

Canadian Summer School in Germany

CHECKLIST

#	ACTION	DEADLINE	CHECK
<u>FIRST STEP: APPLY TO THE CSSG PROGRAM</u>			
1.	APPLICATION FORM <i>Including CONFIRMATION OF TOTAL COSTS, LANGUAGE AGREEMENT, BEHAVIOUR AGREEMENT, AND CONSENT TO USE IMAGE (signed)</i>	Send this to cssg@smu.ca before January 31, 2025 <i>(Places fill up, so apply early!)</i>	<input type="checkbox"/>
<u>NEXT IMMEDIATE STEPS: APPLY TO SAINT MARY'S UNIVERSITY AND PAY THE DEPOSIT</u>			
2.	APPLY TO SAINT MARY'S UNIVERSITY as a "Visiting Student" (if not a SMU student). <i>\$50 fee is charged.</i>	As soon as possible after submitting your program application.	<input type="checkbox"/>
3.	PAY THE PROGRAM APPLICATION DEPOSIT OF \$650 once SMU sends you your A-Number <i>(Non-refundable unless you are not accepted into program)</i>	As soon as possible after submitting your application to guarantee that your program application will be processed.	<input type="checkbox"/>
4.	COPY OF LETTER OF PERMISSION / VISITING STUDENT AUTHORIZATION (if not a SMU student)	To cssg@smu.ca as soon as possible after submitting your application to guarantee that you will be accepted as a visiting student at SMU.	<input type="checkbox"/>
5.	TWO RECENT PHOTOS <i>(head shots; no sunglasses)</i>	To cssg@smu.ca as soon as possible after submitting your application.	<input type="checkbox"/>
6.	SMU VISITING STUDENT ACCEPTANCE <i>(received and accepted by student)</i>	As soon as possible	<input type="checkbox"/>
<u>FINAL STEPS: PAY REMAINING PROGRAM FEE & TUITION; SUBMIT FINAL MATERIALS</u>			
7.	CSSG ACCEPTANCE LETTER <i>(signed and returned with passport information)</i>	To cssg@smu.ca as soon as possible after receiving acceptance letter (in early February)	<input type="checkbox"/>
8.	LETTER FOR HOST FAMILY <i>(In German—Details in the acceptance letter)</i>	Send this to cssg@smu.ca before February 20, 2025	<input type="checkbox"/>
9.	PAYMENT OF REMAINING PROGRAM FEE OF \$3,024 (= \$3,674 MINUS THE \$650 DEPOSIT)	February 20, 2025 (or sooner)	<input type="checkbox"/>
10.	CONFIRMATION OF TRAVEL HEALTH INSURANCE	Send this to cssg@smu.ca before March 20, 2025	<input type="checkbox"/>
11.	FLIGHT INFORMATION FORM	Send this to cssg@smu.ca before March 20, 2025	<input type="checkbox"/>
12.	PAYMENT OF TUITION FEE (\$2,126) <i>Please complete payments on time. A late payment fee may apply.</i>	March 31, 2025 (or sooner)	<input type="checkbox"/>
13.	REGISTER FOR CSSG COURSE <i>(expect a prompt from the CSSG Director in March)</i>	As soon as possible after the CSSG Director's prompt	<input type="checkbox"/>
14.	LIABILITY WAIVER <i>(signed)</i>	You will be sent a fillable form in April. Send the completed form to cssg@smu.ca	<input type="checkbox"/>