

# Accommodation and Airport Pick Up Order

Please complete and sign this form if you need assistance in finding accommodations and/or arranging an airport pick-up.  
There is a processing time of three weeks. Service fees are to be paid at the time of submission of this form.

## School's Information

Name of Institution: \_\_\_\_\_ Start Date: \_\_\_\_\_

Programme: \_\_\_\_\_

## Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**For the following sections, please complete the requested information.**

**I would like accommodation assistance:**  YES  NO

### Accommodation Details:

Arrival Date In Germany: \_\_\_\_\_

Intended Move-In Date: \_\_\_\_\_

Estimated Rent Budget: \_\_\_\_\_ €

Mixed Gender Apartment Acceptable\*:  YES  NO

\*No Mixed Gender Rooms are Available

Preferred Accommodation Type:

- Shared Room in a Shared Apartment
- Single Room in a Shared Apartment
- Single Apartment

**I would like to book an airport pick-up:**  YES  NO

### Airport Pick Up Details:

Arrival Date In Germany: \_\_\_\_\_

Arrival Flight Number: \_\_\_\_\_

Arrival Flight Time: \_\_\_\_\_

Arrival Airport:

- Hannover (HAJ)
- Berlin Tegel (TXL)
- Berlin Schönefeld (SXF)
- Hamburg (HAM)

**Please choose your campus of study.**

**Hanover**

Please return this form via email to  
[accommodationhanover@gisma.com](mailto:accommodationhanover@gisma.com)

**Berlin**

Please return this form via email to  
[accommodationberlin@gisma.com](mailto:accommodationberlin@gisma.com)

**Hamburg**

Please return this form via email to  
[accommodationhamburg@gisma.com](mailto:accommodationhamburg@gisma.com)

### Fees and Payment Information

Please note, that the fees need to be paid upfront, so we can start the service.

The fees are not refundable!

**Accommodation Service Fee:**  
**100€**

**Airport Pick Up Service Fee:**  
**80€**

**Bank information is as follows:**

Receiver: GISMA Global GmbH

Bank Name: HSBC Trinkaus & Burkhardt AG

Account Number: 15303018

Bank Code Number: 30030880

IBAN: DE93300308800015303018

Swift (BIC): TUBDDEDD

**Include the students name and specify selected services in transfer notes.**

Date	Student's Name	Signature (or parent's signature if the student in case of a minor)	
GISMA GLOBAL GMBH GOETHESTRASSE 18, 30169 HANNOVER DEUTSCHLAND	NIEDERLASSUNG BERLIN DESSAUER STRASSE 3 - 5, 10963 BERLIN	GESCHÄFTSFÜHRUNG: MARCUS FRIEDRICHS	TEL. HANNOVER: +49 (0)511 54609-0 TEL. BERLIN: +49 (0)30 5858409-50
	NIEDERLASSUNG HAMBURG MUSEUMSTRASSE 39, 22765 HAMBURG	HRB 210397, AMTSGERICHT HANNOVER	INFO@GISMA.COM WWW.GISMA.COM