

Contact Information		
<i>Coordinator</i>	Stefanie Böhler	
<i>Address:</i>	Freie Universität Berlin International Office Kaiserswerther Straße 16 - 18 14195 Berlin Germany stefanie.boehler@fu-berlin.de	
<i>Homepage</i>	http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/index.html	
<i>Film portrait</i>	http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html	
Important dates	summer term 2016	winter term 2016/17
<i>Semester dates</i>	1 April 2016 – 30 September 2016	1 October 2016 – 31 March 2017
<i>Orientation</i>	First week of April 2016	First week of October 2016
<i>Lecture period</i>	18 April 2016 – 22 July 2016	17 October 2016 – 17 February 2017
<i>Exam period</i>	During the last two weeks of the lecture period; may vary from department to department	
<i>Suggested arrival</i>	In time to attend the orientation program	
<i>Academic calendar</i>	http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html	
Application	summer term 2016	winter term 2016/17
<i>Deadlines</i>	01 December 2015	15 May 2016
<i>Application process</i>	<p>All applicants must be officially nominated by their home university. This may either be done with an official nomination letter or an e-mail from the home university.</p> <p>Students must complete the Freie Universität Berlin exchange application form and send all required documents to our address provided above.</p>	
<i>Required documents</i>	<ul style="list-style-type: none"> - The completed application form - 1 photocopy of the certificate of the university the student is enrolled at (i.e. transcript, grade report) - photocopy(ies) of the student's B. A., M. A. or other final degrees (if already available) - 1 photocopy of the student's passport (page with photograph) - 1 curriculum vitae - study proposal outlining which subject(s) students would like to study - filled in Learning Agreement (signed by the student and the home university) - for PhD applicants: an acceptance letter issued by a professor of FUB <p>Hard copies or scanned documents attached to an e-mail are accepted. The documents should be in either German or English or accompanied by an English translation.</p>	
<i>Acceptance letter</i>	<p>Students will receive the letter of admission including information about enrolment, accommodation and language courses via e-mail at the beginning of January for the summer term and at the beginning of June for the winter term. A hard copy will be sent to the home university if students need to apply for a visa in order to enter Germany.</p>	
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. More information is available at: http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html</p> <p>Once students have been enrolled at Freie Universität Berlin, they must apply for a residence permit (<i>Aufenthaltserlaubnis</i>) within three months (except students from EU or EEA countries). Students will be provided with detailed information and assistance upon arrival in Berlin.</p>	

Health insurance	
<i>Waiver</i>	<p>Exchange students must have comprehensive health insurance valid in Germany for enrolment as a full-time student at FUB and for obtaining a residence permit.</p> <p>Students who EITHER have the European Health Insurance Card (EU and EEA students only) OR who can provide proof of an adequate comprehensive health insurance valid in Germany may request an insurance waiver. A waiver can only be obtained at a German state-regulated health insurance company, not at our university.</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.</p> <p>We therefore urge all students younger than 30 years to purchase a German student health insurance for about 80 Euros per months. The German student health insurance policies are very comprehensive and are also accepted automatically by the office granting residence permits.</p> <p>More information is available at http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</p>
German language requirements	
<i>German language requirements</i>	<p>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.</p> <p>However, we expect language skills equivalent to level B 2 of CEFR (Common European Framework of Reference for Languages) in the humanities and the social science departments and B 1 at the John F Kennedy Institute for North American Studies and natural sciences. A language certificate is not necessary, because we expect that our partner universities guarantee the required language skills.</p>
<i>Language of instruction</i>	<p>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. An overview of subjects taught in English is available at http://www.fu-berlin.de/vv. Please use the “advanced search option” to find courses in English.</p>
<i>Language requirements for PhD students</i>	<p>Doctoral candidates should discuss the necessary language requirements with their supervisor at Freie Universität Berlin. Mostly, profound English language skills will be sufficient.</p>

Mandatory fees	
<i>Social fees / public transportation</i>	<p>Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 250 € 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.</p> <p>Students will be asked to pay the fees after arrival in Berlin as part of the enrolment process.</p>

Selecting courses and attending classes	
<i>Undergraduate programs</i>	<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>
<i>Master's programs</i>	<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>

<i>PhD programs</i>	If students have the necessary prerequisites, exchange students may be enrolled as visiting PhD students.
<i>Modules</i>	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 2 nd semester), the content of the individual lecture or seminar might change from one semester to the other.
<i>Study and examinations regulations</i>	Detailed module descriptions specifying contents, structure, contact hours and credits (<i>Leistungspunkte, LP</i>) can be found in the study and examination regulations (<i>Studien- und Prüfungsordnung</i>) at http://www.fu-berlin.de/studium/pruefung/stud-pruef-ordnungen.html (German only).
<i>Course catalogue</i>	The courses offered during the <i>current</i> semester are listed in the course catalogue (<i>Vorlesungsverzeichnis, VV</i>) which is available about one month prior to the beginning of the semester at www.fu-berlin.de/vv . It is structured by departments, degrees and modules.

Orientation	
	Orientation takes place approx. 5-10 days before the lecture period starts. It is absolutely necessary to participate in our orientation program. Students will be provided with essential information about studying at Freie Universität Berlin such as course selection and enrolment, 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
Pre-arrival requirements	
<i>Distributed Campus</i>	Distributed Campus is an online platform specifically designed for exchange students who have already received their letter of admission. It comprises all the information mentioned above in one platform. Students will receive registration details to access the platform at www.distributed-campus.org with their letter of admission. Registration for and use of the platform is required for participation in the exchange program.

Last updated: September 2015