



General Information

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General Information

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1. The City of Berlin and the Freie Universität Berlin

1.1 Berlin – From a Turbulent Past Towards a European Future

The first recorded reference to Berlin dates from the year 1237. After an unsettled and changeable history, Berlin became the capital city of Prussia and the seat of its court. During the reign of Frederick the Great (1712 – 1786), Berlin emerged as Prussia's leading industrial center, transformed through the rapid development of its manufacturing facilities and numerous major building projects. In 1810, the famous scholar and statesman Wilhelm von Humboldt founded the Berlin University, which made Berlin into an intellectual center which could successfully compete with Potsdam, long viewed as the intellectual heart of Prussia, particularly under the rule of Frederick the Great, when it was home to an impressive court.

In 1871, Berlin became the capital of the newly founded German Empire, and the emperor resided in Berlin as king of Prussia. In 1920, the various outlying districts were formally incorporated into the city of Berlin. Thus, greater Berlin was founded, corresponding basically to the city as we know it today.

During the years of the National Socialist period (1933 – 1945), Berlin, which had traditionally enjoyed the reputation of a cosmopolitan and tolerant city, in which each individual could live “according to his own fashion” (Frederick the Great), played the role of strategic center in the plans for European domination pursued by the National Socialist regime.





After the Second World War, Berlin lay in ruins, the greater part having been destroyed in bombing raids. The entire city was occupied by the allied victors, and was divided into four sectors (American, British, French, and Soviet). The differing systems of administration led to contrasting developments in the eastern and western sectors. Political fronts gradually hardened into those of the Cold War. This opposition found expression above all in the Soviet blockade of the western sector, when West Berlin found itself closed off completely from the western part of Germany, an isolated enclave within the East, cut off from sources of power as well as of food and other supplies. Until May 1949, West Berlin was provided for exclusively by the air-lift coordinated by the western allies, and this episode can be viewed as the beginning of the transformation of hostile attitudes into partnership. In 1949, the two new German states were founded: West Berlin became a Bundesland within the Federal Republic of Germany (it was accorded a special status), while East Berlin became the capital of the German Democratic Republic (GDR), founded in the Soviet sector. A high point in the "Cold War" between the West and the East was reached when the GDR erected the Berlin Wall on the 13th of August, 1961, when the borders between the two zones, which had until then been at least partially passable, were – with certain exceptions – completely closed.



The Berlin Wall was re-opened for the first time on the 9th of November, 1989, when the political leadership of the GDR was compelled to give in to the "peaceful revolution" carried out by its citizens, a movement demanding freedom and democracy and eventually a reunification with the Federal Republic of Germany. In the following months, the Berlin Wall was, with the exception of one small part, totally razed. On the 3rd of October 1990, Berlin was the center of the celebration of German reunification: the Cold War was finally over. As a consequence of the events of 1989 and 1990, Berlin became a bridge between the newly emerging and the established democracies of Europe, and a symbol of peace and freedom in a new Europe without borders. In 1999, the German government and the parliament, the *Deutsche Bundestag*, moved to Berlin.

As the capital city of a reunited Germany, Berlin, with its population of 3,5 millions residents, is the nation's largest city. Moreover, Berlin is not only one of the main industrial centers in Europe, but also a major cultural and intellectual metropolis. The city is home to three renowned opera houses, several internationally renowned orchestras, as well as many theaters and museums. Berlin's importance as a center of learning and research is based on the activities of its three universities, its many other academies and institutions of higher learning, as well as its highly-equipped public libraries and its numerous research institutes.



1.2 The Freie Universität Berlin – Germany's First Reformed University

Today there are about 43,000 students (including around 5,000 foreign students) enrolled at the Freie Universität Berlin, making it one of the largest universities in Germany. Its various departments, institutes, and research facilities offer about 70 programs of study in every area of the humanities as well as in the natural and social sciences, as well as in medicine – an impressive range of choices. The university's numerous libraries, laboratories and computer facilities facilitate efficient study and productive research.

The name "Freie Universität" can only be understood with reference to the historical context into which the university was born. The university was founded in December 1948, at a moment when Berlin's future seemed uncertain. The word "free" assumed an ever greater significance during that year of the Berlin blockade. In the former Soviet sector, the Berlin University was reopened, now bearing the name of its founder, Wilhelm von Humboldt. Under the conditions imposed by the Soviet occupation authorities, the mere expression of an unauthorized critical opinion could lead to dismissal from the university. But the challenge of studying freely was taken up by the students, and resulted in a tangible victory: through the common efforts of students and professors, together with generous American support, the Freie Universität was founded as the first reformed uni-

versity in Germany, basing its identity on the principles of truth, equality, and freedom. These are also to be found in the university's seal as "Veritas, Iustitia, Libertas."

2. Studies at the Freie Universität

2.1 The German System of Higher Education

The German university education system is shaped by an academic tradition which favors the development of independent thought that transcends narrow disciplinary boundaries. It emphasizes the production of new academic insight and knowledge via creative and autonomous activity. In this respect, it is organized differently from the university education system in Britain or in France, for example. Many degree programs – especially those in the humanities and social sciences – are not restricted to one subject, but require a combination of two or three subjects. In such cases, a course of study rarely follows a pre-determined plan, as one exists in school. For the most part, there is no control over which courses are attended and which texts are read – what matters most is that one is able to demonstrate academic achievement, through *Hausarbeiten* (papers), *Klausuren* (written exams), or *mündliche*

Prüfungen (oral exams). Even for native German students, it is no simple task to orient oneself within this system of independent study at a large university such as the FU Berlin.

For those who are unfamiliar with it, the German system of university study may initially cause some uncertainty, but the appeal of studying abroad in Germany should lie in the opportunity to take this independent way of studying on as a challenge.

The FU Berlin offers a multitude of degree programs. In most cases, programs are divided into *Grundstudium* (basic level courses) and *Hauptstudium* (advanced level courses), which each last about four semesters. There exist two types of final examinations: those which are under the responsibility of the university (i. e., *Diplom* and *Magister Artium*), and those which are administered by an agency representing a government licensing board (*Staatsprüfung*). The State





Examination (*Staatsprüfung*) concludes programs in Medicine, Pharmacy, Law, and Education (*Lehramtstudiengänge*).

The university-administered exams for standard degree programs are primarily *Diplom* exams and *Magister* exams.

The *Diplom*-exam is the usual final exam for students graduating from programs in engineering, in the natural, economic and social sciences, as well as in Mathematics and Computer Science.

Students in the humanities often graduate with a *Magister/Magistra* (M. A.). Typically, programs in these fields will be composed of a major subject in combination with either a second major or with two minors. These majors and minors may also be chosen from the field of economic and social sciences.

Within the framework of a current university reform, Bachelor/Baccalaureus degree programs

(after three years of study) and Master/Magister degree programs (after one to two years of study) are being developed. At the FU Berlin a few such programs already exist. Many further programs will be created in the following years.

Besides the standard degree programs, the Freie Universität Berlin offers a few further – occasionally internationally-orientated – university programs with varying admission policies and degrees.

Finally, it is possible to enroll at the Freie Universität in order to prepare a doctoral dissertation. However, specific programs for doctoral candidates (*Graduiertenkollegs*, *Promotionskollegs*) are only offered in a few fields.

Division of the Academic Year

Winter Semester

October 1 – March 31

lecture period: mid-October – mid February

Christmas vacation: end of December – beginning of January

Summer Semester

April 1 – September 30

lecture period: mid-April – mid-July

Easter Vacation: end of March – beginning of April

Spring Vacation: May 1

Assumption: mid-May

Whitsuntide: end of May



2.2 Academic Calendar

The academic year is divided into winter and summer semesters, each of which consists of a lecture period, and a non-lecture, or recess period. During the lecture period, students attend classes, while the semester recess is primarily devoted to independent scholarly activities.

The precise dates of both the lecture and recess periods vary from year to year and can be found in the Kommentiertes Vorlesungsverzeichnis (KVV – commented course catalogue) for each department. The catalogue may be purchased from the respective department. Please note that in certain cases, early registration may be necessary for a given course. Detailed information can be found in the subject-specific parts of this brochure.

2.3 The Various Levels of the University Courses

The courses at the FU Berlin can be divided into three general levels:

Level I: These courses aim to create the necessary foundation for a later specialization. They are offered in the framework of the *Grundstudium* (basic level courses). These often include *Grundkurse* (basic seminars) and *Einführungskurse* (introductory courses), *Proseminare* (intermediate seminars) as well as *Übungen* (practical courses) and many *Vorlesungen* (lectures).

Level II: These courses are geared towards advanced students and are specialized in one specific subject area. They are usually offered in the framework of the *Hauptstudium* (advanced level courses). More specifically, these include *Hauptseminare* (advanced seminars) and *Kolloquien* (colloquia), advanced internships and also special lectures.

Level III: The courses go beyond the *Hauptstudium* level. They are usually geared towards doctoral candidates, e.g. *Oberseminare* (senior level seminars).

For information regarding the level of specific courses, please consult the following subject-specific part of this brochure, the Kommentiertes Vorlesungsverzeichnis (detailed course catalogue) of the specific departments, as well as the internet. If in doubt, it is also possible to inquire at the beginning of the specific course.

2.4 International Partnerships with the FU Berlin

Scholarship is international, and the FU Berlin has enthusiastically cultivated contacts with other universities since its foundation. Since the reunification of the two German states, Berlin, lying at the threshold of Eastern Europe, has emerged as a center of international interest. The FU Berlin is host each year to more than 60 scholarly symposia and congresses with international participa-



tion. There are also more than 80 exchange partnerships with universities from all continents. Additionally, in the framework of the SOCRATES/ERASMUS mobility programs, there are exchange agreements with more than 200 European universities.

Since the FU Berlin's 50th anniversary, the university offers an international summer school ("International Summer University") every August. The program focuses on the theme „Berlin, Germany, and Europe“ and offers courses from eight disciplines as well as an intensive German language course. In the near future, the summer program will be broadened so that courses from every discipline are offered. Further information on the FU Berlin's "International Summer University" can be obtained at the following address:

Abteilung Außenangelegenheiten der FU Berlin
Kaiserswerther Straße 16 – 18
D-14195 Berlin · Germany
Tel. (+49 30) 838 73 445
Fax (+49 30) 838 73 444
E-mail: fusummer@zedat.fu-berlin.de
<http://www.fu-berlin.de/summeruniversity>

2.5 'European Credit Transfer System' (ECTS)

2.5.1 ECTS at the FU Berlin

The „European Credit Transfer System“ (ECTS) aims to help foreign students receive credit for the university courses and exams, which they take at the FU Berlin, back at their home universities.

With this purpose in mind, guest students from foreign universities can now receive ECTS credits for every successfully completed university course. ECTS credits are academic credit points, which represent the workload necessary to successfully pass the respective course or exam. ECTS credits are thus only given out for courses in which some sort of academic assessment (*Prüfungsleistung*) is required. In order to fulfill the requirements for ECTS credits for courses in which no such exam is planned (for the regular German FU students), foreign guest students can plan individual exams with the respective professor.

2.5.2 ECTS Procedures

Setting up the academic program

Foreign guest students should begin planning their academic course of study at the FU Berlin before the start of the courses planned abroad. Information on the type and extent of program offerings and on the specific courses offered can be found in the subject-specific part of this brochure, in the bi-annual *Kommentiertes Vorlesungsverzeichnis* (detailed course catalogue) of the respective departments, as well as on the Internet. The planned study program should then be filled into



the "ECTS Learning Agreement" form and sent to the FU Berlin. The study program will then be set based on this form. The study program can first be finalized at the beginning of study at the FU Berlin, when the most recent department offerings are available and, when needed, consultations with individual professors have been completed. With the agreement of all involved persons, the ECTS Learning Agreement can also be changed and updated during the course of the semester.

ECTS Transcript of Records

At the end of the study abroad the guest students will, if requested, receive an ECTS Transcript of Records (*ECTS-Studienbescheinigung*), which includes detailed information on completed course work and examinations, including the specific academic time period spent at the FU Berlin, the number of acquired ECTS credits, as well as grades (on both the FU Berlin and the ECTS grading scale).

Information regarding possible variances of the ECTS procedures for specific home universities should be available at the latter.

2.5.3 Further Information Regarding ECTS

Questions regarding individual cases should be discussed with the responsible ECTS coordinator or with the ERASMUS office (see section 3.1 for address). Coordinators and the ERASMUS office also provide advice regarding examinations and when drawing up a learning agreement, making

arrangements with professors, and issuing ECTS transcripts.

The ECTS institutional coordinator at the Freie Universität Berlin is responsible for the coordination and implementation of ECTS at the FU Berlin and for basic policy questions. His coordinates are as follows:

Herr Traugott Klose
Leiter der Abteilung V:
Angelegenheiten von Lehre, Studium
und Weiterbildung
Kaiserswerther Straße 16–18
D–14195 Berlin · Germany
Tel. (+49 30) 838 73 500/838 73 501
Fax (+49 30) 838 73 505

2.6 Non-Program Course Offerings at the FU Berlin

2.6.1 Language Learning

The FU Berlin offers a variety of possibilities for learning foreign languages, including German as a foreign language. The main facility for language-learning is the *Zentraleinrichtung Sprachlabor* (Language Center) of the FU Berlin, where a faculty of mostly native speakers teach their mother tongues with the help of the most advanced technical equipment. Foreign students can receive supplementary language training, and can choose from courses in a wide range of languages.



The range of German language courses available to foreign students is mainly contingent upon whether the student is studying at the FU Berlin under the auspices of an exchange program organized by the university (especially the SOCRATES/ERASMUS, as well as other exchange programs), or at his/her own initiative.

For SOCRATES/ERASMUS students, a restricted range of guided German language courses at various levels is available during the lecture period. In order to establish the student's level of language proficiency, there is an assessment test shortly before the beginning of each semester, without which participation in a language course is not permitted. Courses for beginners are not offered. There will be a final exam at the end of the course. ECTS credits can be obtained for the successful completion of a German language course. In order to sign up for the language assessment test, please contact the ERASMUS office (see section 3.1).

Non-program students do not have the possibility to attend German language courses during the semester. An advanced knowledge of German is an indispensable precondition for successful studies at a German university, and must thus already be certified prior to admission. For this reason, guest students are invited to take the exam „Deutsche Sprachprüfung für den Hochschulzugang“ (DSH) prior to the begin of the semester. Students may only attend a supplementary

German language course if the results of the DSH exam call for additional instruction in German as a condition of enrollment at the university.

SOCRATES/ERASMUS students, on the other hand, are not required to take the DSH, although it is possible to do so on a voluntary basis should this certificate be desired for another purpose.

Further information is available at the following address:

Zentraleinrichtung Sprachlabor
Sekretariat Raum KL 25/107
Habelschwerdter Allee 45
(Silberlaube)
D-14195 Berlin · Germany
Tel. (+49 30) 838 54 504

During the course-free period between the semesters, intensive German language courses are offered for a small fee. They end immediately prior to course begin and are open to all foreign students. It is necessary to register for these classes quite some time in advance. Further information as well as registration conditions are available at the following address:

Abteilung Außenangelegenheiten der FU Berlin
Kaiserswerther Str. 16–18
D–14195 Berlin · Germany
Tel. (+49 30) 838 73 445
Fax. (+49 30) 838 73 444
E-mail: fusummer@zedat.fu-berlin.de



Further possibilities for language instruction are offered by the individual departments in the framework of their degree programs. Information is available in the *Kommentiertes Vorlesungsverzeichnis* (detailed course catalogue), and in the *FU-Studienhandbuch*.

2.6.2 Libraries

Berlin's students have a large number of public libraries at their disposal, which together provide a sound basis for scholarly research.

First, there is the University Library (*Universitätsbibliothek*). Second, there are numerous subject-specific libraries, which are located in the individual institutes and departments. These mainly function as reading rooms, which place literature of the given discipline to the students' disposal, yet offer extremely limited lending privileges.

The University Library is the central lending library with a collection of over two million volumes representing literature from all disciplines. It offers a large reading room with a connected periodical reading room, a textbook collection, in which the majority of the current textbooks of most disciplines can be borrowed, and an extensive UN/EU documentation office. Most works can be ordered online. In addition, the main library offers a variety of research possibilities (in particular through the Internet and CD ROMs), and is thus the information center of the university.

Universitätsbibliothek

Garystraße 39

D-14195 Berlin · Germany

Tel. (+49 30) 838 54 273

E-mail: auskunft@ub.fu-berlin.de

More detailed information about the library system of the FU Berlin is available on the WorldWideWeb at:

<http://www.ub.fu-berlin.de>

Beyond the *Freie Universität*, the *Staatsbibliothek* with the *Berliner Zentralkatalog* (central catalogue) are worth noting. FU students may use libraries of other Berlin universities as well as other public libraries.

2.6.3 Computer Services

The *Zentraleinrichtung für Datenverarbeitung* (ZEDAT) is the Freie Universität's computer center, whose services are available to the university community in order to support teaching, research, and study. Students at the FU Berlin may, among other things, have internet access, a private e-mail address, and may borrow software, take computer courses, or use computers for their own writing and other work.

Zentraleinrichtung für Datenverarbeitung (ZEDAT)

Fabeckstraße 32

D-14195 Berlin · Germany

Tel. (+49 30) 838 56 069/838 52 381

Fax (+49 30) 838 56 721

E-mail: zedat@fu-berlin.de



Additional information is available on the WorldWideWeb at:

<http://www.zedat.fu-berlin.de>

Some departments may also have computers available for students for the above uses.

2.6.4 University Sports

The *Zentraleinrichtung Hochschulsport* (University Sports Center) of the FU Berlin offers over 100 different sports and training possibilities, including activities for students with disabilities, ranging from football to jazz dance and wheelchair tennis to ski courses and gymnastics. The center is open both during the lecture period, as well as during the semester vacation. An information brochure appears regularly shortly before the beginning of the semester and is available free of cost from the sports center:

Zentraleinrichtung Hochschulsport

Königin-Luise-Str. 47

14195 Berlin · Germany

Tel. (49 30) 838 53 070/838 53 320

Additional information is available on the WorldWideWeb at:

<http://www.hs-sport.fu-berlin.de>

Please note that the registration deadline for most of the activities is as early as the first day of classes.

2.6.5 Cultural Activities

The FU Berlin supports a many cultural activities, mainly in the areas of music, theater, and radio. In collaboration with the *Technische Universität*, the FU maintains the *Collegium Musicum*, which includes a symphony orchestra and a large choir, as well as a chamber orchestra and chamber choir. At the close of each semester, the large ensembles perform together in the concert hall of the world-renowned Berlin Philharmonic Orchestra. In the realm of theater, there is the *Studiobühne* (studio-stage) of the Freie Universität, which can look back on a history of over 30 productions since its foundation. Any student with the appropriate qualifications is welcome to participate in the above activities. Students with skills in journalism may want to get involved with the *Uni-Radio Berlin-Brandenburg*.

3. Organizational and Practical Information

3.1 Formalities for Registration and Enrollment

Regarding registration and enrollment by guest students at the FU Berlin, different formalities apply depending to a large degree upon whether the individual student is a program student (i.e., an exchange student with SOCRATES/ERASMUS), or another type of foreign student, and also depends upon the student's citizenship.

Program students are, as a rule, informed about the various formalities after their admission at the FU Berlin, in time before the start of the semester. The following offices are open to program students for organizational questions:

For SOCRATES/ERASMUS students:

Freie Universität Berlin

ERASMUS-Büro

Brümmerstr. 52

14195 Berlin · Germany

Tel. (+49 30) 838 73 415

Fax (+49 30) 838 73 420

E-mail: erasmus@zedat.fu-berlin.de

<http://www.fu-berlin.de/fu-international>

For all other program students:

Freie Universität Berlin

Akademisches Auslandsamt

Brümmerstr. 52

14195 Berlin · Germany

Tel. (+49 30) 838 73 900

Fax (+49 30) 838 73 901

E-mail: bruemmer@zedat.fu-berlin.de

Non-program students can find information at the offices mentioned in the following text.





3.1.1 Applications and Admissions at the FU Berlin

For program students, the admissions procedure, which is usually organized by the program coordinator at the home university, is quite simple. Following successful admission, program students are enrolled for the duration of their exchange period (maximum four semesters, and two semesters for SOCRATES/ERASMUS students). If you wish to continue your studies at the FU Berlin after the exchange period, the same rules will apply as for non-program students.

Non-program students must first of all apply to the Zulassungsbüro (admissions office) of the FU Berlin. Here, the most important documents you will need are the certification of *Allgemeine Hochschulreife* (preparation to enter an institution of higher education), as well as certification of adequate knowledge of German (see section 2.5.1). For EU foreign students, as well as for German students, the *Zentralstelle für die Vergabe von Studienplätzen* (ZVS=Central Agency for the Allocation of Study Places) is responsible for regulating admissions to certain fields.

Detailed information of admissions can be obtained from:

Zulassungsbüro I

(EU foreign students)

Ilthisstraße 1

D-14195 Berlin · Germany

Tel. (+49 30) 838 75 521

Fax (+49 30) 838 75 520

Zulassungsbüro II

(non-EU students)

Ilthisstraße 1

D-14195 Berlin · Germany

Tel. (+49 30) 838 75 550

Fax (+49 30) 838 75 551

3.1.2 Police Registration and Visas

When registering at university, all foreign students are required to show their police registration. You must register your place of residence at a police station convenient to you within a week of your arrival in Germany; be sure to bring your passport, and a completed registration form, which must also be signed by your landlord, or by the director of your dorm.

The form for police registration (form JN 18) is available at any stationery store.

Besides the police registration, every foreign student, who wants to stay in Germany for over three months, must apply for a residence permit (*Aufenthaltsgenehmigung*). There is an important distinction between students from the European Union and other foreign students (but students from EFTA nations and from the United States are treated similarly to EU students).

EU students do not need a visa to enter Germany. If however, you plan to stay for more than three months, you must also apply for a residence per-



mit (*Aufenthaltsgenehmigung*). The registration office, called the *Landeseinwohneramt* is responsible for the granting of residence permits.

As a rule, non-EU citizens need an Entry Visa for the Purpose of Study (*Einreisevisum zu Studienzwecken*). You can apply for such a visa at a German consulate before travelling to Germany, using your notice of admissions from the FU Berlin. If you do not yet have a notice of admission, you should apply for an Applicants' Visa, which is valid for three months. The Zulassungsbüro (admissions office) II of the FU Berlin will prepare the necessary confirmation of application for you upon request, once all of the required documents have been received with your application. Before your three-month visa elapses, but only once you have enrolled at the FU Berlin, you can apply to have your entry visa converted into a Visa for the Purpose of Study.

The necessary application form, detailed information, as well as the address of the *Landeseinwohneramt* is available at the *Akademisches Auslandsamt* (see 3.1 for address).

Foreign students who need an entry visa must be certain that their visa is specifically intended for the purpose of study in Germany, since a visa which is worded differently will not entitle you to study in Germany, and cannot be changed at a later date.

3.1.3 Health Insurance

Students in Germany must have health insurance. Accordingly, you must show your health insurance identification card in order to apply for a residence permit (*Aufenthaltsbewilligung* or *Aufenthaltsurlaubnis*). You also need your health insurance ID (or certification of exemption from the obligation to carry insurance) in order to apply for admission to the FU Berlin. Students may obtain coverage by paying the student rate (at present, about 51 € monthly) at one of the official *Krankenkassen* (health insurance funds) in Berlin.

If you already have a legally recognized health insurance in your home country, which covers you during your studies abroad, you may apply for a waiver from your home insurance agency by filling out the appropriate form (in Europe, this is always form E 128 or equivalent). This waiver must then be certified by one of the official health insurance funds in Berlin.

3.1.4 Payment of Semester Contribution

As it is the case with all government-run German universities, the FU Berlin does not charge tuition. However, a basic student contribution (at the moment, about 86 €) must be paid upon enrollment each semester. This contribution is divided into an administrative fee of about 51 €, the social fees, and the student union fee.



Program students must only pay the social fees (the exceptions to this rule are the participants in some exchange programs, who must pay all fees). Non-program students must as a rule, however, pay all fees, unless, as in certain special cases, an exemption applies. The necessary payment form can be obtained during registration and enrollment.

3.1.5 Applications for Enrollment

ERASMUS students apply for enrollment at the ERASMUS office of the FU Berlin (for the address, see section 3.1).

The following documents are necessary for application:

- ERASMUS certificate from your home university
- confirmation of health insurance or exemption
- receipt for social fees paid
- police registration (*Meldebescheinigung*)
- one passport-size photograph

Program students affiliated with other exchange programs (especially DAAD, KAAD, Fulbright) apply for enrollment at the Akademisches Auslandsamt (foreign student office) of the FU Berlin. The necessary documents correspond for the most part to those required of ERASMUS students. Detailed information is available at the respective scholarship organizations, as well as at the Akademisches Auslandsamt of the FU Berlin (see section 3.1 for the address and telephone number).

Non-program students register at:

Immatrikulationsbüro

(EU foreign students)

Ittisstraße 1

D-14195 Berlin · Germany

Tel. (+49 30) 838-1 (main number)

Zulassungsbüro II

(non-EU students)

Ittisstraße 1

D-14195 Berlin · Germany

Tel. (+49 30) 838 75 550

Fax (+49 30) 838 75 551

The necessary additional documents are:

- an application for enrollment
 - your original *Hochschulzugangsberechtigung* (qualification for admission to higher education)
 - your letter of admission (*Zulassungsbescheid*)
 - certification of knowledge of German (DSH or recognized equivalent)
 - visa or residence permit for the purpose of study (non-EU foreign students need an *Aufenthaltsbewilligung*, EU students need an *Aufenthaltsurlaubnis*)
- A passport photo is not necessary.



3.2 The Quickest Way to the FU Berlin

The FU campus can be reached via the underground train (U-Bahn) number 1. If you wish to visit either the *Zulassungsbüro* (admissions office) I or II or the *Immatrikulationsbüro* (enrollment office), get off at "Dahlem Dorf" station. If you wish to visit the ERASMUS office or the *Akademisches Auslandsamt* (foreign student office), get off at "Thielplatz". The U-Bahn line 1 connects with most of the main routes of the public transportation system. A plan of the system is displayed in every subway station, and maps are available free of cost at all train stations. A number of bus routes also travel to the FU campus (numbers 110, 111, X11, 183).

The map of the FU campus which is printed on the back cover of this brochure will show you which U-Bahn station lies closest to your chosen destination within the FU.

Maps for public transportation, as well as a city map of Berlin are available on the WorldWideWeb at the following address:

<http://www.bvg.de>

<http://www.berlin.de>

3.3 Accommodation and Living Expenses

Since admission by a Berlin university does not automatically entitle a student to a place in one of the city's 50 or so student residences (*Studentenwohnheime*), students must in principle take care

of their own housing arrangements. A partial exception to this rule are those foreign program students and recipients of stipends, for whom a limited number of student residence places are reserved.

The ERASMUS office tries to find rooms in student residences for its program students, assuming they have made a request for housing. Program students will receive additional information materials explaining the application process. Should there not be a place available for you in a student residence, it is possible to sublet a room or a private apartment, or even to rent your own apartment.

Information regarding accommodation (student residences, private rooms, apartments) is available from the Akademisches Auslandsamt (foreign student office) or from the ERASMUS office (for the address, see section 3.1).

A place in a student residence will cost approximately 155 – 200 € monthly. It will cost at least 200 € per month to rent a private room, including central heating. A private apartment generally costs considerably more. Prices vary according to location, size, condition, and furnishings.

All things considered, living costs in Berlin, conditioned as they are by the high living standards which prevail in Germany, are relatively expensive. While your budget for living expenses will vary according to individual requirements, a reasonably frugal lifestyle will cost at least 510 – 610 €, counting food, rent, transportation, books, and fees.



3.4 Disabilities and Study at the FU Berlin

Students with disabilities face special difficulties. At the FU Berlin, we provide special counseling, regarding, for example, the necessary adoption of the study environment to the special requirements of the individual student. Information is available from the following office:

Beauftragter für Behindertenfragen der FU Berlin

Herr Georg Classen

Thielallee 38

D-14195 Berlin · Germany

Tel. (+49 30) 838 55 292

Fax (+49 30) 838 54 511

E-mail: gclassen@zudat.fu-berlin.de

Further information is available on the WorldWideWeb:

<http://www.fu-berlin.de/studium/behinderung>

3.5 Part-Time Work for Students

In principle, there are a number of ways for students to find part-time and temporary work. In order to help students avoid allowing work to interfere with their studies, short-term work opportunities are offered to students through the employment agency called “Heinzelmännchen.” They also provide information on how to acquire a work permit (*Arbeitserlaubnis*) and a wage & tax card (*Lohnsteuerkarte*).

Arbeitsvermittlung Heinzelmännchen

Thielallee 38

D-14195 Berlin · Germany

Tel. (+49 30) 831 60 71

Fax (+49 30) 831 63 02

E-mail: heinzelm@zedat.fu-berlin.de

More detailed information is available on the WorldWideWeb:

<http://userpage.fu-berlin.de/~heinzelm>

3.6 Further Information Materials

- *On the FU Berlin, Formalities, and Information for Foreign Students*

Leaflet:

„Studium an der Freien Universität Berlin“ (in German), available at the *ZE Studienberatung* (student counseling – for address, see below)

FU:Kompass (in German)/FU:Guide (in English), available at the *Zulassungsbüros I and II* (admissions offices – for address, see section 3.1.1), as well as at the *Immatrikulationsbüro* (enrollment office – for address, see section 3.1.5)

Information for ERASMUS Students (in German and in English), available at the ERASMUS office (for address, see section 3.1)



- *Reference volumes for students*
Namens- und Vorlesungsverzeichnis der FU Berlin (name and course catalogue of the FU Berlin), price: about 4 €, also available via Internet at:
<http://www.fu-berlin.de/VV>

FU-Studienhandbuch (FU Study Handbook), price: about 8 € including CD ROM, also available via Internet at:

<http://www.fu-berlin.de/studienberatung/studieninformationen.html>

Both books are available from the

**Zentraleinrichtung Studienberatung und
Psychologische Beratung der FU Berlin
Brümmerstr. 50
D-14195 Berlin · Germany
Tel. (+49 30) 838 55 236
Fax (+49 30) 838 53 913
E-mail: studienberatung@fu-berlin.de**

and may also be ordered from bookstores.

- *On the International Summer University of the FU Berlin*
FUBIS
International Summer University (in English)

This brochure is available at the

**Abteilung Außenangelegenheiten der FU Berlin
Kaiserswerther Str. 16 – 18
D-14195 Berlin · Germany
Tel. (+49 30) 838 73 455
Fax (+49 30) 838 73 444
E-mail: fusummer@zedat.fu-berlin.de**

- *At the Departments*
In addition, various subject-specific brochures, particularly the *Kommentiertes Vorlesungsverzeichnis* (KVV – detailed course catalogue), are available at the respective departments. More detailed information can be found in the following section of this brochure.

The FU Berlin in Internet
<http://www.fu-berlin.de>