



Application Procedure to Humboldt-Universität zu Berlin

Dear students,

We are happy that you have been nominated as exchange students to study at Humboldt-Universität zu Berlin by our partner universities and look forward to receiving your applications. The application process itself is done online, but we also require some paper documents. This document has been compiled to explain how the process works and answer some of the most important questions surrounding your application. Please don't forget that if anything should be unclear, you can always contact me:

Katharina König
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Application Deadlines

Summer semester 2014: December 15th, 2013

(Application period October 1st – December 15th 2013)

Winter semester 2014/ 15: May 15th 2014

(Application period April 1st – May 15th 2014)

I. Requirements:

Students can only enroll in subjects at HU that they are taking at their home universities. All subjects are open for applicants, **except for Medicine**.

Please note that it is not possible, unless there are exceptional circumstances, for students to change the subject they applied for *after* they were accepted as exchange students. Students should therefore consider the choice of their subject carefully when completing their online application. **They can *only* take classes from the subject they registered for.**

Courses are predominantly offered in German and **most faculties require a minimum standard of German language skills for entry** – the standard of German required by the faculties varies from subject to subject (language requirements attached). The German standard is determined by an online test, C-test. The test is part of the application procedure (see below). Please enquire about possible exceptions and lectures in English before submitting your application (at the Faculty of Economics and Business Administration or the Agricultural Faculty, for example, there are many courses offered in English).



II. Application Procedure:

Please begin by applying online at <https://www.uni-exchange.eu/>

You will register as an exchange student in a university exchange programme (**Programmstudent**) from a partner university (**Universitätsverträge**). When asked to choose your semester, please do not select the semester you are in at the moment, but the semester in which you would like to come to HU. Please specify how many semesters you wish to study at HU. Once registered, please proceed to take the language test (C-test). Please go to this website:

<https://anmeldung.sprachenzentrum.hu-berlin.de/cgi/ctest2.cgi?testcode=61a4b9a75bebbb3af41cc3965cdbcd1d>

In the test, you will be asked to complete 5 short texts that have 20 blank spaces each. The difficulty of the texts increases as the test progresses. The first and last sentence of each text is always complete to allow those taking the test to understand what the text is about. But in every sentence in between, every second word is only shown partly and has to be completed. The test result will then be registered in your online application. The highest number of points that can be achieved is 100. Please remember that you can only take the C-Test once!

The test automatically terminates after 30 minutes. It cannot be retaken.

If you fail to achieve the required score you need to enroll in the subject of your choice, you might have the option to enroll in an intensive language course prior to the start of semester in order to be accepted, unless you are under a certain score.

The intensive course costs 400 Euro and offers 100 hours of teaching in four weeks. Details about the intensive language course are to be found here:

http://www.sprachenzentrum.hu-berlin.de/erasmus-deutsch-intensivkurse-en/march/intensivkurs?set_language=en&cl=en

You can register for this intensive course in the online application system. After a few weeks, you will be sent an email asking you to register for the course again with all your details. Please do not forget this registration. If you do not complete this second stage of registration, you will not be listed as a course participant.

III. Student Accommodation

Student accommodation is not allocated by HU, but by an external organization called "Studentenwerk". If you would like to stay in student accommodation, please register for a student dorm room in the online application to HU (just to remind you, the address is: <https://www.uni-exchange.eu/> as stated above). **You must register for a student dorm in the online application by 15th December (summer term) / 15th May (winter term).**



If you decide to participate in the intensive language course, which starts one month prior to the semester, please fill in **1st September** as the date you are going to move into the student dorm (please note that you cannot move in on Sundays).

It is not possible to rent a student room from the middle of the month (15th September, for instance). If you wish to arrive in Berlin in Mid-March, you will have to seek a hostel or similar to stay in, or rent the room on the student dorm for a full month and pay the full price. Unfortunately, we cannot influence these decisions of the Studentenwerk, as they are not part of the university.

Once you have registered for student accommodation, you must transfer a deposit (one month's rent) **before 15th December/ 15th May**. You will be provided with information about where to transfer the deposit and how high it is once you have submitted the online application. The deposit will be paid back once you have arrived at HU. If you make the transfer shortly before the 15th, please send us an invoice from your bank or proof of online transfer (pdf attachment), confirming that you have made the transfer. You will receive the deposit back once you are in Berlin.

We will do everything possible to find a room in student dorms for you. We cannot allocate rooms in all cases, but give priority to students who require a VISA.

IV. Further documents

Your home university will need to provide us with further details by post or in an email as an attachment.

1. Nomination certificate for studies based on an exchange programme issued by the partner university, or by a scholarship provider
2. Learning Agreement (**optional**)
3. Copy of the C-Test result or English language certificate (TOEFL or IELTS) for students taking lectures only in English (please clarify in advance in this case)
4. Statement concerning motivation / planned projects
5. CV
6. One reference of faculty members in either German or English
7. Previous academic achievements in the original (transcript of records)

We will not begin screening the applications until 15th May/ 15th December. Once we have determined that the applications are complete, we need to contact the faculties you applied to in order to get their approval.

The winter term at HU starts on 1st October. The first two weeks will consist of your enrolment and orientation. Lectures begin in mid- October and last until mid-February. The examination period will last until the end of February. You can return home in March, or stay until the end of March, which is the official end of semester.



The summer term at HU starts on 1st April. The first two weeks will consist of your enrolment and orientation. Lectures begin in mid-April and last until mid-July. The examination period will last until the end of July. You can return home in August, or stay until the end of September, which is the official end of semester.

**We are looking forward to welcome you at
Humboldt-Universität zu Berlin!**