



GILS ARABIC APPLICATION PACKAGE 2019

We are grateful that you have decided to explore studying Arabic at the German International Language School (GILS). The next stage is to apply.

We review applications on a rolling basis until the program is full.

If you have any questions about the forms, below please get in touch with us at GILSPAL@ycmes.org.

We look forward to meeting you.

Application Documents

Please email the following to GILSPAL@ycmes.org

- Completed application form
- Completed Arabic experience form
- Two letters of recommendation
- Personal statement
- Signed student agreement
- Copy of the photo page of your passport
- Scanned copies of your academic transcript or student ID card (*if applicable*)

Payment Details

- Once your application has been received and processed, GILS will provide you with a formal price quote and details of how to pay it.
- A non-refundable deposit of €200 is due upon registration to guarantee your enrollment.
- The balance of your total fees is due 30 days prior to your arrival in Germany. Late applications will incur a €100 late fee.
- After transferring monies to the proper account, please email a scanned copy of your bank's transfer form or receipt to GILSpal@ycmes.org. Please ensure that your name is included to identify your transfer.

Refund Policy

- All program fees paid, minus the €200 program deposit, are returned to any student terminating the program prior to arrival in Germany.
- Visa fees, however, are non-refundable.
- After a student arrives in Germany, the refund policy for all fees is a 50% refund with a two-week written notification.
- Students will receive a 25% refund on tuition, meals and housing fees remaining after the two-week notice period.
- Any additional airfare or fees resulting from the early termination are the student's responsibility.
- If a student is expelled due to failure to adhere to GILS academic standards, no refund applies.

GILS APPLICATION FORM

1. GILS offers both shared and private instruction. Please indicate the terms you would like group study:

Number of terms	Shared accommodations	Single accommodation	Year one
One 4 week term only	€2312	€2610	June 3, 2019 to June 28, 2019
Two terms purchased together	€4394	€4989	July 1, 2019 to July 29, 2019
Three terms purchased together	€6441	€7335	July 29, 2019 to August 23, 2019
Four terms purchased together	€8456	€9648	August 26, 2019 to September 20, 2019
Five terms purchased together	€10,405	€11,895	September 23, 2019 to October 18, 2019
Six terms purchased together	€12,288	€14,076	October 21, 2019 to November 15, 2019
Seven terms purchased together	€14,105	€16,191	November 18, 2019 to December 13, 2019
Eight terms purchased together	€15,856	€18,240	January 20, 2020 to February 14 2020
Nine terms purchased together	€17,541	€20,223	February 17, 2020 to March 13 2020
Ten terms purchased together	€19,160	€22,140	March 16, 2020 to April 10, 2020
Eleven terms purchased together	€20,713	€23,991	April 13, 2020 to May 8, 2020
Twelve terms purchased together	€22,200	€25,776	May 11, 2020 to June 5, 2020

Alternatively, for private tuition:

Please write the dates you intend to study below:

Please write how many hours of tuition you require per day:

2. Biographical Information

Name (as it appears on your passport):

_____ First Middle Last/Family

Nationality: _____ Passport Number:

_____ Date of Issue: _____ Expiry

Date: _____

City/Country of Issue: _____

Gender: Male { } Female { }

Date of Birth: _____ / _____ / _____
Month Day Year

Country of Birth: _____

3. Contact Information of Applicant

Current Address:

Street _____

Valid until: City _____

State _____

_____/_____/_____ Country _____ Postal Code _____
Month Day Year

Permanent Address:

Street _____

City _____

State _____

Country _____ Postal

Code _____

Telephone: _____ Type: Home/Work/Mobile

Telephone: _____ Type: Home/Work/Mobile

Email: _____ Skype Address:

4. Health Information

Do you have any serious physical or mental health problems? Yes { } No { }

If yes, please

explain: _____

Do you regularly take any medications? Yes { } No { }

If yes, please

explain: _____

Do you have any allergies to medications? Yes { } No { }

If yes, please

explain: _____

5. Current Educational Information

If you are a current student, please send your official transcript or student ID to pal@ycmes.org.

Current or Last College/University Attended:

Location:

_____ City _____ Country

Current Class Standing: _____

Dates Attended _____

Major Field of Study: _____ Minor Field of Study:

Current GPA (If not studying in the US, please improvise) _____

Degree(s) awarded _____

Name of Study Abroad Advisor:

Title: _____ University:

Email: _____ Telephone:

6. Emergency Contact Information

Primary Contact Name:

Relationship to Applicant:

Address:

Street _____

City _____

State _____

Country _____ Postal

Code _____

Telephone: _____ Type: Home/Work/Mobile

Telephone: _____ Type: Home/Work/Mobile

Email: _____ Skype Address:

Secondary Contact Name:

Relationship to Applicant:

Address:

Street _____

City _____

State _____

Country _____ Postal

Code _____

Telephone: _____ Type: Home/Work/Mobile

Telephone: _____ Type: Home/Work/Mobile

Email: _____ Skype Address:

7. Housing

- A housing deposit of €100 is due in addition to the cost of tuition and housing. This will be returned at the end of your stay, minus any charges for damages or outstanding account balances.
- There will be a €50 charge for lost keys.
- GILS provides housing for two days prior to and one day after the conclusion of your study. Additional nights of housing may be arranged
- Sheets, blankets, and towels are all provided by the GILS for the duration of your stay.
- Housing is provided during academic breaks.
- Students may only live outside GILS facilities under special circumstances. Please note that GILS does not provide assistance in arranging external accommodation.

Please indicate your preferred housing option (bear in mind that the costs are different):

- Shared Room { }
- Single Room { }

Please list the name and university of your preference for roommate (*If applicable*):

8. Visa

Students should consult the German government about visa requirements. A helpful website is <https://www.germany-visa.org/do-i-need-a-visa/> Citizens of 62 countries may enter Germany for stays under 90 days without a visa.

If you require a visa for your stay at GILS, the School will provide you with the paperwork to establish your student status.

9. Additional Information

How did you hear about GILS?

Name of referral (if applicable):

10. Signature

With my signature, I attest that the information provided in the forms above and in supplemental materials is correct. I am aware that all materials regarding admission into the German International Language School become the property of the GILS, and that this registration form, the Student Agreement, and the Emergency Contact and Health Information portions of the application must be completed and signed prior to starting instruction.

Signature of Applicant

Date

PREVIOUS ARABIC EXPERIENCE

Name:

First Language: _____ Second Language:

Educational background (degrees received, area(s) of concentration, etc.):

Anticipated Period of Study at the GILS: 1 Term { } 2 Terms { } 3
Terms { } Other: _____

Have you studied Arabic at any other school before coming to the GILS?

Yes { } No { }

If yes, please give:

- The name and location of that school: _____
- Program (Classical or Colloquial Arabic): _____
- The period of time you studied there: _____

GILS uses *al-Kitaab fii Tallum al-Arabiyya* as the core text for the Arabic program, although around 60% of your course will be based upon supplemental materials tailored to your needs.

Please say if you have used this text before, and which chapters from which book. If you have not studied using *al-Kitaab*, please say what materials you have used:

Time spent living or traveling in Arab countries

1.

Countries: _____

2. Approximate duration of stay: _____

Estimate your ability in the following areas:

Speaking: Excellent { } Good { } Fair { } Poor { } None { }

Reading: Excellent { } Good { } Fair { } Poor { } None { }

Writing: Excellent { } Good { } Fair { } Poor { } None { }

Listening: Excellent { } Good { } Fair { } Poor { } None { }

Estimate your overall skill level in Arabic:

None { } Survival { } Elementary { } Upper Elementary { } Intermediate { }

Upper Intermediate { } Advanced { } Upper Advanced { }

If you have studied Arabic before, please write *in Arabic* a few lines about yourself and your reasons for learning Arabic. Please refrain from using a dictionary.

What expectations do you have of your Arabic course here? What do you want to accomplish during your time at GILS? We will tailor your course as much as possible to your needs (and of course if you are taking private

lessons the program will be precisely focused upon what you want to learn).

You will also be taking a formal **placement** test upon arrival at GILS. GILS reserves the right to assign students to the appropriate level regardless of prior study.

ADDITIONAL APPLICATION MATERIALS

1. Letters of Recommendation

If you are currently enrolled as a student, GILS requires two academic references in order for your application to be considered. The Recommendation Form is on page 8.

Details of referees:

1.

Name University	Title	Affiliation/
--------------------	-------	--------------

2.

Name University	Title	Affiliation/
--------------------	-------	--------------

2. Personal Statement

In 1,500 to 2,000 words, describe your motivations for studying in Germany and include your typed essay in your application package. Inspirations may include, but are certainly not limited to, past course work, language study and/or travel.

STUDY ABROAD RECOMMENDATION FORM

Instructions for Applicant:

Fill out the top section of this form and then pass it on to your referee, who will send their recommendation straight to GILS.

Name of Applicant:

Passport Number and Country:

By signing below, I waive my right of access to this form and attached recommendation letter.

Signature of Applicant

Date

Instructions for Referee:

This recommendation for the above applicant is for admission into the Middle Eastern Studies program at the German International Language School. GILS will keep your letter of recommendation in strict confidence. Please email the recommendation and requested personal information to pal@YCMES.org with the name of the applicant in the subject field followed by "Recommendation."

e.g. John Smith's Recommendation

In your letter of recommendation, please include the following details:

- Name and title
- University or affiliation
- Contact Details
- Relationship to the applicant
- Applicant's maturity level and independence
- Applicant's suitability for living in a undeveloped country like Germany
- Applicant's academic aptitude and preparedness for the GILS curriculum

Many thanks for your assistance.

STUDENT AGREEMENT

I hereby state that I have come to Germany for the exclusive purpose of learning Arabic, studying Germany and the Middle East, and experiencing Arab culture. I acknowledge that I am in the country on a study visa sponsored by GILS, and therefore I will comply with the following clauses:

- I will respect the culture and people of Germany, fellow students, and GILS staff.
- I will dress and behave in an appropriate manner outside of student accommodation, including in the GILS courtyard areas.
- I understand that I am bound to GILS' sexual harassment policy.
- I understand that consumption of illicit substances is illegal in Germany, and I agree to follow the College's zero-tolerance drug policy.
- I understand that smoking is prohibited on GILS property with the exception of designated smoking areas.
- I will not proselytize during my stay in Germany.
- I understand that by enrolling in GILS I am subject to all German law, legislation, and judicial procedure.
- I understand that non-students and non-employees of GILS require the administration's approval to enter GILS facilities.
- I will only study at another institution with the approval of GILS.
- I will only seek employment and volunteer work with the approval of GILS.
- I understand that by not attending all classes with the exception of illness, I may forfeit my right to remain in Germany.
- During my stay in Germany, I will not possess or use a firearm.
- I acknowledge that the GILS is not capable and responsible for my security in the case of political or civil unrest, tribal conflict, terrorism, or natural disasters.

I am aware that if I do not comply with this Student Agreement, or if despite warnings I continue to behave in an inappropriate manner, I forfeit my

housing deposit and may be expelled from GILS without a refund of any monies paid to the institution.

By signing this agreement, I agree to all of the principles listed above.

Student Signature

Date

Student Name

Passport

Number