

## APPLICATION FOR EXCHANGE OF STUDY PLACEMENTS

(under § 16 (2) and (3) of Bylaws on Academic Matters of Freie Universität Berlin)

### SEMESTER:

	APPLICANT OF THE FREIE UNIVERSITÄT BERLIN	APPLICANT OF THE EXCHANGE UNIVERSITY
Last name		
First name		
Date of birth		
Street, house		
Postal code, city		
E-Mail		
Degree		
Study program		
Subject semester		
Current university		
Declaration	<p><input type="checkbox"/> <b>We affirm that all of the information provided herein is complete and accurate.</b> We are aware that providing false information, whether through negligence or intent, will lead to the retraction of approval for the exchange of study placements and, if discovered after enrollment, to invalidation of our enrollment.</p> <p>We confirm that we have read and understood the attached <b>information sheet</b>.</p> <p>We also state that no monetary payments have been or will be rendered in connection with the planned exchange arrangement and that this is not a ring exchange (<i>Ringtausch</i>).</p>	

### This field must be completed by the responsible university department:

	<p>Based on the submitted application and the documents submitted, we approve the exchange of study places.</p> <p>The application enrollment has to be submitted before _____.</p> <p>If both universities have given their approval, this is automatically considered an application for <b>de-registration</b> at the Freie Universität Berlin (see <b>information sheet</b>).</p> <p>We ask the exchange university to confirm your approval here and return the form to us (see the contact in the corner).</p>	
Place, date, signature and stamp	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>

## INFORMATION ON APPLYING FOR EXCHANGE OF STUDY PLACEMENTS

It is possible to apply for an exchange of study placement if:

- both exchange partners are **enrolled in the same admission-restricted degree program and semester** indefinitely at a scientific university of the Federal Republic of Germany and study within the standard study period (*Regelstudienzeit*), or
- both exchange partners have been **offered admission to the same admission-restricted degree program for the first semester** in the current application process and the enrollment deadline has not yet passed.

However, the consent of the participating universities is required in advance.

The exchange of study places cannot be approved if:

- there is evidence that money is to be made in connection with the planned exchange of places;
- one or both study places are temporary or have been allocated as a result of court proceedings or a settlement offer;
- more than two universities are involved (so-called *Ringtausch*).

Students who are exchanging with others in order to come to Freie Universität Berlin do not receive any special claim to placements in courses that are subject to limitations on admission (impacted courses) according to § 11 and 12 of the Bylaws on Academic Matters of Freie Universität Berlin when the exchange is approved.

An exchange of study places is a service of the universities. There is no legal claim.

### CHECKLIST:

- ☐ [application for exchange of study placements](#) (filled out);
- ☐ **current admission decisions or certificates of enrollment** from both applicants;
- ☐ **university entrance qualification** of the exchange partner;
- ☐ if applicable, a [placement notice](#) issued by the responsible department at Freie Universität Berlin – for the exchange partner if exchanging into a higher semester;
- ☐ if applicable, an approval already granted by the exchange university.

### APPLICATION IN 4 STEPS:

1. Submit the documents according to the checklist by e-mail to [zulassung@fu-berlin.de](mailto:zulassung@fu-berlin.de).

**Deadline:** no later than one calendar week before the start of lectures;

2. Receive approval from both universities;
3. The applicant of Freie Universität Berlin will be automatically de-registered.  
If applicable, request a refund of paid semester fees by sending an e-mail to [studierendenverwaltung@fu-berlin.de](mailto:studierendenverwaltung@fu-berlin.de);
4. The applicant of the exchange university submits the **approved** [application for exchange of study placements](#), the [enrollment application](#) and [all required documents](#) to the appropriate e-mail address within the deadline set by Freie Universität Berlin.

**Important:** all admission requirements for the degree program must be met.