



GISMA Accommodation Assistance Order

Please complete and sign this form if you need assistance in finding accommodation.

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)

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!

We use Stripe as our preferred and secure payments processor so that you can pay with a credit or debit card online, through our website <https://www.gisma.com/payment>

- **Accommodation Service Fee: 200 €**
- **Airport Pick Up Service Fee: 80 €**

For Rental Fees:

Receiver: GISMA Global GmbH
 Bank Name: HSBC Trinkaus & Burkhardt AG
 Account Number: 001/5303/026
 IBAN: DE71 3003 0880 0015 3030 26
 BIC: TUBDDEDDXXX

For Deposit Fees:

Receiver: GISMA Global GmbH
 Bank Name: HSBC Trinkaus & Burkhardt AG
 Account Number: 001/5303/034
 IBAN: DE49 3003 0880 0015 3030 34
 BIC: TUBDDEDDXXX

BLZ: 30030880

Bank Address: Königsallee 21/23, 40212 Düsseldorf, Germany

Reference: Student ID Number, Purpose, Location

Date

Student's Name

Signature (or parent's signature if the student is under 18 years of age)

Please return this form via email to: accommodationberlin@gisma.com