

## Berlin Winter School 2018

### Application Manual

The application process for the Berlin International Summer School 2017 is now open. It is divided into two steps:

#### **STEP 1 - General registration (Programme Selection, Personal and Academic Information)**

In order to start your application, please follow the link below which will guide you to our online application platform "Mobility Online". Make sure to fill out all required information and submit your application.

[Online Application Winter School 2018](#)

#### **STEP 2: - Finalization of your application (upload of required documents, accommodation, terms of payment etc.)**

After submitting your general registration (STEP 1), a link will be sent to your e-mail address. Follow the instructions to create your own user account and password.

Click [My Application Data](#) and [Show application work-flow](#) on the left hand side to see a step-by-step list of the next steps that you are required to do in order to finalize your application. Make sure to read the yellow info box at the top of the page.

#### **Important to know:**

- To finalize your application please only edit the required steps of the two sections [Application and registration](#) as well as [Application – Print and upload documents](#)
- To upload documents or to update information, click on the [direct access link](#) and on [forward to update](#) right after. After updating you need to click on [Show application work-flow](#) on the left to continue with the next steps.
- You can interrupt your application process at any time and continue at a later date by logging in with your username and password.
- In case you need to edit any information you provided in step 1, please click [My Application Data](#) and [Edit application](#) on the left hand side.

It will take some time to process and review the applications. In case of acceptance, you will receive a short e-mail confirming that you can be accepted provided that you pay the fee on time. The invoice will be sent along with the mentioned e-mail and needs to be paid within 14 days upon receipt. The application is valid upon receipt of payment. After your fee has been paid you will receive an official acceptance letter with which you can apply for a tourist visa (if necessary).

Our general **application deadline is October 15, 2017**. Application deadline for nominated students from partner universities is October 1, 2017. Students requiring a visa to enter Germany should apply as early as possible. After October 15, 2017, there's a rolling admission procedure subject to the availability of places.

Further information on our application procedure and other program details can be found in our **FAQ** section on our website.