

INFORMATION SHEET

We are all looking forward to having you with us. These sheets will give you some **IMPORTANT INFORMATION** about your visit and help you to have a happy time. Please read them very carefully! We have tried to make it clear but you may need help or a dictionary!

Preparing your visit

Visa

Participants from non-EU countries require a visa. A student visa can be obtained in your home country (for up to 12 months), which requires confirmation from ADK that the enrolment has been submitted and a deposit paid. Please note that this procedure can take a few weeks. If you arrive at Germany with a language course-Visa please do not forget to register at the Foreign office in between the first week!

Please note: you are not allowed to leave the language course or travel around in Europe, otherwise your Visa will be cancelled.

Insurance for non EU citizens:

For your protection you are strongly recommended to take out a good insurance policy now, to cover cancellation of your visit, medical expenses, loss of money or camera, baggage, etc. Your local travel agency will advise you.

Medical treatment in Germany - charges to visitors

1) If you are a national of the European Union:

If you come to Germany do not forget to bring your health insurance card. Then you are eligible for free health service treatment by doctors and hospitals if you need treatment during your visit. There is a charge for each item of medicine.

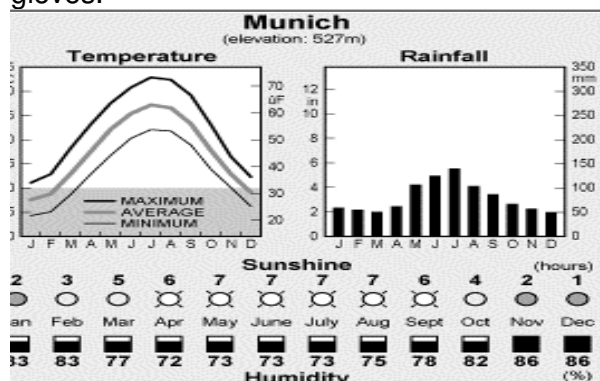
The cost of a consultation with a doctor is usually € 30 or more, plus the full cost of medicines. For minor problems, it is better to go to a chemist.

2) Other nationals:

You will have to pay the full cost of all treatment by doctors and dentists, and the full cost of medicines. Therefore, it is essential for you to take out medical insurance before coming to Germany. We offer an insurance (€ 29,00 per month), please ask for the form in our office or find it on our website (www.ad-german-courses.com/links).

Clothes

Please bring warm clothes and a rainproof jacket. In winter you need a wollen hat, scarf and gloves.



For summer just bring your normal summer clothes, plus two or three warm sweaters. An umbrella could be useful if you have room in your suitcase, and you should certainly bring a rainproof jacket or coat for rainy days or cool nights. Most families will wash your clothes or please ask where you can wash and dry your clothes. Please do not leave wet clothes in your room.

Staying with a German family

Your family will provide you either with full board (= 3 meals daily) or half board (breakfast one hot meal in the evening).

Breakfast usually consists of toast or bread and butter with jam or honey, but also cheese and "Wurst" (e.g. ham, salami)

For lunch your family will give you either a packed lunch (to take away or eat at home) or a hot/cold snack. Lunch should always include a sandwich or roll, fruit, cake/biscuits and a drink, but it will probably be smaller than lunch in your country.

German food and mealtimes may be very different from what you have in your country but it is part of the experience of living with a German family!

Your family will welcome you into the family circle: you are a guest in the family but also a member of the family, so please be thoughtful. You should not be late for meals because this is perceived as impolite. If you wish to miss a meal, it's best to tell your hostess in the morning. Please tell your hostess if there is any type of food that you cannot eat or do not like. Never help yourself to food or drink without permission.

As you will share the bathroom with other members of the family, you may need to ask which are the most convenient times to have a bath/shower.

Electric plugs are different in Germany. If you bring a razor or hairdryer, bring a suitable adapter too.

Staying in a shared students place / apartment

Upon request, we can also organize sharehouse accommodation for you (mostly with other young Germans, from €260 per month). Please note that the standard of this accommodation can vary greatly (with regard to furniture) and that communal living requires flexibility and tolerance. On the other hand, you can profit greatly from this experience by learning more about the country and its people, and improving your daily conversation skills. Please bring your own towels (bedsheets are usually there already). We recommend this type of accommodation for long term students (4 months or more).

If you would rather live alone, we can also arrange an apartment for you. Most of these apartments lie in the centre of the city or a maximum of 20 minutes from the school by bus. This accommodation is only available for the duration of your ADK course.

Apartments :

Private apartments (of a very high standard, with laundry facilities) are available to rent from €450 per month. They have a bathroom and kitchen and are completely furnished (with hand towels and bedsheets, cooking utensils etc.)

At these accommodation types you might have to pay a deposit in the beginning, which you will get back when you leave the place.

Another possibility is that we can organize accommodation in a hotel or guest-house.

TRAVEL INFORMATION

If our transfer service is meeting you at the airport, we will tell your host family your estimated time of arrival.

If you are travelling independently to your host family, please write or telephone them as soon as you know your travel plans, to tell them when you expect to arrive, so that they can be at home to receive you.

Please note:

Arrival day is normally Sunday. If you would like to arrive on Saturday, this is usually possible for courses beginning at the end of June/beginning of July. Please notify the School immediately if this is the case. For all other courses, it may be possible for your family to make arrangements to accept you on a Saturday.

OUR PRIVATE TAXI SERVICE

One way	Munich - Augsburg to your host family -	€ 50
Two way	Munich to your family; back to Munich -	€ 95



To book our service:

At least 7 days before your arrival - earlier if possible - we need:

- date and time of arrival
- flight number and name of airline

IMPORTANT:

- Franz-Josef-Strauß-Flughafen is a busy airport with two different terminals, so it is very important for us to have complete information about your flight.
- When we receive your taxi booking, we will not send a confirmation to you unless you ask us to do so.
- Please pay the School, not the driver. (You can send the money with your school fees.)

How to make contact with our driver:

1. When you come out of customs, please stay there!!!! There will be the driver waiting for you (holding a card with your name).

2. If you cannot see your driver there, ask the Information Desk to put an announcement on the loudspeaker to ask for the driver for "-- (your name) -- for Augsburg".

Do not go outside to look for the taxi; do not leave the Airport Information Desk; the driver will come to you.

In case of emergency please phone 0821 314905 or 0821 594855 or 0177 7354038. Should you not have any coins or a mobile phone you can ask at the information point for a free telephone call.

HOW TO REACH AUGSBURG BY TRAIN

1. From Munich Airport to Munich Main Station (About € 4-5 single. Journey time: 40 minutes.)
2. Take any train at the Underground Station at Munich Airport. Trains depart every 5 minutes. Change trains at Munich Pasing Station. Then take the train to Augsburg. Ask us for timetables, prices one way from € 8,- (please note the ICE is more expensive, but faster).

YOUR FIRST DAY AT SCHOOL

On your first day your host family will show you the way to the school.

Please make sure to arrive at 8:45 a.m. at the school.

The placement test takes around 60 minutes. After the test is corrected (30 minutes; after the coffee break) you can join your new class.

Intensive courses

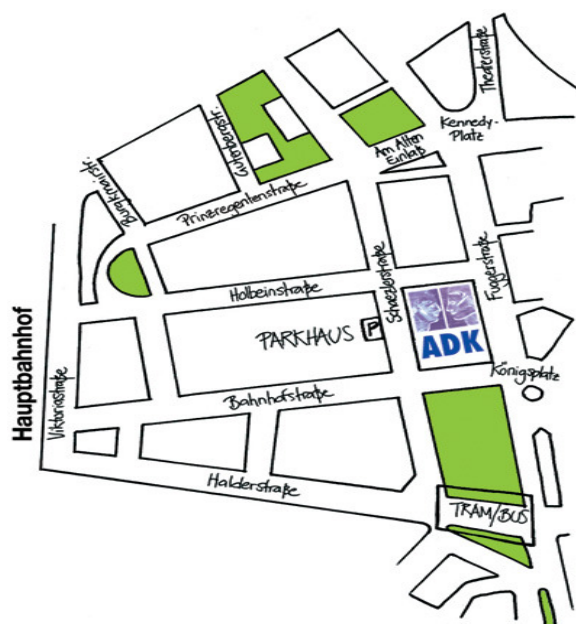
Monday – Friday 8:45 – 12:45

Coffee break: 10:30 – 10:45

Books are not included:

For a stay less than 2 weeks you can borrow the books. For a longer period we recommend the books to buy (about 30 €).

Local bus ticket is **not** included in the price.



ADK Augsburg
Augsburger Deutschkurse
Schaezlerstraße 8
Registration and office 2nd floor
0821 - 314905

Have a good trip to Augsburg!

Looking forward to meeting you at the School!

Sabine Steinacher and Bernd Weichlein
Emergency numbers (24 hours)
(0821) 594855
0177 / 735 40 38