

Flow Chart Berlin Summer School

Registration email / we receive letter from SCIE with no of vacancies, deadlines.

Circulate the mail to the Batch for registration from intcell@sims.edu



Download the application form from website, (<http://www.hwr-berlin.de>)

Attached all documents:

1. Passport details
2. Acceptance Letter
3. Latest Mark sheet



Submit the same application form to SCIE and Intcell (Photocopy).



SCIE will scrutinize the documents and forwards then to Berlin Summer School for further procedure / formalities.



Confirmation from SCIE and Berlin for Selection for the said programme



Students can Book the tickets



Ticket details should be given to Intcell (copy of Ticket)



Apply for Visa (refer to list of documents given in website)



For visa application also add the confirmation from Berlin summer school



Inform Institute /cell the date for visa process



Information is then given to Faculty and Staff of the Berlin applicants and details.



Inform about receiving of visa to Intcell at SIMS



Travel dates and confirmation.



Submission of Undertaking



Reporting from Berlin through mail to SCIE and International cell



Report to Institute after arrival with due course of time



Submission of Report and Feedback



Ask for result of Berlin programme



Submission of results to exam department (Soft copy as well as Hard copy)

Flow Chart Bremen Summer School

Registration email / we receive letter from SCIE with no of vacancies, deadlines.

Circulate the mail to the Batch for registration from intcell@sims.edu



Apply to the Bremen summer school online form from website, (<http://www.ifk-bremen.de/en/programme.html>)



Online payment to the university, received Confirmation



SCIE will scrutinize the documents and forwards then to Bremen Summer School for further procedure / formalities.



Confirmation from SCIE and Bremen for Selection for the said programme



Students can Book the tickets



Ticket details should be given to Intcell (copy of Ticket)



Apply for Visa (refer to list of documents given in website)



For visa application also add the confirmation from Berlin summer school



Inform Institute /cell the date for visa process



Information is then given to Faculty and Staff of the Berlin applicants and details.



Inform about receiving of visa to Intcell at SIMS



Travel dates and confirmation.



Submission of Undertaking



Reporting from Bremen through mail to SCIE and International cell



Report to Institute after arrival with due course of time



Submission of Report and Feedback



Ask for result of Berlin programme



Submission of results to exam department (Soft copy as well as Hard copy)