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ijgd Berlin • Glogauer Str. 21 • 10999 Berlin • Germany

Internationale Jugendgemeinschaftsdienste Landesverein Berlin e.V.

Mitglied im DPWV – Deutscher Paritätischer Wohlfahrtsverband

Über den Bundesverein e.V. Gesellschaft für internationale und politische Bildung

ALLIANCE of European Voluntary Service Organisations IJAB – Fachstelle für Internationale Jugendarbeit AGJ – Arbeitsgemeinschaft für Jugendhilfe AdB – Arbeitskreis deutscher Bildungsstätten

www.ijgd.de

Dear Bhavana Vikranth,

Thank you very much for your application for the weltwärts-program in Germany. We are very happy to tell you, that you have been accepted for project:

10. Lebenswege Lichterfelde

from 01.09.2018 – 31.08. 2019.

You are one of 40 young people from Indonesia, India, Uganda, Kenya, Togo, Ghana, Tanzania, Costa Rica, Ecuador and Nicaragua, who will come to Berlin in September 2018 for a one-year volunteer service! It offers you the opportunity for an exciting experience, with many new things to learn, lots of knowledge to share and hopefully a once in a lifetime chance, to make friends from all over the world ☺

As you know, weltwärts is a fully-financed volunteer programme by the German Ministry of Economic Cooperation and Development (BMZ) and the German Ministry of Youth (BMFSFJ). Therefore expenses for your passport, the visa, health certificate and German language courses will be reimbursed by ijgd for all accepted volunteers. For more details please have a look at the info-sheet you received together with the application form.

There are several things that need to be done before we can welcome you in Berlin. The next steps to be taken:

- Please confirm your participation in the weltwärts- programme via E-mail (aala@ijgd.de) no later than the 15th March 2018!
- Please start or continue to learn German by registering for a German class as soon as possible. It is very important to know a little bit of German in order to have a smooth arrival in Berlin and it is also expected by the projects. Classes will be financed up to the level A2. Before you book the German-course please ask ijgd to authorize the course fee (because there are very expensive institutes that we cannot afford) and we can explain to you the details of reimbursement. Generally, there are three possibilities of reimbursement:

a) you can advance the money and you will get it reimbursed here in Berlin upon arrival; please bring the receipts;

b) you give the receipts to your sending organization, they send them to us, we reimburse the money to your sending organization and they pay it to you.

c) We have already asked your sending organization to advance money to you for this purpose once you are accepted in the program in case you cannot pay the necessary expenses for the language course or for other expenses to follow like visa-fee or other documents needed.

- Your volunteer-contract has already been signed by ijgd, and your project. It may take another 3 weeks till we receive it signed. Then this contract will be sent to you to be signed by you.
- To apply for your visa, the original documents will be sent to you by DHL. This will probably happen around end of April. The contract together with the visa-application will have to be submitted to the German Embassy in your country; further visa-information as well as the visa-application with a manual how to fill it out, an accompanying letter of recommendation of BMZ, the confirmation of flight and the confirmation of social insurance as well as further advice how to proceed will be sent to you with the contract.

Please provide us with a physical address to which we can send that letter to until the end of March 2018 (PO Box is NOT possible).

- In case you need to book an appointment with the German embassy in advance, please contact the respective embassy and ask whether you can do this already.
- Please send us a digital passport-photograph of your face in front of a white background until the 20th March 2018 (it's for your official insurance card).
- Please take part in the compulsory preparation meeting organized by your sending organization.
- In the coming weeks we will book your flight ticket and let you know the date of departure and flight-schedule. We plan to have all 40 volunteers arrive on the 2st or 3rd of September. On September 4th we will start with a one-week-orientation in Berlin, where you will get to know more details about the programme and of course about life in Berlin. After that there will be a one-week German-intensive-course in the week starting on September 10th. Voluntary work in your project will start on September 17th.
- Please note: your project Lebenswege needs a Police-criminal check which is no older than 3 months at the beginning of your volunteer service. So please apply for a new police-record in July and ensure that it is written in English (or hand in a translation). I'm sorry but this is their procedure.

So.....things really go ahead now. If you have any questions, please let us know. We hope you look forward to coming to Germany - we are definitely looking forward to welcome you in Berlin!

Many greetings,

Matthias Scharpenberg, Merel Fuchs & Lourens de Jong