

## *Canadian Summer School in Germany*

### CHECKLIST

#	ACTION	DEADLINE	CHECK
<b><u>FIRST STEP: APPLY TO THE CSSG PROGRAM</u></b>			
1.	<b>APPLICATION FORM</b> <i>(signed)</i>	Send this to <a href="mailto:cssg@smu.ca">cssg@smu.ca</a> before <b>January 31, 2024</b> <i>(Places fill up, so apply early!)</i>	<input type="checkbox"/>
2.	<b>CONFIRMATION OF TOTAL COSTS</b> <i>(Signed; Included in Application)</i>		<input type="checkbox"/>
3.	<b>LANGUAGE AGREEMENT</b> <i>(Signed; Included in Application)</i>		<input type="checkbox"/>
4.	<b>BEHAVIOUR AGREEMENT</b> <i>(Signed; Included in Application)</i>		<input type="checkbox"/>
5.	<b>CONSENT TO USE IMAGE</b> <i>(Signed; Included in Application)</i>		<input type="checkbox"/>
<b><u>NEXT IMMEDIATE STEPS: APPLY TO SAINT MARY'S UNIVERSITY AND PAY THE DEPOSIT</u></b>			
6.	<b>APPLY TO SAINT MARY'S UNIVERSITY</b> as a "Visiting Student" (if not a SMU student). <i>\$50 fee is charged.</i>	<b>As soon as possible</b> after submitting your program application.	<input type="checkbox"/>
7.	<b>PAY THE PROGRAM APPLICATION DEPOSIT OF \$500</b> once SMU sends you your A-Number <i>(Non-refundable unless you are not accepted into program)</i>	<b>As soon as possible</b> after submitting your application to guarantee that your program application will be processed.	<input type="checkbox"/>
8.	<b>COPY OF LETTER OF PERMISSION / VISITING STUDENT AUTHORIZATION</b> <i>(If not a SMU student)</i>	To <a href="mailto:cssg@smu.ca">cssg@smu.ca</a> <b>as soon as possible</b> after submitting your application to guarantee that you will be accepted as a visiting student at SMU.	<input type="checkbox"/>
9.	<b>TWO RECENT PHOTOS</b> <i>(head shots; no sunglasses)</i>	To <a href="mailto:cssg@smu.ca">cssg@smu.ca</a> <b>as soon as possible</b> after submitting your application.	<input type="checkbox"/>
<b><u>FINAL STEPS: PAY REMAINING PROGRAM FEE &amp; TUITION; SUBMIT FINAL MATERIALS</u></b>			
10.	<b>LIABILITY WAIVER</b> <i>(signed)</i>	You will be sent a fillable form after acceptance into the program.	<input type="checkbox"/>
11.	<b>LETTER FOR HOST FAMILY</b> <i>(In German—Details in the acceptance letter)</i>	<b>February 20, 2024 (or sooner)</b>	<input type="checkbox"/>
12.	<b>PAYMENT OF REMAINING PROGRAM FEE OF \$2,964</b> (= <u>\$3,464 MINUS THE \$500 DEPOSIT</u> )	<b>February 20, 2024 (or sooner)</b>	<input type="checkbox"/>
13.	<b>CONFIRMATION OF TRAVEL HEALTH INSURANCE</b>	<b>March 20, 2024 (or sooner)</b>	<input type="checkbox"/>
14.	<b>FLIGHT INFORMATION FORM</b>	<b>March 20, 2024 (or sooner)</b>	<input type="checkbox"/>
15.	<b>PAYMENT OF TUITION FEE (\$1,986)</b> <i>Please complete payments on time. A late payment fee may apply.</i>	<b>March 31, 2024 (or sooner)</b>	<input type="checkbox"/>