

# DEPARTMENTAL EXCHANGE FACT SHEET 2018

CONTACT INFORMATION	
Administrative Coordinator:	Ms. Carmen Gleisenstein
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Address	Freie Universität Berlin Student Exchange Office Iltisstr. 4 14195 Berlin Germany
Homepage	<a href="http://www.fu-berlin.de/exchangestudents">www.fu-berlin.de/exchangestudents</a>
Film portrait	<a href="http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html">http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html</a>
Office hours	Tuesday / Thursday 9.30 am – 12.30 pm, 2 – 5 pm and by appointment
<b>Important dates</b>	<b>Summer term 2018</b>
Semester dates	1 April 2018 – 30 September 2018
Orientation	Beginning of April 2018
Lecture period	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	In time to attend the orientation program
APPLICATION	
DEADLINE	<b>Summer term 2018</b> <b>1 DECEMBER 2017</b>
Application process	The responsible Departmental Coordinator at Freie Universität Berlin must officially nominate all applicants and forward the letter of admission of each nominee via eMail to <a href="mailto:incoming@fu-berlin.de">incoming@fu-berlin.de</a>  The applicants must complete the online application form and upload all required documents.
Required documents	<b>The documents should be in German or English or accompanied by an English translation.</b> - 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)
PRE-ARRIVAL REQUIREMENTS	
Distributed Campus	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.  Students will receive registration details to access the platform at <a href="https://distributed-campus.org/dc-root/portal/language/en">https://distributed-campus.org/dc-root/portal/language/en</a> with their letter of admission. <b>Registration for and use of the platform is required for participation in the exchange program.</b>
GERMAN LANGUAGE REQUIREMENTS / LANGUAGE COURSES	
German language requirements	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 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.  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.

<b>Language of instruction</b>	<b>Almost all subjects are taught in German.</b> 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.
<b>Preparatory German language courses</b>	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: <a href="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</a>
<b>Language courses during the semester</b>	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: <a href="http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html">http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html</a>
<b>VISA REQUIREMENTS</b>	
	<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 <b>before</b> they come to Germany.</p> <p><b>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.</b> The necessary documents concerning the admission to our university will be sent to the student as soon as possible. More information is available at: <a href="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</a></p> <p>Upon arrival in Berlin, every student must apply for a residence permit (see under “Arrival in Berlin”).</p>
<b>HEALTH INSURANCE</b>	
<b>Waiver</b>	<p>Exchange students must have comprehensive health insurance valid in Germany for enrollment as a full-time student at Freie Universität Berlin <b>and</b> 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 91 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 <a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</a></p>
<b>ARRIVAL IN BERLIN</b>	
<b>Enrollment</b>	<p>Upon arrival in Berlin, we advise students to visit the Student Exchange Office immediately during office hours in order to finalize enrollment and set up the FU account. Students need this account in order to enroll for courses and use computers on campus.</p> <p><b>Students, participating in Departmental Exchange Programs will be enrolled in the corresponding subject.</b> 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>
<b>Social fees / public transportation</b>	Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 265 € 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.
<b>Residence permit</b>	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	
<b>Orientation days</b>	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: <a href="http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html">http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html</a>
ACCOMMODATION	
<b>Private accommodation</b>	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.
<b>University housing service ERG</b>	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 270 – 550 € per month. For more information, please see the following website: <a href="http://www.fu-berlin.de/en/sites/unterbringung/index.html">http://www.fu-berlin.de/en/sites/unterbringung/index.html</a>
<b>Registration deadline</b>	<b>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 using the link above.</b> Registrations will be on a first come, first served basis.
SELECTING COURSES AND ATTENDING CLASSES	
<b>Modules</b>	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.
<b>Study and examinations regulations</b>	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 <a href="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</a> (German only).
<b>Course catalogue</b>	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 <a href="http://www.fu-berlin.de/vv/en/fb">http://www.fu-berlin.de/vv/en/fb</a> . It is structured by departments, degrees and modules.
DE-ENROLMENT / TRANSCRIPT OF RECORDS	
<b>De-enrollment</b>	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.
<b>Transcript of Records</b>	Transcripts from Freie Universität Berlin are not issued automatically. Students who wish to obtain a Transcript of Records should contact their Departmental Exchange Coordinator.