

PRE-ARRIVAL INFORMATION

BEFORE YOUR TRAVEL TO MUNICH

Your language course will begin very soon. At our institute you will meet participants from all over the world, you will make new friends and you will learn German in a family-like and friendly atmosphere. Before departing, you should take the following points into account:



Is your health insurance valid in Germany?

It is obligatory to have a health insurance while staying in Germany, otherwise you will have to pay all medical treatments or medicine on your own. Please check with your insurance company if your insurance policy is valid in Germany. If you are not insured yet, you may insure yourself through our school. Please let us know as soon as you arrive in our school if you need this additional service. In case you fall ill or have an accident during your stay, we ask you to inform the school secretary. If you need any medical attention, your host or the school secretary can arrange a doctor's appointment for you.

Have you checked your arrival documents?

Please check your travel documents as well as the relevant regulations regarding the entrance into Germany before departing. Don't forget to bring your passport! For more information about visa regulations, visit our homepage at www.bws-germanlingua.de/visa and consult the German embassy in your country.

Please also check the pre-arrival information letter regarding accommodation, key collection, address of school, transfer etc. and have these documents and relevant telephone numbers with you. It will make your life easier once you are in Germany.

Have you completed the pre-arrival language level test?

In order to evaluate your level of German, we ask you to complete the placement test WITHOUT any help and to send it back to us at least one week before arrival. Please find the test at: www.bws-germanlingua.de/test. Without your test, we cannot guarantee that you will be placed in the appropriate class. In the case of lack of internet access, you can also do the language test on the first day of school. You must then be at school at 8.15 am in order to do the test. Only if you are an absolute beginner, there is no need to do the test.

Have you paid the full balance of your course and accommodation?

If you have not paid the full balance yet, we are unable to guarantee your placement within our school. We therefore kindly ask you to pay the full balance before arriving. Please understand that you will get detailed information about your accommodation only after payment.

Have you contacted your host family?

In case you booked accommodation with a host family, please inform your host of your exact arrival details by mail, e-mail or telephone at least one week before your arrival date. If you do not tell your host family the time you will arrive early in advance, we cannot guarantee that your host will be at home waiting for you the whole day long.

Have you informed us about your exact time of arrival?

In case you booked a transfer with us, please let us know your exact time, date and place of arrival indicating a flight or train number at least 2 weeks before arrival.



BWS Germanlingua • Admiralspalast, Friedrichstr. 101-102 • 10117 Berlin • Germany

Tel: +49 (0)30 28093933 • **Fax:** +49 (0)30 28047575 • **email:** berlin@bws-germanlingua.de

Web: www.bws-germanlingua.de



YOUR ARRIVAL IN MUNICH

by plane

Connections between Munich airport and the city centre:

- by suburban train (S1 or S8) to downtown, approx. 45 minutes journey, costs: one-way-ticket: approx. 11 € or you can buy the blue "stripe ticket", the so called "Streifen-karte" for 13 €: push the blue button on the MVV/MVG ticket machine, fold the ticket until you can stamp the 8th stripe, stamp the 8th stripe (you have 1 journey left on the ticket for next time)
- by Lufthansa shuttle bus for 10,50 € to the Munich Central Station ("Hauptbahnhof"), approx. 45 minutes journey. There, you can change to underground, subway, bus or taxi.
- by taxi to downtown Munich, the cost is approx. 65 €



by train

There are direct Intercity-Express (ICE), Intercity (IC), Eurocity (EC) train connections to all major German cities as well as to the European neighbouring countries. All international trains stop at Munich Central Station ("Hauptbahnhof") in the centre of the city. Some trains also stop additionally at the station "Munich-Pasing". At the Munich Central Station, there are also a subway station (U-Bahn) and suburban train station (S-Bahn) and immediate access to all other kinds of public transportation.

by bus

The central bus stop is located at Arnulfstraße 31 (access by all suburban trains (S-Bahn) at station "Hackerbrücke") close to the central train station

Some buses stop directly at the central train station or in "Fröttmaning" (underground access, travel time to downtown approx. 20 minutes)

What to do if I have booked a transfer?

If you have booked a transfer with us and gave us your arrival details on time, a driver who is holding a sign stating either your name or the school name "BWS Germanlingua" will meet you at the airport/train station. He or she will be waiting in the airport arrival hall, just after the last customs control, after the baggage claim. In case you arrive by train, the driver is waiting on your train's platform. In the event of any complications (long delays, lost luggage etc.), it is imperative that you phone the driver (see the school's pre-arrival information letter with your drivers name and telephone contact number).



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YOUR FIRST DAY AT SCHOOL

When do I have to be at school?

On Monday, we will expect you at your school at 9.00 am for registration and a short school introduction. During summertime (normally July, August & September), we also have lessons in the afternoon. If your course starts in summer, you will be informed about your timetable via email/phone in advance. Please be at the school on your first day 15 minutes before your course starts.

If you have booked private lessons, you will get your timetable via email/phone before arrival. The school address is as follows:

BWS Germanlingua
Hackenstr. 7
80331 München, Germany
Tel: +49-89-599 892 00



Where is the school situated?

Our school is directly in the city center of Munich, in 5 minutes walking distance between the public transport stations "Marienplatz" and "Sendlinger Tor" and also near to the station "Karlsplatz".

What is the program on the first Monday?

On your first day, we will welcome you and give you some information about your course, our school, activities, the city, public transportation, useful tips etc. You will also receive a bag with your books, a city map etc. to be well-prepared for your stay. Furthermore, you will get a student card that will remain valid for the period of your stay. It may entitle you to get discounts at cinemas, theatres etc. However, it will not entitle you to get a discounted public transportation ticket. Afterwards, you will meet your teacher and the lessons will begin.

Moreover, you will get a feedback evaluation form where we would ask you to describe how your first day was, just to make sure that you are happy with everything. Please return this form to us within the next two days.

YOUR STAY AT OUR SCHOOL

Our philosophy and general objectives

BWS Germanlingua is committed to offering quality German language courses to foreigners in a pleasant environment that respects the values of each participant, with the aim of strengthening communication between different linguistic communities in the world. We do not only focus on teaching the German language, but also the German culture and costumes. Our staff and teachers will do their utmost to integrate every student and will always be happy to help and give advice also beyond teaching hours to make Munich your home away from home!

Placement and level

A written grading test taken before arrival via internet (at www.bws-germanlingua.de/test) as well as a short oral test on the day of arrival allows us to assign the students into classes according to the "Common European Framework of Reference for languages" (CEFR) levels: A1, A2, B1, B2, C1, C2. The groups are not closed, so it is possible to change classes (and therefore levels) during the stay (if a place is available in the higher or lower class). The teacher or the student may request a change of level. In either case, the procedure to follow is to speak to the Director.

Please note: In case that a course consists of less than three students, we reserve the right to reduce course length for the standard course from 20 to 15 lessons per week and the intensive course from 25 to 18 lessons per week.

Teaching language

Your teacher will only speak German during the lessons and German is the language used to communicate in our school. It is important that all students conform to this rule. However, if you need some advice outside the classrooms and feel unable to express yourself in German, we will be happy to answer in English, Spanish, French, Italian or Russian.

Teaching material

All books and teaching materials are provided except dictionaries. Students receive books, a copybook and a pen, a verb wheel as well as all relevant photocopies.



Resources

There are computers with free internet access and also WLAN internet access in the entire school. Other learning materials (manuals, books, novels and DVDs) can be borrowed. 2 TVs are available as well.

Certification/Exams

A certificate attesting the participation in the course and indicating the student's level on the CEFR scale is given to each participant who has attended at least 80% of classes. If you are interested in taking an officially recognized exam, please talk to your teacher or the office team. We will be happy to provide you with special exam preparation classes according to your needs and help you with the application for the official exam.

Course evaluation

Students fill out two feedback forms during their stay, one right after the first course day and one, a more detailed form, at the end of their stay. Thereby you have the chance to indicate what was good and what can be improved in the lessons, regarding the teachers, level, the school activities, host families or accommodation in general.

Information

Each student receives a complete "Welcome Kit", containing useful information for the stay. Different notice boards provide information on the life at the school, qualifications, lessons and activities. Of course the teachers and the office team are also always willing to give information and advice.

Activities

A new weekly program of free activities is offered on the notice boards every Monday. The guided activities are optional. The activity organizers can be contacted for advice or information. A notice board also provides information on what to do and where to go and of course on upcoming events in the area. For further information in advance, you may want to check these websites: www.in-muenchen.de; www.muenchen.de; www.munich-touristinfo.de

Public holidays

The school is closed on official public holidays. Lessons will not be rescheduled.

Accommodation

Accommodation is available in host families, shared students apartments or in an individual studio apartment. Information regarding accommodation is sent by email before the course starts. For any accommodation difficulties, please ask for help at the school office.

If you damage anything at the accommodation please inform your hosts or the school's office team immediately so that there won't be any unpleasant surprises. The student is responsible in full for any damage he or she may cause at the accommodation. However, normally the student's own insurance includes damages.

Costs of living in Munich

Meals:

Restaurant: between € 15,- and € 30,- Fast food: between € 3,- and € 15,-

Public transport:

Weekly ticket Isar-Card-Woche between € 14,70 and € 17,60 (depending on number of zones)

Monthly ticket Isar-Card-Monat between € 53,40 and € 64,20 (depending on number of zones)

Cinema:

between € 8,- and € 12,-

Theatre:

between € 20,- and € 100,-

Disco Club:

between € 7,- and € 20,- + drinks

ACCOMMODATION IN A HOST FAMILY

Living with a German host family is the best and most interesting way to learn the German language and to get an insight into the German way of life. The host may be a family with children, an older couple or a single person. You will share bathroom and kitchen with the host family. Bed linen and towels will be provided.



Living in Germany

Things in German life may be different from your home country, but don't worry, you will get used to it very soon. Your host family will do all they can to make your stay as pleasant as possible. If there is something you are unsure about, please don't be shy to talk to your host family about it or contact the office team of BWS Germanlingua. Students who are younger than 18 have to be at home until midnight (according to the German law regarding protection of minors).

Day of arrival

Please contact your host family to tell them your exact arrival details by mail, phone or e-mail at least one week before your arrival date. If you do not tell your host family the time of your arrival early in advance, unfortunately we cannot guarantee that your host will be at home waiting for you the whole day long.

Meals

Please inform your host family about special diet needs or allergies. Your host family will provide breakfast. You may be required to prepare it yourself, however. Please ask the host family about the mealtimes for dinner if you have booked half board. In Germany dinner time is normally between 6 and 8 pm. The mealtimes are binding. Please inform your host in time, if you don't take part in the meal. There is no right to demand a replacement for the meals you missed.

Bathroom and laundry

Please remember that your host family also needs to use the bathroom, so do not spend hours in it and please do not waste or use an excessive amount of water. Don't forget to leave the bathroom in the same conditions as you found it (like all other rooms and facilities you share with your host).

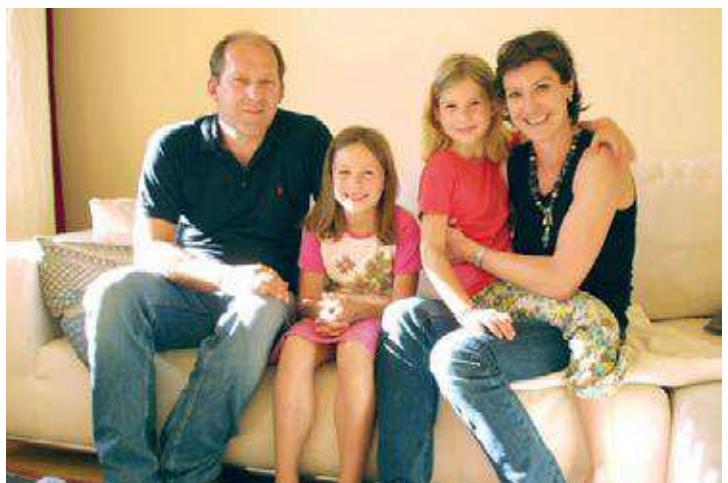
With most of our families, you will be able to wash your laundry at some small extra charge for energy and washing powder. Please talk with your family about using the washing facilities before you make use of it.

Telephone and Internet

Please ask permission if you wish to use the phone. Naturally you will be able to receive incoming calls (but please not before 8 am or after 9 pm). If it is indispensable to make outgoing calls using your host's phone, please use a pre-paid card with numerical code which can be used for fixed-line phones (you can buy it at any kiosk). Anyway, all over Munich there are a lot of call shops and public phones you can use as well. Please use our free internet and WLAN internet access at school to surf and to send and receive e-mails.

Travelling

The travelling time from the host family to the school could take between 20 to 40 minutes with public transportation, which is quite usual for a major city like Munich.



ACCOMMODATION IN THE SHARED STUDENTS APARTMENT

The shared student apartment is for those students who would like to be more independent, but still like to be living together with other language course students or with other young people.



Day of arrival

Information regarding the address where to get the key and your accommodation address is sent by e-mail/post at least 1 week before the course starts. With the key you also get information about your room number and the rules at this accommodation. For any accommodation difficulties, please ask for help at the school office during opening hours.

Furniture

The apartment is furnished functional but pleasant. There is a shared bathroom and an equipped kitchen where you will find a shelf compartment for your own food. Bed linen will be provided, but please bring your own towels. Please use the laundromat near the Student Residence for washing your laundry. There is no telephone and internet access, so please use our free internet and WLAN internet access at school.

Rules

All our Shared Students Apartments are non smoking apartments. Please leave bathroom and kitchen in the same conditions as you found them and keep the flat clean during the week. Cleaning devices, detergent and vacuum cleaner can be found at the apartment. Once a week, the cleaning lady will come to clean the hallway, kitchen and bathroom. In order to make your stay at the shared apartment as enjoyable as possible for you and your room mates, please pay attention to the rules which you will get on the day of your arrival.

Deposit for the school-owned shared apartments

The student needs to pay a deposit of €300,- in cash or with reservation on the credit card. It will be given back on the last day of the course.

ACCOMMODATION IN THE STUDIO APARTMENT

This accommodation offers most privacy, since it provides an own studio apartment for the student.

Day of arrival

Please pay attention to the school's individual pre-arrival information letter/e-mail indicating further instruction on how to get the key for your accommodation. For any accommodation difficulties, please ask for help at the school office during opening hours.

Furniture

The individual Studio Apartment is suitable for one person (or two persons who make a reservation together). There is a basically equipped kitchenette and private bathroom. Bed linen will be provided, but please bring your own towels.

Deposit for the studio apartments

The student needs to pay a deposit of €300,- in cash or with reservation on the credit card. It will be given back on the last day of the course.



SOME USEFUL TIPS

Tourist information

Websites: www.in-muenchen.de; www.muenchen.de; www.munich-touristinfo.de;

www.discover-munich.info

or directly at the famous city center square "Marienplatz" inside the "Rathaus" (city hall) or at the "Bahnhofsplatz" central train station; both open from Mon – Fri 10 am – 8 pm, Sat 10 am – 4 pm



Leisure activities

What's up every week in Munich? Check the programm guide "in muenchen" at www.in-muenchen.de.

Please also check the information board at BWS Germanlingua for our weekly leisure activities.

Telephone

We recommend you to buy a phone card (available at most of the kiosks and call centers around the central station and the city centre) in order to make calls abroad.

Dailing code for Germany: +49; dailing code for Munich: (0)89

Shopping hours

Normal shopping hours are Mon - Sat 9am to 8pm, Sundays shops are closed. On Sundays you can buy groceries at the gas stations and at the big train stations.

Public transports

We recommend to you to buy a weekly or a monthly ticket at the ticket machines of any station. The prices will depend on the numbers of zones which you will pass. Normally the zones 2-3 are sufficient for traveling inside the inner circle of Munich. However, we recommend to check first if your accommodation is situation inside the 3 zones. The ticket is valid for underground, suburban train, tram and busses. If you buy only single trip tickets or a multi-trip ticket with 10 stripes, please do not forget to validate the ticket once before you start your trip with public transportation.

Travel

Flight Info www.munich-airport.de

Local trains +49 (0)180 599 6633 or www.bahn.de

Public transport +49 (0)89 4142 4344 or www.mvv-muenchen.de

Taxi Service +49 (0)89 3120 4023

We wish you a pleasant journey and a successful stay in Munich!

Your BWS Germanlingua -Team

