### Contact Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Incoming</th>
<th>Outgoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Ms Gesa Heym-Halayqa</td>
<td>Ms Sabine Simon</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:exchange@fu-berlin.de">exchange@fu-berlin.de</a></td>
<td><a href="mailto:exchange@fu-berlin.de">exchange@fu-berlin.de</a></td>
</tr>
<tr>
<td>Telephone</td>
<td>Tel.: +49 30 838 73921  Tel.: +49 30 838 73930</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freie Universität Berlin (FU Berlin)</td>
</tr>
<tr>
<td>Student Exchange Office</td>
</tr>
<tr>
<td>Iltisstraße 4</td>
</tr>
<tr>
<td>14195 Berlin</td>
</tr>
<tr>
<td>Germany</td>
</tr>
</tbody>
</table>

### Important dates

<table>
<thead>
<tr>
<th></th>
<th>winter term 2020/2021</th>
<th>summer term 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester dates</td>
<td>1 October 2020 – 31 March 2021</td>
<td>1 April 2021 – 30 September 2021</td>
</tr>
<tr>
<td>Orientation</td>
<td>First week of October</td>
<td>First week of April</td>
</tr>
<tr>
<td>Exam period</td>
<td>During the last two weeks of the lecture period; may vary from department to department</td>
<td></td>
</tr>
</tbody>
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### Application

<table>
<thead>
<tr>
<th>Deadline</th>
<th>30 April 2020</th>
<th>31 October 2021</th>
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</table>

**Application process**

All applicants must be officially nominated by the home university prior to the deadline mentioned above. This may be done either with an official nomination letter or with an e-mail from the home university. The nomination must contain the full name, birthdate, sex, e-mail, study area and duration of the student’s stay.

Students must complete the online application form and upload all required documents until 30 April respectively 31 October: [https://fuberlin.moveon4.de/form/5949803983fb963f532593f4/eng](https://fuberlin.moveon4.de/form/5949803983fb963f532593f4/eng)

**Required documents**

The documents should be in German or English or accompanied by an English translation.

- Photocopy of the student’s passport (page with photograph)
- Photocopy(ies) of the student's transcript
- Photocopy(ies) of the student’s B. A., M. A. or any other final degree (if available)

**Acceptance letter**

Students will receive the letter of admission via e-mail from the beginning of June for the winter term and from the beginning of December for the summer term. A hard copy will be sent to the home university only if students need to apply for a visa in order to enter Germany.

### German language requirements / Language courses

**German language requirements**

Direct 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.

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.
### German language requirements / Language courses

| **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. An overview of subjects taught in English is available at https://www.fu-berlin.de/vv/en/fb? Please use the “advanced search option” to find courses in English. |
| **Preparatory German language courses** | A six-week intensive preparatory German language course (20 x 45 min of instruction per week) will be offered prior to the beginning of the summer resp. winter term. Basic knowledge of German is required. The course fee will be approx. 600 €. Places are limited, interested students should apply as soon as possible! [http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html](http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html) |
| **Language courses during the semester** | German language courses, which are offered during the semester, are free of charge. Again, 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, which will be offered during the orientation period shortly before the semester starts. Without this test, exchange students are not eligible to take language classes. Further information is available at [http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html](http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html) |
| **Courses in other languages** | The Language Centre (ZE Sprachenzentrum) offers a limited number of language courses. Please note that students need to take a placement test first and that the number of places is limited. Further details are available at: [http://www.sprachenzentrum.fu-berlin.de/de/sprachtests/abv_einstufungstests/index.html](http://www.sprachenzentrum.fu-berlin.de/de/sprachtests/abv_einstufungstests/index.html) |

### Visa requirements

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. Upon arrival in Berlin, citizens from these countries (except EU) must apply for a residence permit (see under “Arrival in Berlin”). **Students who are NOT** citizens of the countries listed above must apply for a student visa (**Visum zu Studienzwecken**) at the local German Embassy or a German General Consulate **BEFORE** they come to Germany.

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 (and, if applicable, the scholarship offer) will be sent to the student as soon as possible. More information is available at: [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)

### Health insurance

**Waiver**

Exchange students must have comprehensive health insurance valid in Germany for enrolment as a full-time student at FU Berlin **AND** for obtaining a residence permit.

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.

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 urge all students younger than 30 years to purchase a German student health insurance for about 92 € per months. The German student health insurance policies are very comprehensive and are accepted automatically by the office granting residence permits.


### Mandatory fees

**Social fees / public transportation**

Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 270 € 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 enrolment process.
## Pre-arrival requirements

### Distributed Campus

Distributed Campus is an online platform, which is especially 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](http://www.distributed-campus.org) with their letter of admission. **Registration for and use of the platform is required for participation in the exchange program.**

### Arrival in Berlin

#### Enrolment

Upon arrival in Berlin, we advise students to come and see us immediately during our office hours in order to finalize student enrolment and set up their FU account. Students need this account in order to enrol for courses and use computers on campus.

As a participant in our exchange program, students will be admitted and enrolled as full-time students at Freie Universität Berlin only for the duration they have been nominated for by their home university.

Once students have been 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 arrival in Berlin.

#### Residence permit

Once students have been 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 arrival in Berlin.

### Accommodation

#### Private accommodation

Either students can organize their own private accommodation (such as student-shared apartments, so-called WG) or use the university’s housing service ERG.

Our 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 300 – 850 € per month. For more information, please see the following website: [http://www.fu-berlin.de/en/sites/unterbringung/index.html](http://www.fu-berlin.de/en/sites/unterbringung/index.html).

#### University housing service ERG

Since there has been a dramatic increase of student housing demand, students wishing to use our accommodation service must apply online as soon as possible and no later than December 6 or June 6 using the link above. Registrations will be on a first come, first served basis.

#### ISB

Advanced students (graduate and PhD level), coming for two (2) semesters, may also stay at the Max-Kade-Haus, ISB, [https://www.stw.berlin/en/housing/residence-theodor-heuss-platz-internationales-studienzentrum-berlin.html](https://www.stw.berlin/en/housing/residence-theodor-heuss-platz-internationales-studienzentrum-berlin.html). The ISB offers furnished apartments with community kitchens for 310 – 400 € per month. **Students wishing to stay at ISB need to register via e-mail to incoming@fu-berlin.de by June 10 for the winter term or December 10 for the summer term.**

Please note that on-campus accommodation is not available. Further information about accommodation options will also be available to students via the Distributed Campus platform.

#### On-campus accommodation

- **Private accommodation**: Either students can organize their own private accommodation (such as student-shared apartments, so-called WG) or use the university’s housing service ERG.
- **University housing service ERG**: Since there has been a dramatic increase of student housing demand, students wishing to use our accommodation service must apply online as soon as possible and no later than December 6 or June 6 using the link above. Registrations will be on a first come, first served basis.
- **ISB**: Advanced students (graduate and PhD level), coming for two (2) semesters, may also stay at the Max-Kade-Haus, ISB. The ISB offers furnished apartments with community kitchens for 310 – 400 € per month. **Students wishing to stay at ISB need to register via e-mail to incoming@fu-berlin.de by June 10 for the winter term or December 10 for the summer term.**
- **On-campus accommodation**: Please note that on-campus accommodation is not available. Further information about accommodation options will also be available to students via the Distributed Campus platform.

## 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](http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html).

## Selecting courses and attending classes

### Undergraduate programs


With few exceptions, all undergraduate programs are open for exchange students.

Enrolment in the following courses is subject to availability of lab classes and to prior approval by the institute/department: Biochemistry, Bioinformatics and Biology. Restrictions apply in Pharmacy, Law and Economics and Business Administration.

The Law Department prefers direct exchange students from institutions who also accept law students. There are only very few places available for other exchange programs.
The School of Business Administration and Economics requires excellent German language skills (at least level B2) for classes taught in German. **There is only a varying and very limited number of classes in English.**

Please note that Medicine and Veterinary Medicine are NOT open to exchange students.

The Freie Universität Berlin offers a range of master’s programs. The following programs are open for exchange students without restriction: **Modern German Literature, Philosophy and Political Science.**

All other programs are restricted and need prior approval by the institute / department.

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. Please contact us if you plan to nominate students for a particular master’s program. Fee-based continuing education master’s programs are NOT open to exchange students.

If students have the necessary prerequisits, exchange students may be enroled as visiting PhD students.

The Institute of German Languages and Literature offers a study program exclusively for exchange students. The seminars focus on the culture, society and history of Berlin and Germany and should be regarded as an additional offer to the basic study program. Detailed information can be found [here](https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/Studienangebot-fuer-internationale-Gaststuderende/index.html):

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.

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/studienorganisation/pruefung/Archiv_stud-pruef-ordnungen.html](http://www.fu-berlin.de/studium/studienorganisation/pruefung/Archiv_stud-pruef-ordnungen.html) (German only).

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 [https://www.fu-berlin.de/vv/en/fb](https://www.fu-berlin.de/vv/en/fb). It is structured by departments, degrees and modules.

Students have to enroll for courses on our online portal Campus Management before the semester starts. Access and further information will be provided during the orientation period. Please note that in order to attend classes within our master’s programs, students need prior approval of the respective lecturers or program directors.

An overview of subjects offered in English is available at [https://www.fu-berlin.de/vv/en/fb](https://www.fu-berlin.de/vv/en/fb)? Please use the “advanced search option” to find courses in English. Most subjects taught in English, will be offered by the Department of English Philology and the John F. Kennedy Institute for North American Studies.

Exchange students may also attend courses at Humboldt-Universität zu Berlin, the Technische Universität Berlin and Potsdam Universität. In order to gain credits for these courses, students need prior approval of the respective lecturer and must fulfil the university’s requirements.

When applying for an exchange to Freie Universität Berlin, some of our partner universities require that students have to get their subject selection approved prior to handing in the application. Since applications have to be submitted at least six months before the beginning of the exchange semester, it is not possible for students to access the course catalogue of the respective semester. We therefore recommend students to get modules approved instead of individual subjects.

### Grading system

<table>
<thead>
<tr>
<th>Grading scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 – 1.5</td>
<td>very good</td>
</tr>
<tr>
<td>1.6 – 2.5</td>
<td>good</td>
</tr>
<tr>
<td>2.6 – 3.5</td>
<td>satisfactory</td>
</tr>
<tr>
<td>3.5 – 4.0</td>
<td>sufficient</td>
</tr>
<tr>
<td>5.0</td>
<td>fail</td>
</tr>
</tbody>
</table>

All departments, except for the Law Department, use the following grading scale:
### De-enrolment / Transcript of Records

| De-enrolment | At the end of their stay at Freie Universität Berlin, exchange students should de-enroll (*Exmatrikulation*). This is very important, especially if students wish to return to a German university at a later point. |
| Transcript of Records | Transcripts from Freie Universität Berlin are not issued automatically. Students who wish to obtain a Transcript of Records have to fill out a form and contact our transcript officer at [incoming@fu-berlin.de](mailto:incoming@fu-berlin.de) before leaving Berlin.  

**Important**: Students should apply for a Transcript of Records **no later than three months after their stay**. Freie Universität Berlin cannot issue any transcripts after that time. The transcript will be issued once the student’s grades are released.  

The original Transcript of Records will be sent to the international office of the home university. We will send a copy via e-mail to the student. |