Accommodation Support & Pick Up Application

Please complete and sign this form if you would like to apply for any of our services and return it to us by email at accommodation@gisma.com. Terms and Conditions apply (see Appendix A).

Airport pick-up service requested  □ Yes  Visas status*  □ Granted  □ EU/Visa free  □ Residence permit  □ N/A  *If applicable include copy of visa/permit

STUDENT INFORMATION

1. First name __________________________  2. Last name __________________________

3. Gender*  ☐ Female  ☐ Male  ☐ Prefer not to specify  * Required for shared accommodation (n°15).

4. Campus  ☐ Berlin  ☐ Hanover  ☐ Hamburg  ☐ Potsdam

5. Student number __________________________  ☐ ULAW  ☐ GEM  ☐ KU  ☐ GLS  * If applicable include copy of visa/permit

6. Mobile number* __________________________  * Indicate the country code.

7. Primary Email __________________________

8. Programme start date (Month/Year) __________________________

9. Preferred Move in date __________________________  10. Length of stay (months) __________________________

11. Budget (per month) __________________________  12. Destination city __________________________

AIRPORT PICK-UP SERVICE DETAILS

13. Arrival date in Germany __________________________

14. Arrival from __________________________  * Indicate the country of departure when travelling.

15. Arrival Flight Number __________________________

16. Arrival Airport  ☐ Hannover (HAJ)  ☐ Hamburg (HAM)  ☐ Berlin Brandenburg (BER)  ☐ other:

17. Arrival Flight Time __________________________

ADMINISTRATIVE SERVICE FEES

18. Airport pick up service fee * 118 € (Berlin, Hannover, Hamburg)

Airport Pick up service fee* 166 € (Potsdam)

* Prices include VAT. The service fees are not refundable. Given prices include a maximum of two pieces of luggage. Excess luggage, bulky luggage, or the transportation of animals not stated as an additional comment upon booking could lead to corresponding surcharges.

Applications will only be processed after the payment of the administrative fees has been received by GISMA Business School. Please provide a copy of the payment transfer with this application.

PAYMENT METHODS

Credit card via Stripe  https://www.gisma.com/payment

Credit/Debit card/bank transfer* via TransferMate Education  https://gismanewschool.transfermateeducation.com

* Please see Appendix B for GISMA bank details.

Date __________________________
Student name* __________________________  *Parent/Guardian name (if applicable)  Student signature* __________________________  *Parent/Guardian signature (if applicable)
GISMA International Student Support Application

APPENDIX

A. TERMS AND CONDITIONS

i. GISMA will only process applications for Airport Pickup from holders of a German Visa/Resident permit, or from EU citizens/Visa free applicants. A copy of the visa/residence permit must be provided with this application.

ii. A copy of the proof of transfer of funds for the airport pickup must be provided with this form to GISMA Accommodation team.

iii. Any changes about the requests in this application form must be sent to GISMA in writing and are subject to confirmation of acceptance by GISMA accommodation team.

iv. Students must cooperate GISMA by providing the required information and documents and making the necessary payments in a timely manner.

v. This form must be signed by a parent or guardian if the applicant is under the age of 18. In addition, if the applicant is under the age of 18 at the time of the start of the rental contract, the parent or guardian must complete a consent form to agree to additional terms and conditions.

vi. GISMA is a part of the of Global University Systems group of companies (the GUS Group). The information you provide on this form will be processed in accordance with GUS Group’s Privacy Policy. GISMA Global will use the details provided by you to get in touch with you about your enquiry and forward necessary information to our partners for requested pickup and accommodation support.

B. BANK INFORMATION - GISMA BUSINESS SCHOOL

<table>
<thead>
<tr>
<th>Account Name / Beneficiary</th>
<th>GISMA Global GmbH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary Address</td>
<td>Goethestr. 18, 30169 Hannover, Germany</td>
</tr>
<tr>
<td>Bank Name</td>
<td>HSBC Trinkaus &amp; Burkhardt AG</td>
</tr>
<tr>
<td>International Bank Account Number (IBAN)</td>
<td>DE93 3003 0880 0015 3030 18</td>
</tr>
<tr>
<td>Bank Identifier Code (BIC)</td>
<td>TUBDDEDDXXX</td>
</tr>
<tr>
<td>Bank Code Number</td>
<td>30030880</td>
</tr>
<tr>
<td>Bank Address</td>
<td>Königsallee 21/23, 40212 Düsseldorf, Germany</td>
</tr>
<tr>
<td>Reference</td>
<td>Student ID B10XXXXX / Last Name / Accommodation Service</td>
</tr>
</tbody>
</table>

Although we and our partners endeavour to provide an accommodation as soon as possible we recommend letting us know a minimum of 45 days in advance. An accommodation is not guaranteed as it is depending on market availability.