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## MUN Heidelberg 2020 Program

********** PLEASE READ THIS DOCUMENT CAREFULLY **********

1. Check List

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2. Website information
You can find a lot of relevant information pertaining to the International Summer School of German Language and Culture in Heidelberg on the website below. The entire site is translated into English, so you should not experience any difficulties finding the relevant information. For your convenience, we have extracted some of the information in this document. However, this document also includes important information regarding other times, such as how to pay the Program Fees for Berlin and Tuition at MUN, so you must read the entire document carefully.

https://www.zuv.uni-heidelberg.de/international/ferienkurs/index_en.html

3. Departmental Application Form
If you have not yet done so, please fill out a Departmental Application Form right away and hand it to Heather O’Brien (SN 4026)

The form can be found at:

https://www.mun.ca/languages/more/study_abroad/german/

NOTE: You must be 18 years of age or older by the beginning of the field school.

4. Medical Insurance
Participants must arrange their own health coverage prior to departure for Heidelberg. The Summer School cannot be held responsible for any medical costs.

The Go Abroad Office here at MUN can help you with this. Please to the GoAbroad website:

http://www.mun.ca/goabroad/index.php

5. Applying for Student Aid (if applicable)
If you are are eligible for government StudentAid, you can also apply it to the summer school:

http://www.aes.gov.nl.ca/studentaid/.

If you are intending to apply, please contact Heather O'Brien hobrien@mun.ca as soon as possible to ask for a letter from her regarding Student Aid.

6. Checking Passport Expiry Date/ Visa Requirements
   • Please check if your passport is valid (it should be good for at least several weeks after August 30th, 2020).

   • Make sure that you do not require a VISA to enter Germany (not applicable to Canadian citizens). To see if citizens from your country need a visa and for instructions on how to apply, please go here:

       https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148
7. Registering for Heidelberg University, Payment, and Housing
   • Please note that registration begins on January 15th, 2020. Please register ASAP in order to secure your spot- if you do not receive a spot, you cannot attend the field school.
   • The fees of € 670 are refundable until June 30th, 2020. After that point, € 110 will be withheld.
   • For detailed information regarding how to register and pay for the Program at Heidelberg University, please visit the Program Website (ENG), and follow the steps outlined there:
     https://www.zuv.uni-heidelberg.de/international/ferienkurs/organization/registration.html

8. Accommodation in Heidelberg
   Please make sure to choose “Option 2: You reserve accommodation through the International Summer School.” The complete guide will be available after Jan 15, 2020 here:
   https://www.zuv.uni-heidelberg.de/international/ferienkurs/organization/room.html#anker_ifk
   Please note that you will be sent an accommodation form once you have been accepted by the program.

9. Accommodation in Berlin
   Your accommodation in Berlin is arranged for and covered by the Departmental Program Fee for the Berlin part of the trip. At present, we have a pre-reservation at the St. Christopher’s Hostel in Berlin Mitte, but this is subject to change. We have stayed with them in previous years when the hostel was owned by another group and loved the location and facilities. We will be able to finalize the reservation in Mai. https://www.st-christophers.co.uk/berlin/mitte-hostel

10. Food
   During our stay in Berlin, breakfast is included at the hostel. You are responsible for your other meals.
   
   During your time in Heidelberg, you are a registered student and have a student card. This card gives you access to Heidelberg University’s excellent 'Mensa' system (student restaurant). The Mensa offers healthy and varied meals at reduced student prices. Food costs vary according to individual requirements, but you will generally find food cheaper to be cheaper than here.

11. Transportation
   Your transportation in Berlin as well as from Berlin to Heidelberg is covered by your Department Program Fee.
   
   In Heidelberg, you may consider buying a Season-Ticket, depending where you are living. The ticket permits you to travel on all public transport in Heidelberg and the surrounding areas (this does not include the mountain gondola). The Ticket can be bought from the Summer School office and costs about € 57-60.
12. Registering and Paying for MUN classes

Course Registration
- Course Registration and Departmental Fees are to be paid directly to Memorial University of Newfoundland into your student account.
- Please note that international students must pay the 'International Student' tuition fee rates. HOWEVER: There is a bursary from the Dean's office you can apply for. Please ask Dr. Mayr for more information.
- For the MUN Spring Semester 2020, you register for the following courses:
  - GERM 2511
  - GERM 3510
  - GERM 3511
- Registration for Spring Courses begins March 23, 2020.
- You CANNOT register online but have to obtain an “Add and Drop” form from the Department.
- NOTE: Please register by April 10th, 2020 to ensure that we can prove that we meet sufficient enrolment for the program to go ahead.

Tuition Fee Payment
- Tuition fees ($765) follow MUN’s deadlines for the spring term, and are due May 11, 2020.
- Students who do not pay their tuition by this date will be charged late fees by MUN.
- If paying by check at the cashier’s office, please make sure you write your name and MUN student number on the back of the check.

13. Paying Department Program Fee
- Students pay the Departmental Program Fee ($450) at the Cashier’s Office by April 10, 2020.
- NOTE: Students must bring the original receipts for payment of program fees to the General Office of Modern Languages, Literatures, and Cultures to be duplicated and kept on file. This amount has to paid into students’ accounts much the same way as tuition. This program fee is non-refundable after May 11, 2020. (Which is the last day to drop courses and get 100% refund and the last day to add courses for Summer Semester 2020.)