



## *Willkommen bei*

### **IPAI BAVARIA**

You are about to embark on a life-changing path of musical and artistic discovery! We are so honored to be a part of your journey!

This welcome packet houses important information to get you started and help you begin planning for your IPAI Bavaria experience. Over the next few months, you'll be receiving updates (Artist Newsletters) from our team that expand on these and other topics. Use this and our website as a reference.

#### **Here is a brief overview of topics covered**

1. IPAI Checklist
2. Passport & Travel Documents
3. Communication and Contacts
4. Tuition & Payments
5. Fundraising Strategies
6. Travel Insurance
7. Transportation

# IPAI BAVARIA CHECKLIST

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> Pay \$500 deposit  | 2 weeks after acceptance      |
| <input type="checkbox"/> Complete the free online IPAI application - <a href="http://www.ipaigermany.com/apply">www.ipaigermany.com/apply</a>   | ASAP                          |
| <input type="checkbox"/> Follow IPAI on Facebook and Instagram  | ASAP                          |
| <input type="checkbox"/> Share your IPAI acceptance with friends, family, colleagues, and friends. Don't forget to post about it on social media. :-) Use #servusipai #ipaibavaria  | ASAP                          |
| <input type="checkbox"/> Create and implement a fundraising plan / strategy   | January                       |
| <input type="checkbox"/> Make an IPAI Bavaria tuition payment - Jan   | Jan 1                         |
| <input type="checkbox"/> Make an IPAI Bavaria tuition payment - Feb   | Feb 1                         |
| <input type="checkbox"/> Start your travel research   | February                      |
| <input type="checkbox"/> Host a fundraising event - write a letter to your family to request support... ask for Christmas in July!  | February 15                   |
| <input type="checkbox"/> Make an IPAI Bavaria tuition payment - March   | March 1                       |
| <input type="checkbox"/> Download Whatsapp onto your phone  | March 1                       |
| <input type="checkbox"/> Host a fundraising event - sing a benefit concert at a local church  | March 15                      |
| <input type="checkbox"/> Book your travel   | March / April                 |
| <input type="checkbox"/> Make an IPAI Bavaria tuition payment - April   | April 1                       |
| <input type="checkbox"/> Send a new recording to your program director  | April 1                       |
| <input type="checkbox"/> Host a fundraising event - apply for scholarships with local clubs, organizations, and businesses... Rotary, Women's Club, Lions Club, Elks Lodge. Offer to sing or perform for local businesses or restaurants in exchange for a donation.  | April 15                      |
| <input type="checkbox"/> Make an IPAI Bavaria tuition payment - May   | May 1                         |
| <input type="checkbox"/> Host a fundraising event - host a carwash or bake sale... collaborate with a church, school, or local event like an artwalk, spring festival, or charity drive. Offer to sing at a charity drive or awareness event (Cancer awareness groups, international causes, health associations, etc.) | May 15                        |
| <input type="checkbox"/> Pay your IPAI Bavaria tuition balance - June   | June 1                        |
| <input type="checkbox"/> Update your resume, head shots, and professional marketing materials if needed   | June 15                       |
| <input type="checkbox"/> Make a packing list  | June / July                   |
| <input type="checkbox"/> Pack   | June / July                   |
| <input type="checkbox"/> Travel to Germany and start your summer training!  | End of June/Beginning of July |

## PASSPORT & TRAVEL DOCUMENTS

### US Passports

If you don't yet have a US passport, now is the time to apply. A passport or Reisepass is the primary form of identification in Europe and many other countries: NOT your driver's license, like in the USA. The cost of an adult passport is \$130 (plus a registration fee of \$35 if you're getting it for the first time).

### Passport Checklist

- Double check the expiration date. It must be valid for the entire duration of your stay in Europe. You need a regular US Adult Passport Book (not the Passport Card) to travel to/from Europe.
- Have you recently gotten married or changed your name? Make sure the name on your passport matches your registered name on your social security card, state ID, and/or driver's license.
- Apply for a new or renew your passport at least 4 - 6 months before traveling. COVID-19 has caused processing delays, so apply early or request an expedited application.
- Visit the US Department of State – Bureau of Consular Affairs for information on applying, renewing, or updating your passport:  
<https://travel.state.gov/content/travel/en/passports.html>

This website is also helpful for answering general questions about getting a passport:  
<https://www.rushmypassport.com/blog/how-much-does-it-cost-to-get-a-passport/>

### Travel Visas

US citizens DO NOT need to apply for a visa to travel throughout the European Union and may stay in the Schengen area for 90 consecutive days within a 180-day period of time. Non-US citizens or residents with a US Green Card should check with your country's embassy to determine the requirements for entering Germany and the European Union. Germany is part of the Schengen area. This website also provides valuable information about obtaining a Schengen visa to enter the EU:  
<https://schengenvisa.info.com/tourist-schengen-visa/>

## COMMUNICATION AND CONTACT LIST

Before the summer intensive, we communicate updates and information with IPAI Bavaria participants and faculty through email, Whatsapp, Zoom, Facebook, and Instagram. All participants will be added to an IPAI Bavaria Facebook Group and Whatsapp Group. Therefore, it's very important that you connect with us on Facebook and Instagram and eventually download Whatsapp to your phone. It is the service that most Europeans use to avoid country-specific text and calling fees.

**IPAI Bavaria Email:** [ipai.bavaria@gmail.com](mailto:ipai.bavaria@gmail.com)

**WHATSAPP DOWNLOAD:**

<https://www.whatsapp.com/download>

### **Social Media**

We love it when you post pictures, updates, and news!!! Now that you're part of the IPAI family, show us a little love by using our hashtag when you post pictures on social media: **#servusipai #ipaibavaria**

Don't forget to announce your acceptance via Facebook, Instagram, Twitter, Email, Snail mail, Smoke Signals, etc. Tell everyone you know! Share the love!

## TUITION & PAYMENT

After accepting your spot and paying your \$500 deposit, you will receive an invoice and instructions for payment. Your total tuition including any scholarship are listed on the invoice.

At this time, all payments are processed via PayPal. But, you may contact Michael Bunchman to arrange payment by check or money order. You may pay in full at any time. Tuition payments are due on the 1st day of each month from the time you pay your deposit until June 1st.

All tuition must be paid in full by June 1st. If you need to make alternate payment arrangements, please email [ipai.bavaria@gmail.com](mailto:ipai.bavaria@gmail.com) with your request. Our team will follow up with you to discuss your options.

If you have questions about your invoice, remaining tuition balance, or how to pay, contact Anica Binder at [ipai.bavaria@gmail.com](mailto:ipai.bavaria@gmail.com) or [anicabinder@yahoo.com](mailto:anicabinder@yahoo.com) or via Whatsapp +49 160 8120386

### Sample IPAI BAVARIA Tuition Payment Schedules

IPAI Bavaria Payment Schedule:

- \$500 - Deposit Due 14 days after receiving acceptance
- \$1,500 - March 1
- \$1,500 - May 1
- Remaining balance - June 1

### All tuition must be paid by June 1, 2025

*\*If there are questions, concerns or issues with this payment schedule please contact our Executive Director Dr. Michael Bunchman directly at [ipai.bavaria@gmail.com](mailto:ipai.bavaria@gmail.com).\**

## FUNDRAISING

“Fundraising is proclaiming what we believe in such a way that we offer other people an opportunity to participate with us in our vision and mission.”

*- Henri Jozef Machiel Nouwen (priest, professor, writer, & theologian whose ministry was rooted in psychology, pastoral ministry, spirituality, social justice and community)*

IPAI Bavaria is an investment in your artistic future. Participation in this program is an opportunity to proclaim your intentions and gather collaborators and personal sponsors to support your artistic journey. Like they say, fundraising is like eating an elephant....or your preferred large, plant-based alternative protein! It's accomplished one bite at a time.

Visit our website for a comprehensive (but not exhaustive) list of ideas and resources to help you create your own fundraising plan and strategy.

[www.ipaibavaria.com/fundraising-tips](http://www.ipaibavaria.com/fundraising-tips)

If you need help, an official statement or paperwork, brainstorming ideas, creative solutions for any of your fundraising initiatives, contact us! We are here to help! We want to help! But you must lead the way and carve your path. Stay in touch and email us at [ipai.bavaria@gmail.com](mailto:ipai.bavaria@gmail.com)

## Travel Insurance

All IPAI participants must secure individual travel insurance before departing the US. If you are currently insured through your school or your family, please check your current policy first to determine if it offers travel insurance or international healthcare coverage. Most universities offer policies for students planning to study abroad. Check with your health department to see what is available to you.

If you don't already have coverage or need to purchase extra coverage, there are many options for visitors and expatriates. Below are some websites for other alternatives. You can purchase very affordable (between \$50-\$90 per month) temporary health insurance plans that are accepted in Germany and internationally. As always, contact our administration if you need help with this process.

[https://www.care-concept.de/krankenversicherung/vergleich/auslandskrankenversicherung\\_tf\\_eng.phpnavilang=eng](https://www.care-concept.de/krankenversicherung/vergleich/auslandskrankenversicherung_tf_eng.phpnavilang=eng)

<https://www.mawista.com/en/>

<https://www.bdae.com/en/health-insurance-for-foreign-nationals-in-germany>

<https://www.expatriatehealthcare.com/>

NOTE: The policies labeled "Student" are usually intended for students who are enrolled in German or European schools. The best plans for your purposes are the visa/visum, temporary visitors, or expatriate plans. Please read the fine print before purchasing.

## Flight & Transportation Tips

We will be sending some reminders and more suggestions about flights and traveling to/from Kiefersfelden. Hopefully these tips will get you started and answer some of your initial questions.

### BOOKING YOUR FLIGHT:

Flight prices are not what they used to be! You can find VERY affordable round-trip flights to/from Europe and the US. The key is to keep your eye on prices and flight options and do your research.

Please read these articles before you get started.

- <https://www.nomadicmatt.com/travel-tips/how-to-find-a-cheap-flight/#myths> (This is an amazing article that compiles A LOT of useful UP-TO-DATE information!)
- <https://eu.usatoday.com/story/travel/flights/todayinthesky/2018/05/23/us-airports-budget-airline-flights-europe/630628002/>
- <https://scottscheapflights.com/guides/how-to-use-momondo>

### TICKET WEBSITES:

- <https://www.momondo.de/?ispredir=true>
- <https://www.lastminute.de>
- <https://www.skyscanner.com/tips-and-inspiration/deals/expedia-flights>
- <https://www.expedia.com/>
- <https://www.kayak.de/?ispredir=true>
- [www.travelocity.com](http://www.travelocity.com)
- [www.flyscoot.com](http://www.flyscoot.com)
- <https://www.norwegian.no/>
- <https://www.klm.com/>
- [www.icelandair.com](http://www.icelandair.com)
- <https://www.flylevel.com/>
- [www.tapairportugal.com](http://www.tapairportugal.com)
- [www.eurowings.com/de.html](http://www.eurowings.com/de.html)

### **MORE TIPS FOR BUYING CHEAP TICKETS:**

- Search using incognito mode or using a VPN set it for a country in Europe. You may get better price options this way.
- Check third party websites like Kayak, Momondo, Skyscanner, Expedia, etc. regularly, even daily for flight options. You could even sign up for email alerts about your flight itinerary.



- Double check directly with airline websites if you find a good deal. Sometimes they have better deals than the third-party sites.
- Watch out for total flight duration and transfer times. You may not want to be traveling for more than 20 hours or have a 7-hour layover.
- If you have a connection to a travel agent, use them as a resource. They may have access to a great deal.
- Try searching for the European version of the website. (For example, instead of using Norwegian.com, use Norwegian.no; instead of Lufthansa.com, use Lufthansa.de) and use Google Translate or it's chrome extension to translate the webpage. They often offer much better prices than the US website options, saving you quite a bit of money.
- Search no-frills/low-cost airlines: KLM, Norwegian, Icelandic Air, Eurowings, Level, Primera, Airways France, TAP Portugal, etc. ALWAYS READ THE FINE PRINT!!! If you are carrying a lot of luggage (which you should try to avoid), these low-cost fares may not be the best option for you as many charge additional baggage fees.
- Don't underestimate traditional airlines like Delta, American Airlines, British Airways, Lufthansa, Canada Air, etc. Many of them offer low cost options to compete with the low-cost airlines.
- Munich is the closest airport to Kiefersfelden, but consider booking a flight to another German city like Düsseldorf, Berlin, Hamburg, or Frankfurt and then taking a train to Kiefersfelden. It might save you some money and give you a chance to do a little sightseeing on the way.
- If you are a seasoned traveler, you can try booking each leg of your flight separately. Be aware that you need plenty of transfer time to make your connecting flight and this will likely require you to collect and recheck your luggage or go through customs. This might be a good option if you want to explore the city where your flight connects. It may not be a good option for you if you are traveling with a lot of luggage.
- Prices should fall between January and March. Summer is the busy tourist season in Europe and prices usually start to go up again in mid-April. (Don't take our word for it, though. No one can truly predict price trends.)
- If you find a good deal that you can afford, BUY IT!!! Don't wait! The price might go down, but it might also go up.

**TRAVEL IN GERMANY:**

Once your flight arrives in Europe, you will need to use public transportation or rent a car to get to Kiefersfelden. You can purchase tickets online or use a travel agent to help you make arrangements before your arrival. It's also very easy to purchase train or bus tickets when you arrive at the airport by visiting the information desk or using the automated ticket machines.

Please read this VERY helpful article before you get started:

[www.nomadicmatt.com/travel-blogs/cheap-ways-to-travel-across-europe-2/](http://www.nomadicmatt.com/travel-blogs/cheap-ways-to-travel-across-europe-2/)

**BAYERN TICKET:**

The best way to travel from Munich or Salzburg is via a "Bayern Ticket." The cost for one person is 29€ and each additional person is only 10€. Up to 5 people can be included on the ticket and it includes all public transportation throughout Bavaria. We recommend connecting with your fellow IPAI participants on Facebook, try to meet up when you arrive, and get on a ticket together. They can easily be bought at a DB Service Center or from a ticket machine. Find out more information here:

<http://www.munich-touristinfo.de/Bavaria-Ticket.htm>

**RAIL PASSES:**

Unless you will be traveling extensively throughout Europe in multiple countries for an extended period (2 or 3 months), a Eurail pass or other rail pass that you purchase BEFORE leaving the US is usually not necessary. Eurail is a third-party company and you will not be able to solve problems with this type of ticket through Deutsche Bahn or other European transportation companies. It's usually cheaper and easier to purchase your train or public transportation tickets directly from the transportation company. You can do this before your leave or on arrival in Germany. It's very helpful to download the Deutsche Bahn mobile app. All your tickets can be purchased through this app and shown on your mobile phone.

Be sure to research all of your options before making a decision. Anica and Stacey live in Germany and can help you answer questions. You can also post your questions on our Facebook page to get feedback from our IPAI Alumni, faculty, and coordinators.

**HELPFUL WEBSITES TO RESEARCH TRAVEL OPTIONS:**

- <https://www.bahn.com/en/view/index.shtml>
- <https://global.flixbus.com/bus/germany>
- [www.omio.com](http://www.omio.com)
- [www.blablacar.com](http://www.blablacar.com)
- [www.megabus.com](http://www.megabus.com)
- <https://www.regiobus.com/>

**OTHER HELPFUL WEBSITES:**

- [www.wanderlustcrew.com/europe-travel-tips/](http://www.wanderlustcrew.com/europe-travel-tips/)
- <https://www.smartertravel.com/planning-trip-europe-10-step-guide/>
- <https://www.lonelyplanet.com/europe>

### **IN-COUNTRY & EUROPEAN TRAVEL TIPS:**

- Decide if you will visit other cities in Europe and create a travel route before you arrive in Europe.
- If you need other overnight accommodations, hostels often provide the best deals. Many of the flight search engines provide options for searching accommodations as well.
- Download the Deutsche Bahn Mobile App “DB Navigator” and start to familiarize yourself with the application.  
<https://www.bahn.de/p/view/service/mobile/db-navigator.shtml>
- Deutsche Bahn is the national rail service and provides transportation across the country. In addition, each city has a local transportation bureau that is responsible for city and regional transportation (local buses, trams, U-Bahn, S-Bahn, etc.) Sometimes you will need to purchase these tickets separately and sometimes your Deutsche Bahn ticket will include city transportation. Make sure you double check!!!
- Most cities have a public transportation app that you can search through the Apple or Google Play store. The Handy Ticket Deutschland Mobile App allows you to purchase local/city transportation tickets in most cities throughout Germany and is extremely handy. You need to register an account with them and provide a method of payment. <https://handyticket.de/>
- Travel in groups and take advantage of Länder Tickets/Regional Tickets to save big!! Like the Bayern ticket, each region in Germany has its own option that covers transportation on all buses, trains, trams, etc. throughout that region. More info: [https://www.bahn.com/en/view/offers/regional/index.shtml?dbkanal\\_007=L04\\_S02\\_D002\\_KIN0059\\_FLYOUT-ANGEBOTE-REGIONAL-ANGEBOTE\\_LZ01](https://www.bahn.com/en/view/offers/regional/index.shtml?dbkanal_007=L04_S02_D002_KIN0059_FLYOUT-ANGEBOTE-REGIONAL-ANGEBOTE_LZ01)
- If you plan to do a lot of travel in Germany, check out the Probe BahnCard 25. It's only 19.90 € and offers great savings. IMPORTANT! The card is valid for 3 months and you MUST notify them via email to cancel the card at least 6 weeks before the expiration date. Otherwise, they will send you a bill and automatically renew your subscription.  
<https://www.bahn.de/p/view/bahncard/ueberblick/bestellung-probe-bahncard25.shtml>
- Whatever ticket you choose to purchase, MAKE SURE IT IS VALIDATED! Watch the

locals and ASK SOMEONE if you are unsure. German train conductors are notoriously inflexible. If you are caught without a valid ticket they will respond with a very kind, “Well, you should have informed yourself of the rules.” And promptly write you a ticket for 60€ or more depending on the violation.

- Compare train prices to Flixbus, Blablacar, and short-haul flights to get the best deal. [www.omio.com](http://www.omio.com) is a great resource for this.
- BlaBla Car is a safe and usually reliable ride sharing platform. I use it all the time and it’s often cheaper and faster than public transportation. Check it out here: [www.blablacar.com](http://www.blablacar.com).

Feel free to reach out if you have any questions or concerns about this. It’s a really common way for folks to travel throughout Europe and I’ve made some interesting connections with new people.

- Consider renting a car. Depending on how far you’re traveling and the number of people with you, this might be the best option. Your US driver’s license is valid in Germany for 6 months after your entry date. ALWAYS BUY THE FULL INSURANCE PACKAGE!!!
- US Driver’s licenses are well-recognized in Germany and you do not need an international driving license. However, if you plan to drive in other countries or outside of the European Union, research the country requirements to decide if you need an international driver’s license.

### **WEBSITES TO SEARCH ACCOMMODATIONS:**

- [www.booking.com](http://www.booking.com)
- [www.hostelworld.com](http://www.hostelworld.com)
- [www.hotels.com](http://www.hotels.com)
- [www.priceline.com](http://www.priceline.com)
- [www.hostelbookers.com](http://www.hostelbookers.com)
- [www.german-hostels.de/en](http://www.german-hostels.de/en)
- [www.hostelgeeks.com](http://www.hostelgeeks.com)
- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- [www.meinestadt.de](http://www.meinestadt.de)
- [www.immobilienscout24.de](http://www.immobilienscout24.de)