



Information to complete the account opening documents

- Ø Please fill in completely the account opening application.
- Ø Quote necessarily your home-address, your e-mail-address and, if possible, your fax number.
- Ø The account opening application must be signed only in the presence of an embassy official!
- Ø Submit the completed account opening application to the German embassy. Please bring along your passport, the supplementary sheet and so far available the confirmation of the university/school. The blocked amounts for the supplementary sheet are specified by the embassy.
- Ø The embassy will verify your account opening application and the copy of your passport.
- Ø Should you be under 18 years of age, please get in touch with us. In that case we will send you another account opening application.
- Ø Do you want to give a authorization about information concerning your account? Then we need also the "information authorization" filled in and signed by you. A verification from the embassy is not necessary. You can cancel this "Information authorization" at any time. Please notice that we are not allowed to give information to other persons without this "information authorization".

The German embassy or you send the entire documents (verified copy of your passport, verified account opening form, annex, information authorization and so far available the confirmation of the university/school) signed by you at the embassy, to the following address:

Deutsche Bank Privat- und Geschaeftskunden AG
Service Center Hamburg
Spezialservice Auslaendische Studenten
Alter Wall 53
20457 Hamburg
Germany

Once we have received the documents, we will check them for correctness and completeness. Afterwards we will open an account for you. As this may take several days, please understand that, for time reasons, we are unable to answer any telephone or email queries concerning the status of the account opening process.

We will notify you of the account number and IBAN Code once your account has been opened. Therefore it's absolute necessary to note your fax number and/or email address on the account opening application. Please note that we frequently experience problems connecting to private fax machines and can therefore only make a limited number of attempts to fax you a copy of the confirmation.

Once you have received your account number you can transfer the required minimum balance specified on the supplementary sheet to your account. In doing so, we recommend that you bear in mind that fees or transfer costs may be payable to your primary bank. You may, of course, transfer amounts exceeding the minimum balance. Once we have received the transfer, we will confirm to the embassy – and upon request to you – that we have received the amount.

After arriving in Germany, please visit one of our branches of the Deutsche Bank. Our staff there will assist you in filling out the service order. Please note that your account is blocked without this service order (i.e., transfer orders or direct debit orders submitted beforehand will not be executed)!

If you do not receive a visa to enter Germany, we need the following documents to retransfer the balance:

- Ø release of the account blocking (obtainable from the Germany embassy)
- Ø an order, signed by you personally, to close your account (including details of the bank account to which the money should be transferred)

Please send these two documents in original (no email or fax) to the above-mentioned address in Hamburg.