DEPARTMENTAL EXCHANGE
FACT SHEET ACADEMIC YEAR 2027/28

CONTACT INFORMATION		
Program Coordinator at FU Berlin	Sandra Hallscheidt School of Business & Economics (SBE) Garystr. 21, 14195 Berlin, Germany Email: international@wiwiss.fu-berlin.de	**Information page** for Incoming Students to the SBE **https://www.wiwiss.fu-berlin.de/studium-lehre/incoming/index.html**
Homepage	Your International Exchange Semester at Freie Universität Berlin • Education • Freie Universität Berlin (fu-berlin.de)	

IMPORTANT DATES	WINTER TERM 2027/2028	SUMMER TERM 2028
Semester dates	October 1, 2027 – March 31, 2028	April 1, 2028 – September 30, 2028
Orientation	First week of October	First week of April
Lecture period	October 18, 2027 – February 18, 2028 Shortened lecture period for Business graduate courses taught in English: Dec 17, 27 and Jan 14, 2028	April 10, 2028 – July 21, 2028
Exam period	End of February / end of July	
Suggested arrival	In time to attend the orientation program	
Academic calendar	Academic Calendar • Education • Freie Universität Berlin	

NOMINATION + APPLICATION		
DEADLINES	**30 MAY 2027**	**30 NOVEMBER 2027**
Nomination process **Application process**	Please send your nomination via Email to international@wiwiss.fu-berlin.de until April 30 / October 30 and state the student's **first and last names**, **date of birth**, **gender**, **email address, level of studies, study program, exchange term** and **duration of stay**. Students must complete the online application form and upload all required documents until 30 May respectively 30 November (as the case may be): https://fuberlin.moveon4.de/form/5949803983fb963f532593f4/eng	
Required application 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 of records** **- Photocopy(ies) of the student's B. A., M. A. or any other final degree (if available).**	

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 acceptance letter. Registration for and use of the platform is required for participation in the departmental exchange program.

LANGUAGE REQUIREMENTS / LANGUAGE COURSES	
Language requirements	**English** language proficiency equivalent to the CEFR (Common European Framework of Reference for Languages) B2 level. **German** language skills of CEFR B2 if students wish to participate in German taught courses. A language certificate is not necessary because we expect our partner universities to ensure that students have proven the required language skills.

GERMAN 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 respective term. All language levels, including for absolute beginners, are offered. If students attend the pre-semester language course, they are guaranteed a place in an appropriate level German language course during the semester (though these courses are not mandatory). The course fee is approx. € 900. Places are limited, so students should apply as soon as possible: Pre-semester courses • German as a foreign language • Language Center
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 first, which will be offered during the orientation period shortly before the semester starts. Without this test, exchange students are not eligible to take language classes. Further information is available here: Registration for courses held during the semester • German as a foreign language • Language Center
VISA REQUIREMENTS	
Entry visa	Students who are citizens of EU or EEA countries, Australia, Brazil, Canada, Israel, Japan, South Korea, Switzerland or the USA do *not* need an entry visa for Germany. Upon arrival in Berlin, citizens of these countries (excluding EU countries) must apply for a Residence Permit (see "Arrival in Berlin" below). We strongly recommend to apply for a visa in the home country for the whole duration of stay as waiting times can be up to 12 weeks or more to apply for a Residence Permit in Berlin and travelling within Europe will be restricted during the application period. Students who are *NOT* citizens of the countries listed above must apply for a student visa (*Visum zu Studienzwecken*) at their local German Embassy or a German General Consulate before they come to Germany. We urge these students to apply for a study visa as soon as possible and for the whole duration of their stay. It takes at least eight weeks, sometimes even a few months, to process the visa application. The necessary documents concerning 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
HEALTH INSURANCE	
Waiver	Exchange students must have comprehensive health insurance valid in Germany in order to enroll as full- time students at Freie Universität Berlin AND to obtain a residence permit. Students who EITHER have the European Health Insurance Card (EHIC) or the Global Health Insurance Card (GHIC) OR who can provide proof of an adequate comprehensive health insurance valid in Germany (full coverage for illness and emergency medical services) may request an insurance waiver. Please note that a waiver can only be obtained from a German state-regulated health insurance company, not from the university. Since many insurance policies purchased outside Germany require substantial co-payments, have caps, or exclude many illnesses, it has become increasingly difficult for exchange students to obtain a waiver. We therefore urge all students under the age of 30 to purchase German student health insurance for about € 150 per month. German student health insurance policies are very comprehensive and are automatically accepted by the office granting Residence Permits. More information is available here: Health Insurance
REQUIRED FEES / ENROLLMENT / RESIDENCE PERMIT	
Social fees / public trans-portation	Exchange students are exempt from university fees, but they still need to pay the semester ticket and social fees of approx. € 330 per semester. These fees are not paid to the university, but go to the student union and cover the cost of a public transportation ticket for the Berlin metropolitan area (and sometimes more) for the entire semester. Students will be asked to pay the fees before arrival in Berlin as part of the enrollment process.
Enrollment	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 FUB IT-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). **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.** 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.

Residence permit	After arrival, students 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 regarding this process upon arrival in Berlin by our Visa Service.
ORIENTATION	
Orientation days	Orientation takes place 5 - 10 days before the lecture period starts. **It is mandatory 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. Information on the orientation program is available online at Orientation Program • School of Business & Economics.
ACCOMMODATION	
Private accommodation **University housing service ERG** **Registration deadline**	Students can organize their own housing (for example in a shared apartment with other students, called a Wohngemeinschaft or "WG" for short), or they can use the university's Accommodation Service offered through the ERG Universitätsservice GmbH. The Accommodation Service offers a variety of housing options, including dorms, shared apartments, and fully furnished single apartments. Availability runs from the beginning of September/October or March/April onwards. Costs range from about € 500 to € 1200 per month. Since there has been a dramatic increase in demand for student housing, students wishing to use the Accommodation Service must apply online no later than December 10 or June 10, using the link above. Registration requests are processed on a first come, first served basis. Additional Information on Accommodation options is available at: Accommodation Options • School of Business & Economics
SELECTING COURSES AND ATTENDING CLASSES	
Courses = Modules **Study and examinations regulations** **Course catalog** **Course registration**	Courses are called modules as they comprise two elements: two content-related courses (e.g. a lecture and a seminar). Students need to attend both parts to complete the course. 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). The courses offered by the School of Business & Economics are listed in the course catalog: Course catalog • School of Business & Economics. The English-taught course list at the SBE is available at: Courses in English • School of Business & Economics, including course descriptions. Course registration opens at semester start. Access and further information will be provided during the orientation program.
TRANSCRIPT OF RECORDS	
Transcript of Records	At the end of the semester students need to apply for their Transcript of Records • School of Business & Economics.