

Dear Agent,

Thank you for your interest in the GLS university pathway and placement program.

This manual will guide you through the procedure and gives general information. It also answers most frequent questions. We hope that it will make your work more efficient and comfortable.

Our team is there for you by phone (+49 30 78 00 89 -13 or -23) or e-mail (german@gls-berlin.de) and WhatsApp: +493078008913
Just contact us!

For general information about the University Pathway Program, please visit our regularly updated website: <https://www.gls-berlin.de/3300-university-placement-german.html>

Your GLS Team

Contacts:

Ms. Anika Germanus (Program Coordinator)	Ms. Franziska Jung (Educational Consultant University Pathway)
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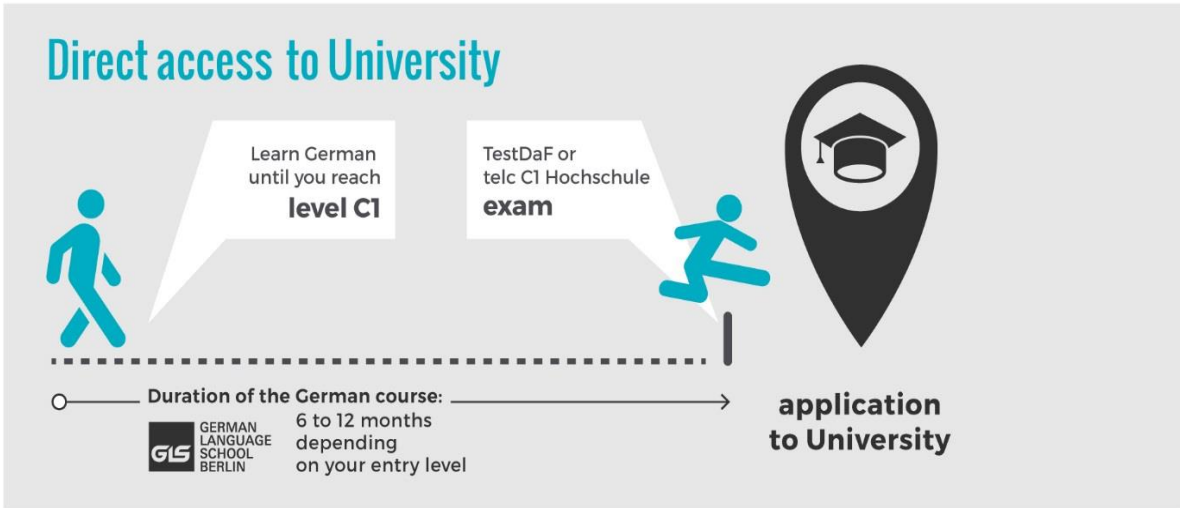
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There are 2 pathways to university in Germany

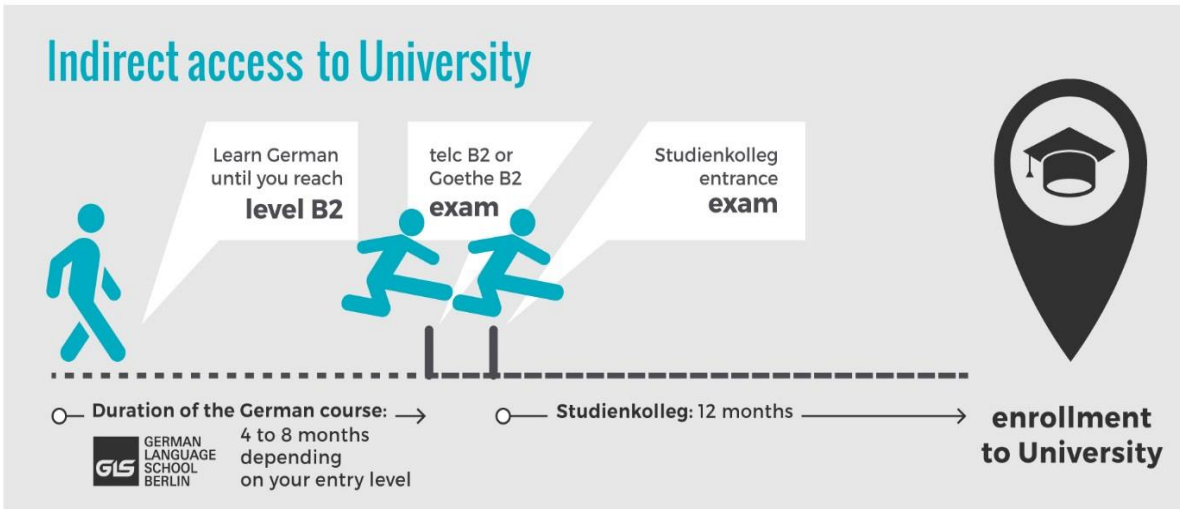
Which of the two applies to you, depends on your academic background.

1. **Direct access to university:** Possible if your academic background is accepted as equivalent to a German high school diploma. In that case you only have to perfect your German (by passing the exam TestDaF or telc C1 Hochschule)
2. **Indirect access to university:** If your academic background is not accepted as sufficient, you will need to perfect your German AND also attend a pre-university Studienkolleg for 1 year. The Studienkolleg is free, but an entrance test is required.

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1. General information

The GLS **UNIVERSITY PATHWAY** program consists of two essential parts:

1) A full **LANGUAGE PREPARATION** at the GLS Campus in Berlin.

That includes supervising, necessary language exam certificates and exam preparation. All students who want to study at German universities need the respective language level.

2) A **UNIVERSITY APPLICATION SERVICE** at a university of your choice over uni-assist or at one of our partner universities. With our service, the student gets all necessary documents to apply for a student visa.

General program requirements

- > Minimum age 18 years (**exceptions possible – please contact us**)
- > Finished secondary education (= general university entrance qualification after 12 years of school)
- > Participation in a German course at GLS Berlin

2. Duration and costs

There are two ways to a German university:

(A) Directly or (B) through a preparatory program (aka “Studienkolleg”). We can quickly check your client’s documents **FOR FREE** and tell you directly which way your client has to follow.

The following charts will give you an idea of the particular durations and costs:

OPTION A: The student’s academic qualification allows direct admission to university:

regular track - C1			
starting level	duration	including	package price €
A1	50 weeks	university application service Intensive course with 20 lessons per week telc-C1-prep-course telc-C1-exam	9.665,00
A2	42 weeks		8.265,00
B1	34 weeks		6.865,00
B2	24 weeks		5.415,00
C1	14 weeks		3.765,00

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OPTION B: The student’s academic qualifications demand a Studienkolleg:

regular track - B2			
starting level	duration	including	package price €
A1	44 weeks	university application service Intensive course with 20 lessons per week telc-B2-prep-course telc-B2-exam Studienkolleg prep-course	8.620,00
A2	36 weeks		7.220,00
B1	28 weeks		6.120,00
B2	18 weeks		4.470,00

3. University Pathway products

University Pathway Service (FOR FREE)

Includes:

- > **FREE** check of student’s academic documents + consulting
- > **FREE** personal roadmap outlining student’s pathway to university in Germany
- > **FREE** pre-arrival assistance and visa support

University Placement

Includes:

- > **uni-Assist application service** for a Bachelor or Master program
or
- > application to one of our partner universities:
University of Applied Science EAH Jena, University of Applied Science TH Brandenburg
- > Providing necessary visa documents for your client
- > Tutor and weekly consultation hour during the stay at GLS

Language course and prep-courses

- > according to prior German knowledge a language course to complete the required level
- > 4-weeks preparation for telc exam- either B2 or C1
- > if Studienkolleg is required, prep-course of 4 weeks for the entrance exam twice a year accordingly to the dates of the exams

5. How the program works – step by step

Step 1:

> If you have questions: **JUST CONTACT US!**

We will guide you! There is **NO** application fee and we are happy to provide you with our **FREE** pre-checkup service.

Just send us a scan of the client’s documents (high school certificate and transcript of records and university transcripts, if available), her or his current level of German and inform about the major your client wants to apply for.

Step 2:

> We will check the certificates and let you know, if the student is eligible for the program

> If so, we will send you a **free personal roadmap** detailing the costs and duration of the program.

> If requested, we can also send you further information regarding the visa application.

> If the client wants to do any changes on the roadmap, just tell us. GLS is flexible!

Step 3:

> If your client accepts the program as stated in the roadmap, send us the necessary documents for the university application (we will provide you with a checklist).

> GLS will issue the final booking confirmation and invoice.

> After GLS receives the down payment and the documents and checked their completeness, GLS will start the application process

Please note that this usually takes 4-6 weeks.

Step 4:

> After full invoice payment, GLS will send you the necessary documents for your visa application (if needed)

> If visa is needed, the full invoice payment is due in order to issue the visa invitation documents.

Step 5:

> Prepare your client for arrival – we will gladly consult with your client about study and university choices that fit their background and wishes.

> Students who need to apply for a visa should be aware that in general the application process at the embassy takes **minimum** 6-8 weeks.

6. Checklist for application

In order to provide the university application service, we need specific application documents.
Please **don’t** send us any original documents – only certified/authenticated* copies.

GLS needs:

+ BACHELOR DEGREES:

- 1 filled in and signed authorization form
- 2 attested* copies of your school leaving certificate, including transcript of grades
- (plus attested* German or English translation)
- If you already studied: 2 authenticated* copies of your university transcript
- 2 attested* passport copies
- 1 general motivation letter
- 2 passport photos – simple copy
- CV

+ MASTER DEGREES:

- 1 filled in and signed authorization form
- School Leaving Certificate/University Entrance Exam
- 2 attested* copies of your certificates on university studies: include the diploma certificate as well as the overview of subjects and grades.
(plus attested* German or English translation)
- University’s official grading system (PDF or official link, if not noted on your diploma)
- 2 attested* passport copies – simple copy
- 1 general motivation letter
- CV

***! Please note that the authentication of all copies has to be done by a public authority in your home country. This can be:** the issuing schools or universities, the ministry of education in your country of origin, German embassies and consulates, the department of cultural affairs of the embassy of the country in which the certificate was issued and public authorities and notaries which are authorized to supply official certifications in your country of origin.

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