</p> <p>To study at a university in Germany, every student not from a EU member country requires a student visa. Careful preparations need to be made to apply for a visa from the German Embassy in your home country. We will be happy to support you to ensure the application process runs smoothly.</p> <p>Services for students from non-EU/third countries</p> <ul style="list-style-type: none"> <li>➤ Provision of the official visa application form (pre-filled out with your personal information)</li> <li>➤ Exact Listing of the additional documents required</li> <li>➤ Provision of the address of the German Embassy where you can submit your application</li> </ul> <p>Services for foreign students from all countries</p> <ul style="list-style-type: none"> <li>➤ Provision of the official forms for your compulsory registration of address in Germany (proof of legal residence)</li> <li>➤ Provision of the official application forms for the required residence permit</li> <li>➤ Provision of the address of the authorities in Germany for the residence permit application</li> <li>➤ Telephone assistance in the event of complications arising with the German authorities</li> </ul> <p>All necessary forms will be sent to you fully filled out, only requiring you to sign them and submit them to the relevant authorities. Of course, we will be happy to provide assistance at any time in the event of complications arising with the authorities.</p>	149,00
	20040	<p><b>Insurance service</b> (Service abbreviation: INS)</p> <p>For your stay in Germany, adequate health insurance cover is absolutely necessary. The special conditions which we have arranged with private insurance companies enable us to obtain the best insurance cover for you. Our insurance service will be happy to organise a health insurance policy for you (only EUR 29 per month, from the 16th month EUR 49).</p> <p>In case of emergency, the insurer has a hotline in several languages.</p>	25,00
	20050	<p><b>Arrangement of accommodation</b> (Service abbreviation: ACM)</p> <p>Universities in Germany do not usually provide their students with accommodation. Students therefore have to arrange their accommodation themselves. WELCOME STUDENTS will be happy to organise accommodation of your choice at your study location. Various types of accommodation are available. We will clarify the details with you personally.</p> <p>The large number of students means that available accommodation is very limited in some study locations. We therefore recommend you to order our accommodation arrangement service at an early stage.</p> <p>As well as the monthly rent, there may be an additional requirement to pay a deposit. This is, however, generally refunded to you at the end of the tenancy.</p>	500,00

	ID#	Service description	EUR
	20060	<p><b>Pick up service with home call</b> (Service abbreviation: ACC)</p> <p>On your arrival in Germany, you are personally picked up by a team member of WELCOME STUDENTS either at the airport or at the station. You immediately get the chance to make a phone call to your family in your home country. Then our team member will take you to your accommodation. If required you will also receive your Welcome und Info Pack containing important information about your future study location.</p>	149,00
	20070	<p><b>Welcome and information pack</b> (Service abbreviation: WIP)</p> <p>On your arrival in Germany, you will receive extensive information about your study location. Included are a city plan, important addresses of doctors, embassies and further useful information which will help you to get used to your new environment quickly. Our welcome and information pack also contains the official German government 'Handbook for Germany' which will help you to find your feet quickly in private and public life.</p> <p>You will also receive access data for the closed member area on our website. Our WELCOME STUDENTS Community Center is also located there.</p> <p>You can find more information about our WELCOME STUDENTS Community Center here.</p>	59,00
	20080	<p><b>Introduction to the study location</b> (Service abbreviation: ITC)</p> <p>Depending on what is arranged, you take part in an city tour lasting several hours. Here you will find out everything worth knowing about your study location. At the same time, you will also be shown important places such as universities, doctors, embassies, consulates, leisure facilities and other interesting locations. You always have the opportunity of have having an input into the itinerary yourself. (Night &amp; Day options possible)</p>	190,00
	20090	<p><b>Account opening service</b> (Service abbreviation: AOS)</p> <p>After your arrival in Germany, we will open an account for you at a reputable German financial institution. The account opening service includes amongst other things a Service Card (ATM-Card), which you can use to pay for things or withdraw money in the whole of Germany and virtually everywhere in the world. The account will also be managed online. We only select financial institutions which do not charge account fees. A minimum balance is also not necessary.</p>	39,00
	20100	<p><b>Embassy service</b> (Service abbreviation: ERS)</p> <p>After your arrival in Germany, we will register you at the foreign representative office responsible for you. This is a requirement of the governments of many countries and is something which we ourselves also recommend.</p>	59,00

	ID#	Service description	EUR
	20110	<p><b>Driving licence transfer</b> (Service abbreviation: DLS)</p> <p>After your arrival in Germany, your foreign driving licence is only valid for a maximum of 6 months. So that you can continue to be able to drive after that, we arrange for the foreign driving licence to be transferred for you.</p> <p>Included here are:</p> <ul style="list-style-type: none"> <li>➤ Proper application for the new driving licence</li> <li>➤ Obtaining confirmation from the authorities (residents' registration office)</li> <li>➤ Classification and translation of your driving licence from your home country</li> <li>➤ Arrangement of an appointment to take the practical and theoretical driving test at a driving school as well as the eye test and to receive instruction in first aid</li> </ul> <p>A simplified transfer procedure is possible for students from EU-member states, meaning the last point mentioned is not necessary.</p>	450,00
	20120	<p><b>Round the clock emergency hotline</b> (Service abbreviation: HOT)</p> <p>Of course, we are always happy to assist you during our normal office hours, however, experience has taught us that, especially in the first few months, many students require information or help outside normal hours. To this end, we provide you with a 24-hour hotline for the first 6 months. Of course, we are also happy to offer you advice and support at any time via our Student Online Helpdesk <a href="mailto:helpdesk@welcome-students.com">helpdesk@welcome-students.com</a>.</p>	monthly 60,00

## General Information

### Contact Us

For questions you can contact our WELCOME STUDENTS Team at [helpdesk@welcome-students.com](mailto:helpdesk@welcome-students.com).

### Payment of service fees

Fees have to be paid in advance and cannot be reimbursed. When doing a payment by bank transfer it is important to make sure that ALL bank charges are covered! If we receive partial payments we cannot start with service processing.

Payments can be done by bank transfer, credit cards, PayPal or Western Union/Money Gram. For up-to-date information please visit: <http://payments.welcome-students.com>.

**WELCOME STUDENTS is an business unit of  
Reißmann & Reißmann Consulting Germany (www.rrcg.de)**

Our office address is

WELCOME STUDENTS  
Landsberger Strasse 191  
80687 München  
Germany

Our contact numbers are  
Phone +49 (0) 700 33 100 100  
Fax +49 (0) 700 33 100 110