

DEPARTMENTAL EXCHANGE AGREEMENTS FACT SHEET ACADEMIC YEAR 2025/26

CONTACT INFORMATION		
Program Coordinator	Sandra Hallscheidt FU Berlin - School of Business & Economics Garystr. 21, 14195 Berlin, Germany E-Mail: international@wiwiss.fu-berlin.de	Webpage for Incoming Students to the School of Business & Economics: https://www.wiwiss.fu-berlin.de/studium-lehre/incoming/index.html
Administrative Coordinator:	Carmen Gleisenstein, FU Berlin - Student Mobility Unit, Iltisstr. 4, 14195 Berlin, Germany E-Mail: incoming@fu-berlin.de	
Central Webpage	Your International Exchange Semester at Freie Universität Berlin • Education • Freie Universität Berlin (fu-berlin.de) https://www.fu-berlin.de/en/sites/bids/fu-studium/video	
Film portrait		
Important Dates	Winter Term 2025/2026	Summer Term 2026
<i>Semester dates</i>	October 1, 2025 – March 31, 2026	April 1, 2026 – September 30, 2026
<i>Orientation</i>	First week of October (mandatory)	First week of April (mandatory)
<i>Lecture period</i>	October 13, 2025 – February 20, 2026	April 13, 2026 – July 24, 2026
<i>Exam period</i>	Last 2 weeks of the lecture period; fall term for grad. programs M&M + FACTS: before Christmas/Jan 15.	
<i>Suggested arrival</i>	In time to attend the orientation program	
<i>Academic calendar</i>	Academic Calendar • Education • Freie Universität Berlin (fu-berlin.de)	
APPLICATION		
DEADLINES	30 MAY 2025	30 NOVEMBER 2025
Application process	The responsible Program Coordinator at Freie Universität Berlin must officially nominate all applicants prior to the above-mentioned deadline to the Student Mobility Unit at FU Berlin. The nomination must contain the student's full name, date of birth, gender, study area, email address, major, and duration of their stay . Students must complete the online application form and upload all required documents until 30 May respectively 30 November: https://fuberlin.moveon4.de/form/5949803983fb963f532593f4/eng	
Required documents	The documents should be in German or English, and can be submitted online. - Photocopy of the student's passport (page with photograph) - Photocopy(ies) of the student's transcript - Photocopy(ies) of the student's B. A., M. A. or any other final degree (if available).	
Acceptance letter	Students will receive their letter of acceptance via email in the Middle of June for the winter term and in the Middle of December for the summer term.	
PRE-ARRIVAL REQUIREMENTS		
Distributed Campus	Distributed Campus is an online platform, especially designed for exchange students who have already received their letter of acceptance. It comprises all the information mentioned above in one platform and a lot more useful links, deadlines and insights about life at Freie Universität and in Berlin. Students will receive registration details to access the platform at: https://distributed-campus.org/dc-root/portal/language/en with their letter of acceptance. Registration for and use of the platform is required for participation in the exchange program.	
GERMAN LANGUAGE REQUIREMENTS / LANGUAGE COURSES		
German language requirements	Exchange students are exempt from a German language exam (DSH or TestDaF). When planning to attend courses in German, we expect German language skills equivalent to level B 2 of CEFR (Common European Framework of Reference for Languages). A language certificate is not necessary, because we expect that our partner universities guarantee the required language skills.	
Language of instruction	A smaller variety of courses at undergraduate level is taught in English.	

LANGUAGE COURSES	
Preparatory German language courses	A six-week intensive preparatory German language course (20 x 45 min of instruction per week) will be offered prior to the beginning of the summer respectively winter term. All language levels, including absolute beginners are offered. If students attend the pre-semester language course, a spot in an adequate level German language course during the semester will be guaranteed (not mandatory). The course fee will be approx. 800 €. Places are limited, interested students should apply as soon as possible! http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch
Language courses during the semester	German language courses, offered during the semester, are free of charge. 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: https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html
VISA REQUIREMENTS	
Entry visa	<p>Students who are citizens of EU or EEA countries, Australia, Brazil, Canada, Israel, Japan, New Zealand, South Korea, Switzerland, or the USA do <u>not</u> need a visa in order to enter Germany. Upon arrival in Berlin, citizens from these countries (except EU) must only apply for a residence permit (see under "Arrival in Berlin").</p> <p>Students who are <u>NOT</u> 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 <u>before</u> they come to Germany. We therefore urge those students to apply for a study visa as soon as possible. It will take at least six weeks, sometimes months, to process the visa application. The necessary documents concerning the admission to our university will be sent via email to the student as soon as possible. More information is available at: Study Visa • Education • Freie Universität Berlin (fu-berlin.de)</p>
HEALTH INSURANCE	
Waiver	<p>Exchange students must have comprehensive health insurance valid in Germany for enrollment as a full-time student at FU Berlin AND for obtaining a residence permit.</p> <p>Students who EITHER have the <i>European Health Insurance Card</i> or the <i>Global Health Insurance Card</i> (EU/EEA and UK students only) OR who can provide proof of an adequate comprehensive health insurance valid in Germany (unlimited in case of illness or rescue!) may request an insurance waiver.</p> <p>Please note that a waiver can only be obtained at a German state-regulated health insurance company, not at a 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 students to obtain a waiver. We therefore urge all BA-/MA-Students younger than 30 years to purchase a German student health insurance for about 130 € per month.</p> <p>A student health insurance offered by the German state-regulated health insurances is recognized by all doctors, clinics, hospitals etc. and students will not need to pay anything in advance. The German student health insurance policies are very comprehensive and are automatically accepted by the office granting residence permits. Please find more information here: Health Insurance • Education • Freie Universität Berlin (fu-berlin.de)</p>
ARRIVAL IN BERLIN	
Enrollment	<p>Upon receipt of all necessary documents (proof of health insurance, payment, enrollment form), students will be enrolled. After enrollment, students can immediately set up their FU-ZEDAT account. Students need this account in order to register for courses and access the campus-wide computer network (which includes Wi-Fi, online library services, and the ability to log in to computers on campus).</p> <p>We can only enrol students in the corresponding subject. A confirmation of supervision is necessary if students should be enrolled in subjects outside the Departmental Exchange Agreement.</p> <p>Students will be admitted and enrolled as full-time students for the duration they have been nominated for by the Program Coordinator at Freie Universität Berlin.</p>
Social fees / public transportation	Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 270 Euro 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 via PayPal before arrival in Berlin as part of the enrollment process.
Residence permit	Once students have been 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 admission via Distributed Campus.

ORIENTATION	
Orientation days	Orientation takes place 5-10 days before the lecture period starts. It is necessary to participate in our orientation program. Students will be provided with essential information about studying at Freie Universität Berlin such as course selection and using the FU-Net, campus tours and how to use libraries and computers. The current orientation program is available online at: https://www.fu-berlin.de/en/studium/veranstaltungen/orientierungsveranstaltungen/index.html
ACCOMMODATION	
Private accommodation	Either students can organize their own private accommodation (such as student-shared apartments, so-called WG-Zimmer) or use the university's accommodation service offered by the ERG GmbH.
University housing service ERG	The accommodation service offers a variety of accommodation options, including dorms, shared flats and fully furnished single apartments for admitted exchange students . All housing options are available from the beginning of September/October or March/April and cost about 450 - 1000 Euro per month. For more information, please see the following website: Accommodation • Freie Universität Berlin (fu-berlin.de)
Registration deadline	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 <u>December 10</u> or <u>June 10</u> using the link above. Registrations will be on a first come, first served basis.
SELECTING COURSES AND ATTENDING CLASSES	
Modules	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.
Study and examinations regulations	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 https://www.fu-berlin.de/en/studium/studienorganisation/pruefung/index.html (German only).
Course catalogue	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 Course catalog (fu-berlin.de) . It is structured by departments, degrees and modules.
Course registration	Students have to register for courses on our online portal Campus Management before the semester starts. Access and further information will be provided during the orientation period.
TRANSCRIPT OF RECORDS	
Transcript of Records	Transcripts from Freie Universität Berlin are not issued automatically. Students who wish to obtain a Transcript of Records should contact their Program Coordinator at FU Berlin.

Last update: July 2024