

# GISMA International Student Support Application

## 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](mailto:accommodation@gisma.com). Terms and Conditions apply (see Appendix A).

**Airport pick-up service requested**  Yes **Visa 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<sup>o</sup>15).  
 4. Campus  Berlin  Hanover  Hamburg  Potsdam  
 5. Student number \_\_\_\_\_  ULAW  GEM  KU  GLS  
 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:  
 \* Please provide a copy of the flight information with this form.  
 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://gismabusinessschool.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)

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## 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

**Account Name / Beneficiary****Beneficiary Address****Bank Name**

International Bank Account Number (IBAN)

Bank Identifier Code (BIC)

Bank Code Number

Bank Address

**Reference****GISMA Global GmbH****Goethestr. 18, 30169 Hannover, Germany****HSBC Trinkaus & Burkhardt AG**

DE93 3003 0880 0015 3030 18

TUBDDEDDXXX

30030880

Königsallee 21/23, 40212 Düsseldorf, Germany

**Student ID B10XXXXX / Last Name / Accommodation Service**

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.