

# ENROLLMENT PROCEDURE FOR INTERNATIONAL STUDENTS

AT FREIE WALDORFSCHULE KLEINMACHNOW

## 1. COMPLETE THE "APPLICATION FOR ATTENDANCE AS GUEST STUDENT AT FREIE WALDORFSCHULE KLEINMACHNOW" AND RETURN TO [G.ROY@WALDORFSCHULE-KLEINMACHNOW.DE](mailto:g.roy@waldorfschule-kleinmachnow.de).

Provide the following documents to accompany your application:

- A recent school report
- A 200 word essay introducing yourself, written in German, about your family, favorite school subjects, cultural interests (music, drama etc.) and participation in sports or outdoor activities
- A reference from your German teacher regarding your command of the German language
- A copy of your passport
- A recent picture
- Name and contact information of your exchange coordinator
- Proof of vaccination against measles
- Proof of a personal liability insurance

## 2. FEES

Tuition costs for international homestay students are as follows:

- 200 € admission fee and
- 250 € per month attendance fee

## 3. GERMAN LANGUAGE

Guest students need to have sufficient command of the German language to be able to follow the course program adequately. If this is not the case, the student must take additional courses at his/her own cost. The exchange coordinator Ms. Roy will assist in finding a suitable course.

**If your application is successful you will receive (by mail):** A school contract which the parent(s) must sign and return to [g.roy@waldorfschule-kleinmachnow.de](mailto:g.roy@waldorfschule-kleinmachnow.de)

Once we have received the signed school contract, we will send you a copy of the school contract signed by the Freie Waldorfschule Kleinmachnow.

## 4. LAST STEPS

- Application for a Student Visa at your nearest German Embassy or Consulate (if applicable)
- Money transfer to the school and proof of payment
- Inform Ms. Roy (exchange coordinator) of your arrival and departure dates

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