

CONTACT INFORMATION		
Program Coordinator:	Ms. Stefanie Böhler	
E-mail	Stefanie.Boehler@fu-berlin.de	
Telephone / Fax	Tel.: +49 30 838 73441, Fax: +49 30 838 473441	
Address	Freie Universität Berlin International Office Kaiserswerther Str. 16-18 14195 Berlin Germany	
Homepage	www.fu-berlin.de/exchangestudents	
Film portrait	http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html	
Important dates	WINTER TERM 2017/18	SUMMER TERM 2018
Semester dates	1 October 2017 – 31 March 2018	1 April 2018 – 30 September 2018
Orientation	First week of October 2017	First week of April 2018
Lecture period	16 October 2017 – 17 February 2018	16 April 2018 – 21 July 2018
Exam period	During the last two weeks of the lecture period; may vary from department to department	
Academic calendar	http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html	
APPLICATION		
DEADLINES	WINTER TERM 2017/18	SUMMER TERM 2018
	15 MAY 2017	15 JANUARY 2018
Application process	Students must complete the Freie Universität Berlin application form and send all required documents to the FU Erasmus+ team. The application form is not yet available online. We are planning to introduce an online application portal. We will keep you informed about the introduction.	
Required documents	<p>Scanned documents attached to an e-mail are accepted. The documents should be in German or English or accompanied by an English translation.</p> <ul style="list-style-type: none"> - The completed application form - The completed enrollment form - Photocopy of the certificate of the university the student is enrolled at (i.e. transcript, record, grade report, relevé de notes) - Photocopy(ies) of the student's B. A., M. A. or other final degrees (if already available) - Photocopy of the student's passport (page with photograph) - Curriculum vitae - Study or Research proposal - Confirmation of supervision at FU Berlin (for doctoral students only) 	
PRE-ARRIVAL REQUIREMENTS		
Distributed Campus	Distributed Campus is an online platform, especially designed for exchange students who have already received their letter of admission. It comprises all the information mentioned above in one platform: https://distributed-campus.org/dc-root/portal/language/en	
GERMAN LANGUAGE REQUIREMENTS / LANGUAGE COURSES		
German language requirements	Exchange students are exempt from a German language exam (DSH or TestDaF), which is otherwise required for international degree-seeking students studying at a German university.	
Language of instruction	Almost all subjects are taught in German. Please note that subjects taught in English outside the Departments of English and North American Studies are very limited in number. Availability may vary and cannot be guaranteed.	
Language courses during the semester	German language courses, which are offered during the semester, are free of charge. Basic German language proficiency (level A2) is required. If students wish to participate in a German language course, they have to take a placement test during the orientation days. Without this test, exchange students are not eligible to take language classes. Further information is available at: http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html	

VISA REQUIREMENTS	
	<p>Students who are citizens of EU or EEA countries, Australia, Brazil, Canada, Israel, Japan, New Zealand, South Korea, Switzerland or the USA do not need a visa in order to enter Germany.</p> <p>Students who are NOT citizens of the countries listed above must apply for a student visa (<i>Visum zu Studienzwecken</i>) at the local German Embassy or a German General Consulate before they come to Germany.</p> <p>We therefore urge those students to apply for a study visa as soon as possible. It will take at least six weeks, sometimes a few months, to process the visa application. The necessary documents concerning the admission to our university will be sent to the student as soon as possible. More information is available at:</p> <p>http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html</p> <p>Upon arrival in Berlin, every student must apply for a residence permit (see under “Arrival in Berlin”).</p>
HEALTH INSURANCE	
Waiver	<p>Exchange students must have comprehensive health insurance valid in Germany for enrollment as a full-time student at Freie Universität Berlin and for obtaining a residence permit.</p> <p>Since many insurance policies purchased outside Germany require substantial co-payments, have caps or exclude many illnesses it has been increasingly difficult for exchange student to obtain a waiver. We therefore highly recommend to conclude a group health insurance contract for Erasmus+ scholarship holders. Detailed information will be provided when the Grant Agreement is signed.</p>
ARRIVAL IN BERLIN	
Enrollment	<p>Upon arrival in Berlin, we advise students to come and see us immediately during our office hours in order to finalize student enrollment and set up their FU account. Students need this account in order to enroll for courses and use computers on campus.</p> <p>Students who participate in Exchange Programs will be enrolled in the corresponding subject. They will be admitted and enrolled as full-time students only for the duration they have been nominated for by the Erasmus+ program.</p>
Social fees / public transportation	<p>Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 260 € per semester. These are non-university related fees and pay for the student union as well as for a public transportation ticket for the whole area of Berlin for the entire semester. Students will be asked to pay the fees after arrival in Berlin as part of the enrollment process.</p>
Residence permit	<p>Once students are enrolled at Freie Universität Berlin, they must apply for a residence permit (Aufenthaltserlaubnis) within three months (except students from EU or EEA countries). Students will be provided with detailed information and assistance upon enrollment.</p>
ORIENTATION	
Orientation days	<p>Orientation takes place approx. 5-10 days before the lecture period starts. It is strongly recommended to participate in our orientation program. Students will be provided with essential information about studying at Freie Universität Berlin such as course selection and enrollment, campus tours and how to use libraries and computers. The current orientation program is available online at: http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html</p>
ACCOMMODATION	
Private accommodation	<p>Either students can organize their own private accommodation (such as student-shared apartments, so-called WG-Zimmer) or use the university’s housing service ERG.</p>
University housing service ERG	<p>The housing service offers a variety of accommodation options, including dorms, shared flats and fully furnished single apartments. All housing options are available from the beginning of September/October or March/April onwards and cost about 250 – 550 € per month. For more information, please see the following website: http://www.fu-berlin.de/en/sites/unterbringung/index.html</p>
Registration deadline	<p>Since there has been a dramatic increase of student housing demand, students wishing to use the accommodation service must apply online as soon as possible and no later than December 15 or June 15 using the link above. Registrations will be on a first come, first served basis.</p>
SELECTING COURSES AND ATTENDING CLASSES	
Undergraduate programs	<p>The Freie Universität Berlin offers a broad variety of undergraduate programs. An alphabetical overview is available at http://www.fu-berlin.de/en/studium/studienangebot/grundstaendige/index.html</p> <p>With few exceptions all undergraduate programs are open for exchange students. Please note that Medicine and Veterinary Medicine are NOT open to exchange students. Restrictions apply in Biology, Law, Pharmacy, Economics and Business Administration.</p>

Master's programs	<p>The Freie Universität Berlin offers a range of master's programs. An alphabetical overview is available at: http://www.fu-berlin.de/en/studium/studienangebot/master/index.html</p> <p>In order to attend individual classes in a master's program, students need prior approval by the faculty member. Admission to a master's program (non-degree status), is only possible with the approval of the department offering the master's program. Fee-based continuing education master's programs are NOT open to exchange students.</p>
PhD programs	<p>If students have the necessary prerequisites, exchange students may be enrolled as visiting PhD students in all subjects.</p>
Modules	<p>Bachelor's and master's programs are structured around modules, which usually consist of two content-related courses (e.g. a lecture and a seminar). While modules are offered on a regular basis (at least every 2nd semester), the content of the individual lecture or seminar might change from one semester to the other.</p>
Study and examinations regulations	<p>Detailed module descriptions specifying contents, structure, contact hours and credits (Leistungspunkte, LP) can be found in the study and examination regulations (Studien- und Prüfungsordnung) at http://www.fu-berlin.de/studium/pruefung/stud-pruef-ordnungen.html (German only).</p>
Course catalogue	<p>The courses offered during the current semester are listed in the course catalogue (Vorlesungsverzeichnis, VV) which is available about one month prior to the beginning of the semester at http://www.fu-berlin.de/vv/en/fb/. It is structured by departments, degrees and modules.</p>
DE-ENROLMENT / TRANSCRIPT OF RECORDS	
De-enrollment	<p>At the end of their stay at Freie Universität Berlin, exchange students should de-enroll (Exmatrikulation), especially if students wish to return to a German university at a later point.</p>
Transcript of Records	<p>Transcripts from Freie Universität Berlin are not issued automatically. Students who wish to obtain a Transcript of Records should contact the FU Erasmus+ team.</p>