







INFORMATION FOR AGENTS AND PARTNERS 2025



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

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WELCOME TO HAMBURG



WILLKOMMEN BEI TANDEM!

Dear agents,

Good news: it seems like we have finally left the Corona times behind us. We had a full house again in the first 10 months with many international students, groups, school classes and Hamburg expats. Many students from all over the world are once again learning German together in our intensive and evening courses - also thanks to the increased demand from our partner agencies. It's great to see that language course exchanges are back in full swing and that artificial intelligence has not yet replaced personal language learning.

On the contrary, numerous new partnership enquiries have been received in recent months: Welcome to TANDEM Hamburg! I look forward to a successful and inspiring collaboration with the new agencies.

And of course I would like to thank our long-standing partners for the trust you have placed in us and for your reliable and excellent cooperation.

In addition to our language courses, TANDEM Hamburg has been offering an interesting cultural programme, a regulars' table and joint activities in Hamburg once a week for many years. This programme has experienced a revival recently, a real boom and is becoming increasingly popular. For many of our students, these meetings are the ideal opportunity to discover the city, make new friends and feel at home in a foreign country. Our Tandem community is growing steadily - join us on Instagram !

Next year, TANDEM Hamburg will be celebrating its 40th anniversary. Forty years of fun and successful language learning, forty years of quality, consistency and innovation. We will be celebrating this anniversary in style and are sure to have some special offers in store.

Our current programme will remain stable for 2025, although we have had to increase our prices slightly. You will find all the important information on the following pages.

I look forward to another successful year and good cooperation.

Kind regards
Claudia Hess

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KEY INFORMATION

Your Language School in Hamburg

At TANDEM Hamburg, we have been supplying qualified language training in a friendly atmosphere for almost forty years.

Our language trainers are professionals who make teaching and learning a lot of fun. So why wait? Join us now and let your students see for themselves what a cool place this is!

Here the students learn in a small group with a maximum of 12 per class, supported by modern teaching materials and methods. Our German language courses start at all levels.

We have been approved by the quality control system «Weiterbildung Hamburg», and we carry the seal of quality in further education. Our exceptional standards are monitored and assessed regularly. Furthermore, we are certified by CSN (Centrala studiestödsnämnden) in Sweden for students who are planning on studying German as a foreign language abroad. In addition, we are regularly inspected and certified under the German AZAV. We are also an accredited language examination and competence centre for both the TELC and the TestDaF exams.

German Language Courses

We offer intensive German classes, certificate courses (TELC A1, B1, B2 and C1 Hochschule), evening classes, and single training. In addition to our general German courses we teach business and technical German, phonetics and spelling, as well as job application training.

Your students will meet scores of people from Europe, America, Africa, Asia, Australia, and of course us, the locals!

Come and experience

- our modern German language courses
- an excellent, efficient and personal service
- successful further education!

Our Language Levels

All our language training is oriented at the 6 levels defined by the 'Common European Framework' (CEF) for language learning:

- A1 Basic User - Breakthrough
- A2 Basic User - Waystage
- B1 Independent User - Threshold
- B2 Independent User - Vantage
- C1 Proficient User - Effective Proficiency
- C2 Proficient User – Mastery

Learning in Small Groups

You will find no more than twelve, in rare cases fourteen students per group; the average group size is 6 to 9 students.

Intensive 20 (Levels A1 to C1)

Daytime Courses with 20 teaching hours per week
 Placement tests enable us to find the right group for your students.
 4 — 12 (occasionally up to 15) students
 The levels A1, A2, B1, B2 and C1 each take 160 class hours to complete.

Monday	Tuesday	Wednesday	Thursday	Friday
Schedule: 9:30 a.m. – 12:45 p.m. and occasionally from 2:00 – 5:15 p.m.				

One-on-One Classes

If your students need to learn fast with a teacher who concentrates on their personal needs and requirements, then this is for them. They may book as many as are required, starting by a minimum of 2 class hours only!

Participation in all our classes is possible in the classroom as well as by online participation through video chat. Students must have a PC, notebook or tablet/smart phone as well as stable internet connection at their disposal.

Free of charge: TANDEM language exchange

The icing on the cake: On request, and in addition to our language training in groups and single classes, we organise language exchange partnerships for students who stay for a minimum of 3 weeks. These TANDEMS help each other learn the foreign language - outside of the classroom - and make their different cultural backgrounds an experience for both partners. Students are welcome to use our 'analogue yet interactive' TANDEM board.

MUTTERSPRACHE Deutsch ZIELSPRACHE Deutsch

GEMEINSAM LERNEN

Course Dates 2025

Absolute beginners may start every four weeks.

What if your students already speak some German? Well, basically, they can choose almost any Monday; they should then take a placement test, after which they may join one of our language courses!

New intensive course levels start on the following dates:

06.01.2025	03.02.2025	03.03.2025	31.03.2025
05.05.2025	02.06.2025	30.06.2025	28.07.2025
25.08.2025	22.09.2025	20.10.2025	17.11.2025
05.01.2026			

There are no intensive classes on public holidays and in short term breaks:

16.12.24 - 03.01.25, 18.04.-21.04.25, 28.04.-02.05.25, 29.05., 09.06.,03.10., 31.10. and 15.12.25-04.01.26

For up-to-date evening course dates please check our website.

Fees for Classes and Examinations

Intensive 20 Courses (Levels A1 to C1)

	GROSS	NET	
	20 class hrs/wk	(- 20%)	Accommodation
1 week	180.00 €	36.00 €	126.00 €
2 weeks	320.00 €	64.00 €	252.00 €
3 weeks	480.00 €	96.00 €	378.00 €
4 weeks	580.00 €	116.00 €	504.00 €
5 weeks	725.00 €	145.00 €	630.00 €
6 weeks	870.00 €	174.00 €	756.00 €
7 weeks	1015.00 €	203.00 €	882.00 €
8 weeks	1,160.00 €	232.00 €	1,008.00 €
9 weeks	1,305.00 €	261.00 €	1,134.00 €
10 weeks	1,450.00 €	290.00 €	1,260.00 €
11 weeks	1,595.00 €	319.00 €	1,386.00 €
12 weeks	1,740.00 €	348.00 €	1,512.00 €
13 weeks	1,885.00 €	377.00 €	1,638.00 €
14 weeks	2,030.00 €	406.00 €	1,764.00 €
15 weeks	2,175.00 €	435.00 €	1,890.00 €
16 weeks	2,320.00 €	464.00 €	1,792.00 €
17 weeks	2,465.00 €	493.00 €	2,016.00 €
18 weeks	2,610.00 €	522.00 €	2,268.00 €
19 weeks	2,755.00 €	551.00 €	2,394.00 €
20 weeks	2,900.00 €	580.00 €	2,520.00 €
21 weeks	3,045.00 €	609.00 €	2,646.00 €
22 weeks	3,190.00 €	638.00 €	2,898.00 €
23 weeks	3,335.00 €	667.00 €	3,024.00 €
24 weeks	3,480.00 €	696.00 €	3,150.00 €

Group Course+Single

Group course + single training at a budget price!
Free combination from 2 single lessons
Single training per choice in addition to group training.

PRICE:	GROSS	NET (- 10%)
45 mins per session	49.00 €	44.00 €

One-on-One Lessons

Regular single training (no combination with group course)

	Mon thru Fri	Net (- 10%)
45 mins per session	52.00 €	47.00 €
60 mins per session	65.00 €	58.00 €

Fees and Services:

Materials Fee: Includes placement test and materials (copies and the first course book), certificate and, upon request (for bookings of 3 weeks or more), one TANDEM language exchange	50.00 €
Accommodation Booking Fee:	150.00 €
Cultural Programme included	Entrance Fees & Travel Costs extra

Tests and Certificates

TANDEM Hamburg is an accredited examination centre for the TestDaF and for the European Language Certificates (TELC). TestDaF is a language test for foreign students applying for entry to an institution of higher education in Germany. If you pass, you meet an important prerequisite for studying at German universities.

For more information on the dates and registration deadlines, please visit the TestDaF page: www.testdaf.de

Due to low demand, we have cancelled the TestDaF preparation courses for the coming year.

telc German C1 Hochschule Examination

If you intend to study at a German university, you may choose to take the exam for the 'telc Deutsch C1 Hochschule' instead of the 'TestDaF' or the 'DSH'. It tests your German language competence with regards to entry to the university at a very high level.

The certificate is recognised by **all German Universities**.

The test consists of a written and an oral part. The written part takes approximately 200 minutes plus preparation and breaks, the oral part, which is administered in small groups, from 16 to 24 minutes. In general, the written part is taken on a Friday at TANDEM Hamburg; the oral one is to follow on the next day, the Saturday.

telc C1 Hochschule Examination Dates 2025

Please check our website for current examination dates

A valid passport or ID card and a **205.00 €** fee are required to register for the German C1 Hochschule Certificate.

telc C1 Hochschule preparation including exam registration 2025

We also offer preparation courses for the telc C1 Hochschule examination.

In this course you will get an overview of **all** parts of the telc C1 Hochschule examination and learn about the assessment criteria. You will acquire strategies and receive tips on how to cope well with the exam in terms of timing and content. You will do exercises for each part of the telc C1 H examination and receive feedback and corrections on a text you have written. You will also simulate the tasks of the oral examination in a realistic way.

Please check our website for current preparation course dates.

TELC A1, B1 and B2 Examinations

telc Examination Fees

TELC A1 120.00 €	TELC B1 190.00 €	TELC B2 190.00 €	TELC C1 Hochschule 205.00€
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telc German B1 Examination (Zertifikat Deutsch)

TANDEM Hamburg is an authorised TELC exam centre for the preparation and the administration of the German B1 examination, which is required of anyone applying for a German citizenship. A valid passport or ID card and a 190.00 € fee are required to register for the German B1 Certificate. The German B1 certificate is recognised internationally. With this certificate, you demonstrate that you have working knowledge of German, equivalent to level B1 of the Common European Framework of Reference for Languages. It can be used to prove that you have fulfilled your language requirements for the German naturalisation process, that you have a good command of German in various everyday situations, as well as in a business environment. To pass the exam, it is recommended that you have attended between 480 and 600 hours of German lessons.

The exam consists of 2 parts:

1. Written Examination (approx. 140 minutes) <ul style="list-style-type: none">- reading comprehension- language elements- listening comprehension- productive writing	2. Oral Examination (Duration approx. 15 minutes) 20 minutes preparation time, 2 examiners for each pair of candidates <ul style="list-style-type: none">- interview / getting to know you- talking about a topic- solving a task together
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telc B1 Examination Dates 2025

Please check our website for current examination dates

telc German B2 Examination

Compared to the B1 certificate in German, candidates who pass the telc German B2 examination demonstrate with this certificate that they can express themselves confidently in almost all general and business communication situations at significantly higher language levels. At level B2 you can express yourself clearly and in detail, as well as debate and negotiate successfully. You can apply a large vocabulary to your own field of specialisation and most topics in general. Your grammar is correct most of the time. You will need to have completed between 640 and 720 German lessons in order to pass the B2 exam. The exam consists of 2 parts:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Written Examination (approx. 140 minutes)</p> <ul style="list-style-type: none"> - reading comprehension - language elements - listening comprehension - productive writing | <p>2. Oral Examination (Duration approx. 15 minutes)</p> <p>20 minutes preparation time, 2 examiners for each pair of candidates</p> <ul style="list-style-type: none"> - interview / getting to know you - talking about a topic - solving a task together |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

telc B2 Examination Dates 2025

Please check our website for current examination dates

A valid passport or ID card and a **190.00 €** fee are required to register for the German B2 Certificate.

More Benefits and Services

Cultural Programme

There are hundreds of things to do in the afternoons. We organise outings and excursions to places of interest, we have parties, and take the students on visits to cultural attractions and exhibitions. And Hamburg doesn't close down at night! There are many theatres and cinemas; the club scene is big here, there's live music everywhere as well as dance halls and discos for all tastes.

Staying in touch: Free Internet Access

Our students have access to the Internet at the school during their stay in Hamburg. Using our student computers or their own mobile devices connected to our Wi-Fi, they may do Internet research, access online language learning sites, or collect and send their emails while they're here.

Student Groups

TANDEM Hamburg organises Study Tours to Hamburg for school classes, youth organisations and other groups. We welcome students for a 'language only' stay as well as a package full of cultural events, visits, excursions and day trips. Our groups of students stay with host families in Hamburg. We offer accommodation either as half board (breakfast and evening meal), or as full board (breakfast, packed lunch and evening meal). If requested, hostel accommodation can also be arranged.

Please tell us what your group needs, and we will immediately create a sample programme for you from the following components:

- **Pick-up, Transfer and Welcome:** We are meeting you at the airport / station / port and take you to TANDEM; there your host families will be waiting for you.
- **German language course and TANDEM exchange:** We are integrating your students in our language courses or opening special classes for you – including TANDEM partners.
- **Hamburg Culture Programme:** In addition to the language course, there will be a varied cultural programme in Hamburg of 2-3 items per week. Here's a selection: Canoeing on the river Alster, tour through the city hall guided by a member of parliament, stroll through St Pauli (the 'Kiez'), scenic Blankenese, a guided tour of the concentration camp memorial Neuengamme, visits to the Holsten brewery and the Airbus plant, a walking and boating tour through the port, the harbour city, historic warehouse district Speicherstadt, to the beaches of the river Elbe or on our fun "Mission Impossible" – an exciting city safari with many questions.
- **Further Options:** Excursion to Berlin, 2 nights in a centrally located and friendly hostel (shared dorm, half board), visits and guided tours through the Bundestag (our Federal Parliament), the Jewish Museum and a sightseeing tour by bicycle through the centre of the capital. Weekend day trip to Büsum at the North Sea with a guided mudflat hiking tour, followed by a dinner, relaxation and beach life.
Please call or mail us; we are ready to roll.

Private Accommodation Options

We want our students to feel at home in Hamburg. Accommodation is therefore chosen carefully, making sure all required standards are met and the places are comfortable and not too far from the school – on average you need 30 minutes' travel time on foot, by bike or by public transport. We have a great number of landlords and landladies who have been supplying private lodgings for years – your students will enjoy your stay with them.

We have the following options on offer:

Private Accommodation, self-catering

Students speak German not just at school; they meet German people at home. Our participants live with Germans, sometimes these are families, sometimes flat sharers, often single people who have a spare room. Of course, the students have their own single room and share kitchen and bathroom with their hosts. Students cater for themselves, either by contributing to the budget or by shopping for themselves.

Private Accommodation, bed & breakfast

As above; on top of breakfast is included; often this will mean that the students help themselves to the food, as their hosts have jobs and in the mornings may be out of the house earlier than them.

Private Accommodation: Fees

Accommodation Booking Fee: € 150.00		
	Self-Catering	Bed & Breakfast
Per week	€ 126.00	€ 196.00

Your commission

TANDEM Hamburg gives you a commission of **20%** on the course fees alone (without accommodation, without inscription fee or accommodation fee) on group courses; **10%** on one-on-one courses. Further commissions or reductions are possible for agents sending substantial numbers of students per year.

General Terms and Conditions

1. Participation and Registration

(1) Participation in our courses is open to everybody interested in education aged 18 or older. Younger people may join our classes by arrangement with TANDEM Hamburg e.V.

(2) You may book via our online booking form or send your enrolment to us by email, fax or standard mail or hand it in at our office in person.

(3) Within a week at the latest you will receive a written booking confirmation from us by email, fax or standard mail. Only this amounts to a contract with TANDEM Hamburg e.V.

(4) If for your language sojourn a visa for the Federal Republic of Germany is required, a contract will only come about on condition that you make an advance payment. This will be credited towards fees incurring:

- a) for a booking of up to 12 weeks a lump sum of € 630.00
- b) for a booking of 13 weeks or more a lump sum of € 1,800.00
- c) for a booking with accommodation plus a lump sum of 604,00
- d) A share of € 200.00 of this advance payment shall be deemed to be a security deposit.

If no contract is concluded (e.g. because a visa was demonstrably declined / refused), fees already paid minus the security deposit will be refunded immediately.

Note: In many countries, the German foreign missions or the authorities in Germany respectively demand a receipt documenting the complete payment of the fees. These exceed the amounts shown above. In these cases, paragraph d) also applies.

2. Beginning, Duration and Organisational Amendments

- (1) The beginning, duration, location and schedule of the courses are described in the course programme(s).
- (2) Intensive courses are to be booked for a minimum period of one week.
- (3) Ongoing evening and intensive courses may be joined after a placement test and - if requested - a free trial session.
- (4) In exceptional cases the location of the language training may be transferred within a reasonable distance, and training staff may be changed, in so far as it is of substantial interest to TANDEM Hamburg e.V. for extraordinary circumstances (e.g. sick leave of training staff). Participants will be informed of this immediately.
- (5) There is no language training on public holidays.

3. Terms of payment

- (1) Upon sending you your booking confirmation you will receive an invoice on services booked.
- (2) The amount invoiced is falling due four weeks prior to the beginning date of the course. If bookings are made later than four weeks prior to the beginning date of the course, the amount invoiced is falling due immediately.
- (3) For courses with a duration of more than one month, payment in instalments may be arranged.
- (4) Subject to fig. 6 and 7 payment obligation persists even if the classes are not attended or only attended in parts or if attendance is discontinued.

(5) All bank charges incurred with payment of your course fees are for your account.

(6) For transfers please use the following account:

TANDEM Hamburg e.V.

DB Privat- und Firmenkundenbank AG / Postbank Hamburg

Altonaer Poststr. 11, 22767 Hamburg

IBAN: DE 89 2001 0020 0004 2442 09

BIC: PBNKDEFF

4. Change of Booking

(1) In exceptional cases, a change of reservation (e.g. a change of the beginning date of your course) is possible and is made in arrangement with TANDEM Hamburg e.V.

(2) Your first change of reservation can be made free of costs, for every other change of reservation we charge a fee of 50.00 EUR.

5. Minimum Number of Participants, Non-implementation

(1) For implementation of our group courses, a minimum number of 5 participants is necessary, unless otherwise stated or explicitly agreed otherwise.

(2) In case there are not enough registrations for a course, or implementation of the course is not possible for reasons beyond TANDEM Hamburg's responsibility, the school is not obliged to run the course. For this case TANDEM Hamburg reserves the right to cancel the course or to decrease the number of lessons with the students' consent.

(3) You will be informed of non-implementation without delay and shall be reimbursed for payments already made immediately.

6. Cancellation of the Contract

a) Language Courses:

(1) It is possible to cancel your contract up until four weeks prior to the beginning of the course. In this case you will have to pay a service charge of 50.00 EUR. If for this language sojourn a visa had to be acquired, the service charge will amount to 200.00 EUR. There will be no service charge if a participant replacing the original participant the booking was made for can be found in good time.

(2) It is your right to establish that costs have not arisen or have arisen to a substantially smaller amount.

(3) Cancellations have to be made in text form.

(4) Only single tuition may be cancelled up until 24 hours (only weekdays) prior the session arranged.

b) Language Examinations:

(1) telc exams:

In the case of cancellation before the registration closing date, we will refund the examination fee, minus a processing fee of €50.00. Later cancellations are not possible. Exception: If you are ill on the examination day, please inform us immediately via email at info@tandem-hamburg.de and provide a medical certificate within 4 days. In this case, we will refund the examination fee minus a processing fee of €50,00.

All cancellations have to be made in text form.

7. Termination

- (1) For courses with a duration of more than three months a termination of the contract is possible for the first time with a deadline of six weeks towards the end of the third month of the beginning date of the course. After this, an ordinary termination is possible any time with a deadline of six weeks towards the end of a month.
- (2) For courses with a shorter duration ordinary termination is excluded.
- (3) This does not affect statutory cancellation rights in exceptional circumstances.
- (4) Termination of the contract has to be made in text form.
- (5) In case of a termination you will have to pay the course fees in relation to the course hours already taken place; in addition, a flat reimbursement of expenses of 10% of the remaining course fees is to be paid.
- (6) If you are responsible for the reason of terminating the contract, or if the termination by TANDEM Hamburg e.V. was caused by behaviour contrary to contract, you will have to pay the course fees in relation to the course hours already taken place plus damages caused by contract adjournment of 50% of the remaining course fees.
- (7) It is your right at any time to establish that costs or damages have not arisen or have arisen to a substantially smaller amount.
- (8) In contrast it is TANDEM Hamburg's right to establish that a higher amount than the flat rate has incurred and to assert this amount.

8. Liabilities

- (1) With the exception of damages arising out of death, injury to body or health, liability for all other damages is excluded by TANDEM Hamburg e.V.; this does not apply to damages caused by an act of gross negligence or careless neglect of duty through TANDEM Hamburg e.V. or a legal representative or vicarious agent of TANDEM Hamburg e.V. or if the damages are caused by a neglect of relevant contractual duties by TANDEM Hamburg e.V. Relevant contractual duties are those duties the fulfilment of which are imperative for an orderly execution of the contract and the achievement of the subject of the contract, and the abidance of which you may expect as a rule.
- (2) Liability for damages that are insured according to customs in this particular trade is also excluded.
- (3) In cases where TANDEM Hamburg e.V. is also liable for simple negligence, liability for property damage and pecuniary loss not covered by the contract, and unforeseeable property damage and pecuniary loss is excluded.

9. Data protection

Data protection is of a particularly high priority for the management of the TANDEM Hamburg e.V.. The processing of personal data, such as the name, address, e-mail address, or telephone number will only be collected and used for administrative requirements and will at no time be passed on to third parties.

Closer information on this can be found in our privacy policy declaration according to GDPR, which you can refer to here: <https://www.tandem-hamburg.de/en/privacy-policy>

TANDEM Hamburg 17.10.2024

Visas for entry into Germany¹

EU and EEA (European Economic Area) nationals

EU nationals do not require a visa to enter the Federal Republic of Germany.

Non-EU and non-EEA (European Economic Area) nationals

In general, all other foreigners require a visa for stays in Germany. A visa is not required for semi-annual visits of up to three months of nationals of those countries for which the EC has abolished the visa requirement. (...)

Bodies responsible for issuing visas

Under German law (section 71 (2) of the Residence Act), the missions of the Federal Republic of Germany, i.e. its embassies and consulates-general, are responsible for issuing visas. In principle, the Federal Foreign Office is not involved in decisions on individual visa applications, nor does it have any knowledge of the status of individual applications being processed by the missions.

Visas are issued by the mission responsible for the area where the applicant has his/her ordinary residence or domicile.

Time required to process a visa application

As a rule, missions require between two and ten working days to decide on an application for a short stay visa. An application for a visa which entitles the holder to a longer stay or to take up gainful employment may take several months to process (see section 7 below).

During the peak travel season, there may be a waiting period for making the application to the German mission. If a visa is required to enter Germany, the application should therefore be submitted in good time.

Due to its location at the heart of Europe, the Federal Republic of Germany is an important destination and transit country. Millions of foreigners every year come on short visits to Germany. This has resulted in a rising number of applications, demands from applicants for better customer service and ever-louder calls from industry and politicians for quicker and even more efficient procedures for issuing visas. The uniform visa introduced under the Convention Applying the Schengen Agreement (see Schengen Agreement) has also placed additional demands on the missions.

They have to cope not only with an increased workload but also with budgetary constraints. A smaller staff must process a growing number of applications while ensuring that standards are, at the very least, maintained. The 2.2 million or so short stay visas issued in 2003 could only be processed with the help of modern technology (e.g. data storage, automatic information retrieval, machine-printed visa stickers and, most recently, incorporating photographs in visas as an increased security measure).

Application procedure

As a rule, you must submit your visa application, together with all necessary documents, in person at the German mission responsible for your place of residence. In order to avoid time-consuming requests for additional information or documentation, you should contact the respective mission well in advance of your travel dates to inquire about any special local requirements pertaining to visa formalities.

¹ We assume no responsibility for accuracy; please enquire with your local consulate or embassy. For regularly updated information please visit the following website: <https://www.auswaertiges-amt.de/en/visa-service/-/215870>

Visa application forms can be obtained from the mission free of charge (in the local language). They can also be downloaded from our website and are available in the following language versions: German, German-English, German-French, German-Spanish and German-Russian. You must fill in one original application form (in some cases, more than one) and then submit it/these to the competent mission; in any case, the mission will only accept a specific language version. Please contact the mission beforehand to find out exactly which forms are required.

Requirements for the issue of short stay (Schengen) visas

(...) Under the Convention Applying the Schengen Agreement, these visas also entitle the holder to visits to Austria, Belgium, Denmark, Finland, France, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain and Sweden (see Schengen Agreement).

In issuing visitors' visas, missions are bound by the relevant provisions of Community law and German aliens law (the Residence Act and its implementing ordinances). The Residence Act does not grant the right to a visitor's or tourist visa. A visa may be granted provided the applicant's presence does not prejudice or endanger the interests of the Federal Republic of Germany. The applicant must prove that he/she has adequate funds for the intended stay and may not claim any public funds in this connection. Should the applicant be unable to finance the journey and stay from his/her own funds, a host resident in Germany may pledge to cover all costs associated with the trip, including the cost of any medical treatment. Under sections 66 ff. of the Residence Act, such a pledge is normally to be made to the alien's authority in the host's place of residence in Germany.

Following a European Council decision of 22 December 2003, as of 1 June 2004 visa holders are as a rule required to have travel health insurance with a minimum coverage of EUR 30,000 that is valid for the entire Schengen area. If possible this insurance should be taken out in the applicant's own country, but it can also be purchased by the host.

Moreover, missions must be satisfied of the applicant's willingness and ability to return to his/her own country. (...)

Requirements for the issue of visas for longer stays

As a rule, all foreigners require visas for stays of more than three months or stays leading to the holder taking up gainful employment.

Not subject to this requirement are citizens of the EU, the EEC countries and of Australia, Canada, Israel, Japan, New Zealand, the Republic of Korea, Switzerland and the United States of America, who may obtain any residence permit that may be required after entering Germany. Citizens of all other countries who intend to come to Germany for such a stay must apply for visas at the competent mission before arriving in the country. Visa applications must be approved by the relevant aliens authority in Germany, i.e. the aliens authority in the place where the applicant intends to take up residence. Visa application forms for a long-term stay (longer than three months) can be obtained from the relevant mission free of charge. They can also be downloaded from our website and are available in the following language versions: German, English, French and Italian. You must fill in at least two original application forms and then submit these to the competent mission; in any case, the mission will only accept a specific language version. Please contact the mission beforehand to find out exactly which forms are required.

The approval procedure usually takes up to three months, in some cases longer, since the alien's authority will normally consult with other authorities (e.g. the Federal Employment Agency). In cases where visa applications must be approved by the relevant aliens authority, missions may only issue visas once they have obtained this approval.

The aliens' authorities are also the competent authorities with regard to measures and decisions pertaining to residence law for foreigners who already reside in Germany. Aliens authorities are not subordinate agencies of the Federal Foreign Office, and the Federal Foreign Office cannot influence their decisions. They are in fact accountable to and operate under the supervision of the respective interior ministries and senators of the Federal States.

Information at a glance

TANDEM Hamburg e.V.	Office hours
International Language School Haus am Fleet, Steinhoeft 5 – 7 20459 Hamburg, Germany Phone: + 49 40 38 19 59 Fax: + 49 40 389 26 24 Email: info@tandem-hamburg.de	Monday to Thursday: 10:00 a.m. to 6:00 pm Friday: 10.00 a.m. to 3.00 p.m.

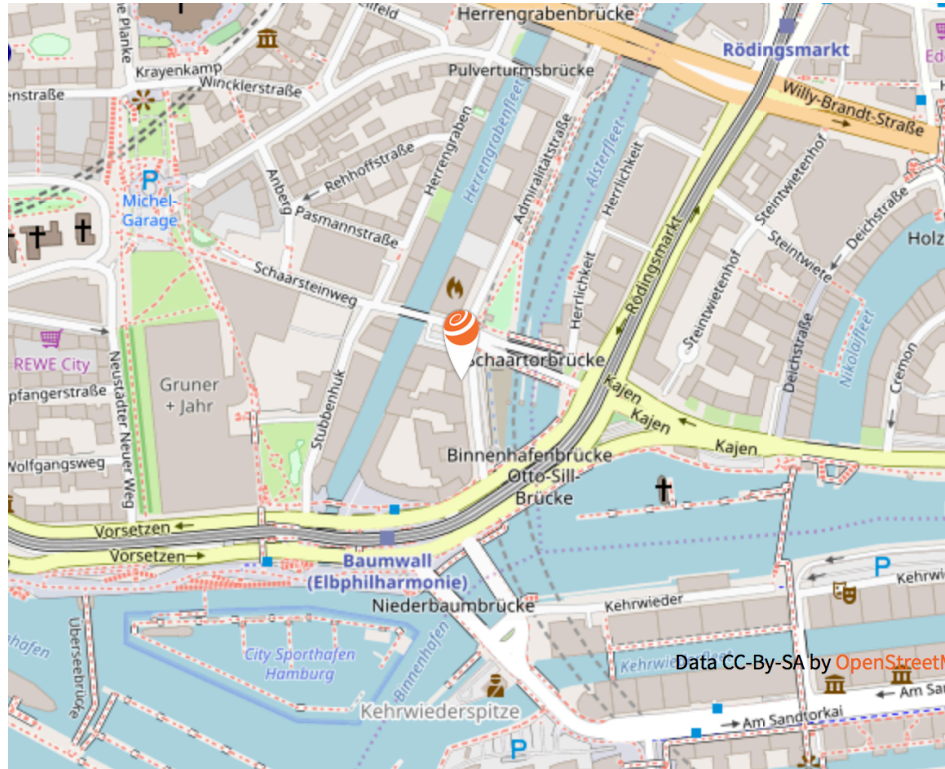


Wheels and Wings – how to get to us

Flights and Airports/Public transport

There are regular flights from all major airports to Hamburg, either to the centrally located Helmut-Schmidt-Airport in Hamburg-Fuhlsbüttel (25 minutes by S-Bahn from Hamburg Main Station).

There is a direct connection by S-Bahn (city train) from Fuhlsbüttel airport to Hamburg Hauptbahnhof (5 minutes from the school)



Agent Agreement

TANDEM Hamburg looks forward to welcoming you to our group of representatives and agents worldwide. The following information, together with the TANDEM Hamburg brochures and other publications, form the terms and conditions of our cooperation with you.

Programme descriptions

The legally binding description of our courses and services is contained in the current brochure, Fees and Dates lists, Enrolment Form and other communications prepared by TANDEM Hamburg. The Agent agrees to provide prospective students with accurate information concerning the programme as well as the fees, either in the form of TANDEM's publications or in the Agent's own materials. The agent respects the course fees and will not add any extra amount.

Booking and Payments

The Agent agrees to provide TANDEM Hamburg with complete information concerning enrolling students, in sufficient time to allow for the efficient processing of the enrolment. The Agent will confirm all bookings or cancellations no later than 4 weeks prior to the students' scheduled arrivals. TANDEM Hamburg reserves the right to accept or refuse bookings due to availability of the courses at the desired level.

Payment for the course

This can either be made in advance by the agent or the student, or in parts in advance and upon the arrival at the school. TANDEM Hamburg agrees to allow the deduction of commission at source. The agreed commission is 20% on the course fees, payable to the agent upon receipt of the course fees in parts or a whole sum.

Duration and Further Procedures

This contract is valid for a period of 12 months starting from the date of signature. Please return this page with your signature by standard mail, as a PDF scan or fax. A signed original will then be returned to you.

Name of Agency:	
Address:	
Phone/Fax/email:	
Date, Signature and Stamp:	