

## Information sheet for foreign students

If you are a master's degree student and interested in studying at the Institute for Latin American Studies please follow the steps below:

1. Find a supervisor for your study period abroad and ask your tutor for a letter of supervision approval.

2. You will need following forms for the application

(available at: <http://www.lai.fu-berlin.de/internationales/Studierende/Studium-am-LAI/index.html>):

- “Antrag auf Zulassung als Programmstudierende/r an der FU Berlin”
- “Antrag auf Immatrikulation”
- Fact Sheet Academic Year 2017/2018

Please download these forms and fill in the requested information.

3. In addition to the forms mentioned previously, following forms and documents must be filled out and sent in:

- Copy of examination documents of currently attended university (e.g. transcript of records, revelé des notes)
- Copy (or copies) of degree diplomas (BA, MA, other final examinations)
- Copy of ID or passport
- Curriculum vitae in tabular form
- Letter of supervision approval
- Brief description of study plans/study proposal

4. You have to hand in the filled out application forms together with corresponding documents at the International Student Mobility – Welcome Services, Studierenden-Service Center (SSC):

Freie Universität Berlin (FU Berlin)  
Studierenden-Service-Center (SSC)  
Iltisstraße 4  
14195 Berlin  
Germany

**5. Submission deadlines: June 1<sup>st</sup> for winter terms and December 1<sup>st</sup> for summer terms.**

➔ Should you have any questions please contact PD Dr. Martha Zapata ([martha.zapata.galindo@fu-berlin.de](mailto:martha.zapata.galindo@fu-berlin.de)) at the Institute for Latin American Studies of the Free University of Berlin.