

# STEPS OF APPLICATION AT EURASIA INSTITUTE: A GUIDE FOR RECRUITING PARTNERS



So basically everyone thinks studying in Germany is complicated, but NO! The steps are quiet easy for agencies and for student. The key is all about following the right basic steps and that's why you have Eurasia institute at your side which directs and counsel in all process of the application. It is worth pointing out that Bachelor and Master Studies at German state universities, as funded by the Government, are tuition-free for all students, including international students. Once the cost of the German language Pathway Program is covered, the students only have to bear the costs of living in Germany.

Note: All students applying for "German Student applicant visa" have to show the financial proof. This can be done either through a scholarship confirmation or a blocked bank account with Deutsche Bank. A deposit of 8.040 Euros must be blocked to cover the first year of living expenses in Germany. Our regional managers will help you step-by-step on matters of opening a blocked account, if required.

## BRIEF INFORMATION ABOUT EURASIA:

EIIE EURASIA Institute for International Education GmbH is part of the Stuttgart, Germany based Klett Group. With its 59 companies at 34 locations in 15 countries, the Klett Group is one of the leading education-dedicated enterprises in Europe. We are one of the leading institutions providing university pathways in Germany now for over 2 decades. Our All-Inclusive pathway programmes for university entrance includes German language courses and materials from A1 to C1 level. We provide advisory sessions and eventually offer preparatory classes for language tests and finally the final language exams such as Telec and TestDaF. Through our partner universities we are able to place our students in the various academic studies of their interests.

## WHY DO WE WORK WITH PARTNERS?

Life becomes even easier for the students to know that they have a local representative of the institute who is physically accessible to guide and answer parents/students' questions. However, not all partners are well knowledgeable about the application process; this is partly due to the long process and error-free list of documentations required. Secondary, the immigration and university entrance policies keep changing so recruiting agencies need to

keep themselves informed about current issues pertaining studying Germany.

But if you do not have much time to spend on reading thousands of pages on guidelines and policies then simply follow these simple steps and you will finally agree with us that things are less complex and complicated as you thought.

## HERE ARE THE STEPS:

### STEP 1: Partner sends enquiries

- Scan and send current academic documents of prospective student to EURASIA —indicate name of student, Country and desired field of study
- For undergraduate applicants, please send scan copies of the high school final results
- For post-graduate studies, please send scan copies of the complete university transcripts, certificates + grading system of the university.

### STEP 2: EURASIA provides feedback on student's eligibility

- Upon positive feedback, EURASIA will ask agent to help student by completing the application forms and return a scan copy + copy of the passport

### STEP 3: Student pays the registration fee of 400 EUR to facilitate the application-start process

- Because we receive a number of payments from abroad, it is important to scan and send proof of payments made; this makes it easier for our finance department to easily identify the payments.
- When making the transfer, remember to mention the given ID in the payment reference, otherwise the name of student as in passport
- Student will be issued a payment receipt and an overview on the pending balance

#### **STEP 4: Partner sends courier containing all relevant documents as listed below:**

The Eurasia application form includes:

- 2 x powers of attorney
- 2x official application form for university studies (school & university)
- 2x legalized copies of academic transcripts (school & university)
- 2x legalized translations (if not in English)
- 2x letter reference (Master's Degree)
- Motivation letter (Master's Degree)
- Language proof (if applicable)
- CV
- 2x Passport copies
- 3x Passport photos

#### **STEP 5: EURASIA arranges application for conditional admission letter**

- As soon as we have received the 400 EUR registration fees credited to our account and the hard copies of the certified documents have been received we begin to process the conditional admission letter- this takes between 4-8 weeks depending on the time of application and study programme.

#### **STEP 6: EURASIA receives the conditional admission letter.**

- As soon as EURASIA receives the original condition admission letter from the university, the partner will be notified with a scan copy. Then the student should make the pending payments of the invoice

#### **STEP 7: EURASIA dispatches courier of documents required for visa application**

- Once the pending fees are credited to our account all documents will be delivered to the Partner's address so it is important to keep EURASIA informed about any changes in partner's address!

#### **STEP 8: EURASIA preparation for the visa interview**

- Before attending the visa interview at the German embassy/ local consular we strongly emphasize 1 or 2 mock interviews with the prospective students to ensure that they're well informed and ready to meet the high standards expected of all students applying to study on German tax payers' money.

#### **STEP 9: Student attends visa interview and submits all REQUIRED documents**

- Please note that the duration of visa application process takes a long time and differs from country to country (normally takes between 4 to 8 weeks to obtain feedback), so it is important to have all required documents and appear in time for the interview to avoid further time waste.
- Remember to make a protocol of the visa interview (questions asked and your response), this information is important for purposes of improving our visa preparation process, your protocol may also be used in case EURASIA needs to appear in case of visa refusal

#### **STEP 10: Student receives visa**

- Once the visa has been issued EURASIA needs at least 10 working days advance notice to organize a host family, the airport transfer and the class placement. If the starting date of the course has been overshoot you will be automatically placed in the next start date.

#### **STEP 11: Student arrives in Berlin**

- If the airport transfer has been booked, the student will be welcomed and transferred either to the EURASIA Institute or to the residence address.

#### **STEP 12: All formal registration and necessary instructions**

- Finally the student has arrived at the Institute's premises. The EURASIA Student Service will guide him/her through the four stages of formal registration procedures:
  - Insurance
  - Police registration
  - Blocked bank account activation,
  - Visa extension

#### **STEP 13: Partner receives commission**

- Now that the visa has been granted and the student has arrived in Berlin: JOB WELL DONE!
- The partner issues EURASIA an invoice (according to contract terms). The invoice should include the names and dates of the arrival of the students
- EURASIA makes payments within 14 days of receipt of invoice and are processed by international bank transfer either on 15th or 30th of each month
- NOTE: The commission is payable on receipt of full payment for all courses and services booked by the student and after the arrival of the students in Berlin and will be paid by bank transfer after receipt of an invoice from the representative