

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:

- [Application for admission as exchange student at FU Berlin](#)
- [Enrolment Application](#)
- [Fact Sheet Academic Year 2020/2021](#)

Please download these forms and fill in the requested information.

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

- Copy of examination documents of currently attended university (e.g. transcript of records, relevé 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

Submission deadlines: June 1st for winter terms and December 1st for summer terms.

Should you have any questions please contact **PD Dr. Martha Zapata** (international@lai.fu-berlin.de) at the Institute for Latin American Studies of the Free University of Berlin.