

Dear Outgoing Students,

It is a great pleasure to welcome your upcoming **German Year 2022/23**. It is very important that we all are aware of **all the procedures and the timelines of the Outgoing process**, which leads to a better communication without any false expectations or misunderstandings. The **Outgoing Team** at the International Affairs Department is always available to support you; starting with your GY registration form, your host university's application, to your FINTIBA and visa applications. Stay positive and follow the rules. 😊

Feel free to contact us any time via email! Please find your GY preparation semester timeline below:

Timeline	Procedure	Responsible Entity
1 st – 6 th Mar.	Registration MYGJU: students are informed through Exchange Coordinators and GJU Outgoings Index (Facebook page) 12:00 PM	Students
Mid. March	Start of allocation process	EC / IAD
Mid. March	Early nomination deadlines	IAD
!!!	Please be aware that some host universities in Germany ask for extra fees (registration and/or services) (~250 – 700€)	German Host Universities & students
31 st Mar.	1 st presentation (application process at the German Partner University)	IAD
13 th Apr.	2 nd presentation (FINTIBA process + visa)	IAD
29 th . 5 – 02 nd .6	Visa application Sessions	IAD / Students
30. May	Completed university applications	Students
1 st June	<u>B1 deadline (last date to attend a B1 exam) {OLD TRACK STUDENTS}</u>	Students
10 th June	<u>Proof of FINTIBA payment (money transfer confirmation 11,172€) DEADLINE. !!Please be aware without submitting this document, no visa processes can be started!!</u>	Students
End of June	Follow up on acceptances	IAD
To be dated: throughout June & July & August	Embassy appointments. Every student has to go for the assigned appointment to give fingerprints & complete documents at the Embassy. The International Affairs Department will distribute the students to the appointments.	Embassy & Students
To be dated	3 rd presentation/ Farewell meeting	IAD
6-8 weeks	Visas are expected to be issued (6-8 weeks after application)	Embassy
Late August	Early semester starts in Germany	Students
Before leaving to Germany	The DAAD scholarship candidates have to submit their B1 or B2 certificate with all parts passed for the DAAD scholarship purpose to the responsible person on MYGJU before their leave to Germany	Students
Oct. – Nov.	Scholarship awardees will be contacted per Email with the Declaration of acceptance.	Scholarship coordinator

I hereby confirm that I agree to have shared my personal data with GJU Project Office at UAS Magdeburg-Stendal. The data is used by the Project Office for strictly internal processes related to the German Year. All data is processed by using the system Microsoft Dynamics. I confirm that no data can be transferred to third parties without my explicit consent. My personal data can be saved in the database Microsoft Dynamics until I withdraw from this agreement in written form.

Date and Place

Student ID No. and Signature

Please find below the **required documents** that you need to submit within the timeline for your GY preparations.

<p>Documents to be delivered to IAD</p> <p>End. Mar. – End. May</p> <p>To be dated: throughout July & August</p>	<p><u>1. University application</u></p> <ul style="list-style-type: none"> • Transcripts • Enrollment certificates • Language certificates • Passport photos (personal biometric photos) • Passport copies (first page of the passport *signed*) • CV/ motivation letter/ recommendation or nomination letter when needed • Learning agreement • Cancellation rules • Accommodation application (if applicable) • German Year IAD procedure & Conduct of behavior (GJU + some German host universities) <p><u>2. Visa application</u></p> <ul style="list-style-type: none"> • Visa form • Security form • Acceptance letter • Blocked bank payment (11,172€ + Fintiba fees (189€) confirmation (deadline: 10th of June) • Transcripts • Enrollment certificates • Language certificates • Passport copies (Valid Until April 2024) and biometric photos • Praktikumsbestätigung (provided by Internship coordinator at the IAD) • Health insurance (DAK and travel health insurance(Mawista [valid for 3 months]) <p><u>3. DAAD scholarship for the German Year</u></p> <ul style="list-style-type: none"> • The DAAD scholarship candidates, who have general GPA of at least 76% and have obtained an official B1 or B2 certificate with all parts passed before leaving to Germany, have to submit the German Certificate on MYGJU. <p><u>* The process of visa issue can only start after the completion of all documents*</u></p>
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Procedures mentioned below are **not** controlled by the **IAD** at **GJU**. Thus, we have no influence on their decisions.

<p>Procedures NOT Controlled by IAD</p>	<ul style="list-style-type: none"> • Visa issuance of German Embassy Amman (dates/changing visa dates) • Ausländerbehörde • Accommodation • Enrollment/registration in Germany • Signing up for FINTIBA/money transfer/delivery of transfer confirmation • Extra fees (registration and/or services fees) from some German host universities (250 – 700€). • Scholarships payouts (German Year, Erasmus+, host universities...etc.)
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I am aware that the **cancellation of the German Year without valid reasons** (personal reasons, distributed German host university, money issues etc. are not considered as valid reasons!) could not be tolerated from GJU and will cause that I face **the least preference in the distribution process in the following semester**. I am aware that I would also need to let the IAD know ASAP of my cancellation plans. I hereby confirm that I have carefully read and agree to the IAD Procedures explained above in this document.

Date and Place

Student ID No. and Signature