



# GOETHE-INSTITUT NAMIBIA

## ENROLMENT FORM FOR EXAMINATIONS



**2019**

<b>First name(s):</b>				
<b>Surname:</b>				
<b>Date of birth:</b>				
<b>Place of birth:</b>	<b>City:</b>		<b>Country:</b>	
<b>Nationality:</b>				
<b>Home Language:</b>				
<b>Gender:</b>				
<b>Email:</b>				
<b>Contact Number:</b>				
<b>Reason for exam:</b>	<input type="checkbox"/> Spouse migration <input type="checkbox"/> Study <input type="checkbox"/> Au Pair <input type="checkbox"/> Work <input type="checkbox"/> Other (please specify) _____			
<b>Please indicate:</b>	<b>Internal candidate</b>		<b>External candidate</b>	

**Please indicate which exam you would like to sign up for:**

[www.goethe.de](http://www.goethe.de)

<b>Fit 1 PASCH</b>	
<b>Goethe-Zertifikat A1</b>	

<b>Goethe-Zertifikat A2</b>	
<b>Goethe-Zertifikat B1</b>	

<b>Goethe-Zertifikat B2</b>	
<b>Goethe-Zertifikat C1</b>	

**GOETHE  
INSTITUT**

Sprache. Kultur. Deutschland.



## TERMS AND CONDITIONS

### Enrolment requirements

- Please bring along **one** identification document (original passport or ID) and a recent colourful passport picture.
- Registration period for exams opens 4 weeks and closes 1 week prior to examination date.

### Terms of payment / fees

- The full examination fee is payable 5 business days before the exam date.
- Electronic transfers, swipe and cash are the only acceptable means of payment.

### Cancellation and refunds

- Cancellations must be submitted in writing.
- The full refund for the exam (all levels) and exam preparation fee is only obtainable until 1 week prior to examination date. No refunds will be processed after that.

### Requirements on exam date

- Participants without their original passport or ID will be excluded from the exam. A driver's licence will not be accepted.
- Body checks at the entrance of the examination room are mandatory for all candidates and visitors.
- All bags need to be placed at the back of the examination venue. Cell phones need to be switched off and may not be in the possession of the examination candidate during the exam.
- Taking unauthorised material into an exam will be regarded as attempted deception. Unauthorised material includes any notes/documents on your person and non-permitted equipment/devices.
- Talking or communicating with another student during an exam is strictly prohibited and may result in further actions being taken against the examination candidate.
- Participants are required to adhere to the exam schedule. Late comers will be excluded from the exam.

### Exam results and Certificates

- The exam results will be available within 5 - 15 working days. No exceptions will be made.
- Original passport or ID need to be shown on day of collection of certificate. If examination candidate is not able to collect the certificate him- or herself a written letter of authorisation needs to be provided by the person collecting the results on behalf of the examination candidate.
- The exam certificate may not be send via email or mail, since it is an official document.
- Exam results will not be released via email, mail or phone (social media and per telephonic conversation).
- Lost certificates cannot and will not be replaced.

### Exam guidelines

- Candidates are required to familiarise themselves with the examination guidelines and terms and conditions of Goethe-Institut "Prüfungsordnung and Durchführungsbestimmungen". Both documents are available in the library.

### General

- Official exam venue is at Fidel Castro Street 1-5, Goethe-Institut Namibia, Windhoek.
- The Goethe-Institut reserves its right to change the terms and conditions for the next exam date and inform the exam candidate in writing.



## Liability of the Goethe-Institut

- The examination candidate agrees that the Institute and all its directors, employees, teachers, volunteers, service providers, agents and representatives (hereinafter referred to as “the Indemnified Parties”) are not responsible for any death, illness, injury, loss or damage of any kind sustained by the exam candidate which may arise from taking part in the exam and all related activities, caused in any manner whatsoever.
- The Goethe-Institut also accepts no liability for the cancellation of its services due to force majeure (e.g. natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).

## Privacy Protection

- Personal data of the examination candidate is solemnly used for the purpose to issue certificates and is under no circumstances shared with third parties.

## Please tick checkboxes below to indicate that you have read and agree to the terms of conditions for all examinations of the Goethe-Institut Namibia.

- I have read, understood and accept the above mentioned terms and conditions.
- I have read, understood and accept the exam guidelines and the terms and conditions for the exam administration.
- I declare that I consent to the release of certain personal details necessary for the issuing of the certificate. I also agree to the transmission of personal information to the central exam archive in Germany.

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**PLACE, DATE**

**SIGNATURE**

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Address: P.O. Box 1208 Windhoek  
Fidel Castro Street 1-5  
Website: Facebook: [www.goethe.de/namibia](http://www.goethe.de/namibia)  
Goethe-Institut Namibia

Banking details at Bank Windhoek  
Account Name: Goethe Institut Namibia  
Account Number: CHK-8005035171  
Branch Name: Capricorn  
Branch Number: 486-372  
Swift Code: BWLINANX

Banking details at Commerzbank München  
IBAN: DE82 7004 0041 0228 1111 00  
BIC: COBADEFF700  
BIC: COBADEFF700

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