

Dear partners,

We would like to inform you, that Freie Universität Berlin (D BERLIN 01) has this year enhanced its incoming procedure using the Moveonnet e-Nomination.

From the winter term 2012/13 onwards applications from your students wanting to spend an ERASMUS period at Freie Universität Berlin can only be taken into account if you nominate your outgoing students using the Moveon e-Nomination.

The nomination deadline for the winter term and for the whole academic year is **May 1<sup>st</sup>**. The nomination deadline for the summer term is **November 1<sup>st</sup>**.

Once nominated, the students will be informed directly per e-mail about the application procedure at our institution.

To nominate your students, please follow the link:

[www.moveonnet.eu/myinstitution/enomination](http://www.moveonnet.eu/myinstitution/enomination)

To proceed with the e-Nomination you will be asked to register. This is free of charge and without any obligation.

Moveon e-Nomination simplifies the student nomination process for the Student Exchange Office of Freie Universität Berlin and keeps students updated about the status of their nomination.

If you cannot use Moveon, please send us an email nomination and let your students know that they should register here as soon as possible:

<https://fu-berlin.moveonnet.eu/moveonline/incoming/welcome.php>

All students starting their stay at FU Berlin in the *winter semester* will receive an email with all the important information they will need regarding the enrolment process in *June*. Those beginning in the *summer term* will receive our information email in *December*.

Please do not hesitate to contact us, should you have any questions: [incoming@fu-berlin.de](mailto:incoming@fu-berlin.de).

We are looking forward to welcoming your students at Freie Universität Berlin!

Warm regards from Berlin,  
The ERASMUS-Team of the Student Exchange Office

Freie Universität Berlin  
Student Exchange Office  
Brueggerstr. 52  
14195 Berlin  
Tel.: ++4930 / 838 57993  
Fax: ++4930 / 838 73 420  
Opening hours: Monday and Tuesday 9.30 a.m. - 12.30 p.m.  
Thursday 2 - 5 p.m.