

DEPARTMENTAL EXCHANGE FACT SHEET 2017/2018

CONTACT INFORMATION		
Administrative Coordinator:	Ms. Carmen Gleisenstein	
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Address	Freie Universität Berlin Student Exchange Office Illtisstraße 4 14195 Berlin Germany	
Homepage	www.fu-berlin.de/exchangestudents	
Film portrait	http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html	
Office hours	Tuesday / Thursday 9.30 am – 12.30 pm, 2 – 5 pm and by appointment	
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
	1 JUNE 2017	1 DECEMBER 2017
Application process	<p>Students must complete the Freie Universität Berlin departmental exchange application form and send all required documents to the Departmental Coordinator at Freie Universität Berlin.</p> <p>All applicants must to be officially nominated by the Departmental Coordinator at Freie Universität Berlin.</p> <p>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.</p>	
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 proposal - Letter of invitation/Letter of admission from the Departmental Coordinator at FU Berlin 	
PRE-ARRIVAL REQUIREMENTS		
Distributed Campus	<p>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.</p> <p>Students will receive registration details to access the platform at https://distributed-campus.org/dc-root/portal/language/en with their letter of admission. Registration for and use of the platform is required for participation in the exchange program.</p>	
GERMAN LANGUAGE REQUIREMENTS / LANGUAGE COURSES		
German language requirements	<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 B2 of CEFR (Common European Framework of Reference for Languages) in the humanities and the social science departments and B1 at the John F Kennedy Institute for North American Studies and natural sciences.</p> <p>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.</p>	

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.
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 each semester. Basic knowledge of German is required. The course fee will be approx. 600 €. Further information is available at: 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 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: 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>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 (unlimited in case of illness and rescue) may request an insurance waiver. A waiver can be obtained at a German state-regulated health insurance company, not at the 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 82 Euros per months. The German student health insurance policies are very comprehensive and automatically accepted by the office granting residence permits. More information is available at http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</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 Departmental 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 Departmental Coordinator at Freie Universität Berlin.</p>
Social fees / public transportation	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.
Residence permit	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.

ORIENTATION	
Orientation days	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
ACCOMMODATION	
Private accommodation	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.
University housing service ERG	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
Registration deadline	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.
SELECTING COURSES AND ATTENDING CLASSES	
Modules	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.
Study and examinations regulations	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).
Course catalogue	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.
DE-ENROLMENT / TRANSCRIPT OF RECORDS	
De-enrollment	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.
Transcript of Records	Transcripts from Freie Universität Berlin are not issued automatically. Students who wish to obtain a Transcript of Records should contact their Departmental Exchange Coordinator.

Last update: August 2016