

CONTACT INFORMATION		
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Homepage	<a href="http://www.fu-berlin.de/exchangestudents">www.fu-berlin.de/exchangestudents</a>	
Film portrait	<a href="http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html">http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html</a>	
Important dates	WINTER SEMESTER 2018/19	SUMMER SEMESTER 2019
Grant dates	1 October 2018 – 28 February 2019	1 April 2019 – 31 July 2019
Orientation	First week of October 2018	First week of April 2019
Lecture period	15 October 2018 – 16 February 2019	08 April 2019 – 13 July 2019
Exam period	During the last two weeks of the lecture period; may vary from department to department	
Academic calendar	<a href="http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html">http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html</a>	
APPLICATION		
DEADLINES	WINTER SEMESTER 2018	SUMMER SEMESTER 2018/19
	15 JUNE 2018	31 JANUARY 2018
Application process	Students must submit their application including the required documents listed below at the International Office of their home university. Upon successful nomination, the IO will send all required documents to the Freie Universität Berlin Erasmus+ team (stefanie.boehler@fu-berlin.de).	
Required documents	<b>Scanned documents attached to an e-mail are accepted. The documents should be in German or English or accompanied by an English translation.</b> <ul style="list-style-type: none"><li>- Photocopy of the certificate of the university the student is enrolled at (i.e. transcript, record, grade report, relevé de notes)</li><li>- Photocopy(ies) of the student's B. A., M. A. or other final degrees (if already available)</li><li>- Photocopy of the student's passport (page with photograph)</li><li>- Curriculum vitae</li><li>- Study or Research proposal</li><li>- Confirmation of supervision at FU Berlin (for doctoral students only)</li></ul>	
GRANT		
Monthly allowance	Students will receive a monthly subsistence of 800 €.	
Travel costs	Erasmus+ grantees will receive a contribution to travel costs dependent on the distance between home and host university (between 175 € and 1.100 €).	
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	<b>Almost all subjects are taught in German.</b> 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: <a href="http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html">http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html</a>	

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 <b>not need</b> 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 <b>before</b> they come to Germany.</p> <p><b>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.</b> 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><a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html</a></p> <p>Upon arrival in Berlin, every student must apply for a residence permit (see under “Arrival in Berlin”).</p>
HEALTH INSURANCE	
<b>Waiver</b>	<p>Exchange students must have comprehensive health insurance valid in Germany for enrollment as a full-time student at Freie Universität Berlin <b>and</b> 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 <b>group health insurance</b> contract for Erasmus+ scholarship holders. Detailed information will be provided when the Grant Agreement is signed.</p>
ARRIVAL IN BERLIN	
<b>Enrollment</b>	<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>Please send us an email with the <b>flight plan</b> upon purchase and send us a scan of the <b>boarding pass</b> or bring it to our office the day of your enrollment. Also keep the return boarding pass in order to send us a scan of it as well after the mobility.</p>
<b>Social fees / public transportation</b>	<p><b>Students who participate in Exchange Programs will be enrolled in the corresponding subject.</b> They will be admitted and enrolled as full-time students only for the duration they have been nominated for by the Erasmus+ program.</p>
<b>Residence permit</b>	<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> <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	
<b>Orientation days</b>	<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: <a href="http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html">http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html</a></p>
ACCOMMODATION	
<b>Private accommodation</b>	<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>
<b>University housing service ERG</b>	<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: <a href="http://www.fu-berlin.de/en/sites/unterbringung/index.html">http://www.fu-berlin.de/en/sites/unterbringung/index.html</a></p>
<b>Registration deadline</b>	<p><b>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.</b> Registrations will be on a first come, first served basis.</p>
SELECTING COURSES AND ATTENDING CLASSES	
<b>Undergraduate programs</b>	<p>The Freie Universität Berlin offers a broad variety of undergraduate programs. An alphabetical overview is available at <a href="http://www.fu-berlin.de/en/studium/studienangebot/grundstaendige/index.html">http://www.fu-berlin.de/en/studium/studienangebot/grundstaendige/index.html</a></p>

<b>Master's programs</b>	<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> <p>The Freie Universität Berlin offers a range of master's programs. An alphabetical overview is available at: <a href="http://www.fu-berlin.de/en/studium/studienangebot/master/index.html">http://www.fu-berlin.de/en/studium/studienangebot/master/index.html</a></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>
<b>PhD programs</b>	<p>If students have the necessary prerequisites, exchange students may be enrolled as visiting PhD students in all subjects.</p>
<b>Modules</b>	<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>
<b>Study and examinations regulations</b>	<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 <a href="http://www.fu-berlin.de/studium/pruefung/stud-pruef-ordnungen.html">http://www.fu-berlin.de/studium/pruefung/stud-pruef-ordnungen.html</a> (German only).</p>
<b>Course catalogue</b>	<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 <a href="http://www.fu-berlin.de/vv/en/fb/">http://www.fu-berlin.de/vv/en/fb/</a>. It is structured by departments, degrees and modules.</p>
<b>DE-ENROLMENT / TRANSCRIPT OF RECORDS</b>	
<b>De-enrollment</b>	<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>
<b>Transcript of Records</b>	<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>