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**FUBiS**

**What is FUBiS?**

FUBiS is the International Summer and Winter University of the Freie Universität Berlin, an intensive, short-term academic program that takes place three times a year: once in the winter and twice in the summer. Students can choose between German language courses and subject courses held in English and German. Some courses can be combined with each other, allowing students to tailor their schedule according to their interests. For their achievements students receive ECTS credits which they may count toward their degrees at their home universities. Students from all over the world participate in FUBiS, creating an international environment which promotes the learning and use of intercultural competency skills. Participation in the FUBiS program is an academic, cultural and personal enrichment for students.

**How can I contact FUBiS?**

For questions and/or suggestions you can contact us per e-mail, telephone or postal mail:

- E-mail: [fubis@fubis.org](mailto:fubis@fubis.org)
- Telephone: +49- 30- 838 73472
- Fax: +49- 30- 838 73442

Address: Freie Universität Berlin  
 Internationale Sommer- und Winteruniversität FUBiS  
 c/o ERG Universitätsservice GmbH  
 Otto-von-Simson-Str. 26  
 14195 Berlin, Germany

**What kinds of courses are offered?**

FUBiS offers German language courses as well as subject courses. The German language courses are offered at five different proficiency levels from beginner to advanced and are suitable for anyone who would like to extensively improve his/her language skills in a short period of time. The subject courses are taught in English or German. The FUBiS course offerings cover a variety of different academic disciplines such as politics, history, law, media, art (history) and German literature. An overview of the FUBiS courses can be found on our website: <http://www.fubis.org/en/prog/index.html>

**How many courses can I take per term?**

You can take up to two courses per term. The courses take place on the following days:

- Track A Semi intensive German courses: Mondays, Wednesdays and Thursdays
- Track A Subject courses: Mondays and Thursdays
- Track B Subject courses: Tuesdays and Fridays
- Track C German intensive courses: Monday through Friday

- Track D Subject courses: Mondays, Tuesdays, Thursdays and Fridays.

A-Track and B-Track courses can be combined with each other (one course from each track). The courses on the C and D track are intensive courses and therefore cannot be combined with other courses.

### How are the German language courses structured?

Our German courses are taught by highly qualified DaF instructors (DaF = German as a foreign language) and have a maximum of 15 students. The focus is placed on improving students' writing and speaking skills. Class excursions are organized once a week and actively integrate the city of Berlin into the course. These excursions, which are accompanied by the respective instructor and are a mandatory component of the course, give students the chance to practice their language skills in various situations. The German language courses are offered on five levels:

- A1 - Beginner 1
- A2 - Beginner 2
- B1 - Intermediate 1
- B2 - Intermediate 2
- C1 - Advanced

These levels follow the European reference frame. An exact description of the course content for each level can be found in the course descriptions of the respective terms: <http://www.fubis.org/en/prog/index.html>

### How do I know which level is the right one for me?

In order to make sure that you are placed in the class which best suits your language level, FUBiS has developed a three step placement process:

- First, you estimate your own level. You will find descriptions of the different levels in the course syllabi on our website.
- A few weeks before FUBiS starts, you will take an online placement test. FUBiS will notify you when the test portal has been opened.
- On the first day of class you will have a short interview with one of our German language instructors, who will evaluate your speaking skills.

Your German language level will be determined by this three-step process and you will then be placed in the course which best suits your language proficiency level and guarantees you the best results.

### Are there any other courses taught in German besides the language courses?

For the students who already speak German fluently (minimum level: Intermediate 2) FUBiS offers subject courses in German. These courses are planned so that they can be combined with a German language course. For the subject courses taught in German there is no separate language test, but in order to guarantee your learning success, it is imperative that you have a language proficiency level of Intermediate 2 or higher.

### Who teaches the FUBiS courses?

The faculty of the International Summer and Winter University disposes of a long-standing teaching experience in their respective research fields. Many of our faculty have taught as visiting professors at international universities. For more information about the FUBiS faculty, please visit: <http://www.fubis.org/en/fubis/uns/dozenten/index.html>

**How many credits will I receive? Will they be accepted by my home university?**

For your participation in the FUBiS program you will receive credits of Freie Universität Berlin which are calculated following the European Credit Transfer System. This system (ECTS) is based on the principle that 60 credits represent the amount of work done by a full-time student within an academic year. The amount of work includes attending class as well as the individual work and studying outside of class. The Academic Senate of the Freie Universität Berlin has stipulated that an ECTS credit of Freie Universität Berlin corresponds to a workload of 30 hours.

Depending on the term and course(s) you take, you may receive between 4 and 9 ECTS credits per FUBiS course.

Please note that every academic institution proceeds by its own directives when accepting study achievements of other academic institutions, so-called "foreign credits." Therefore, we recommend that you speak with your academic advisor or professor before you register for FUBiS to make sure that the FUBiS credits you receive will be recognized by your home university.

Also note that credits can only be awarded if you are currently or have been enrolled at a university.

**How much does FUBiS cost?**

The price of the FUBiS program consists of different components which can be combined by the students individually. You can find an overview of the current prices of courses, housing, insurance and excursions here: <http://www.fubis.org/en/geb/index.html>

**Can I travel during FUBiS?**

Because FUBiS is an intensive short-time study program and class attendance is compulsory, longer trips are not possible during the FUBiS program. If you would like to use your leisure time for a short trip, keep in mind that preparing for your classes also requires time and that your travel plans should not conflict with this. It is advisable to plan a trip within Germany/Europe before or after a FUBiS term rather than during the term. Please understand that FUBiS cannot store the luggage of participants while they are travelling.

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**Registration****What are the prerequisites for participating in the FUBiS program?**

The minimum age for participation in the FUBiS program is 18. In addition, participants should have studied at least one year at a university or college. A minimum grade average of 2.8 (US grading system), C (ECTS marking system), 2.5 (German marking system) is recommended.

**Do I need to take a language test in order to participate in FUBiS?**

FUBiS does not require any certificates of language proficiency like TOEFL or Test-DaF from the students.

For the subject courses that are held in German, your language proficiency level should correspond to the Intermediate 2 level or higher.

Most subject courses are taught in English and require an Intermediate 2 language proficiency level in English for successful completion.

German language courses are offered at all levels, including for beginners without previous knowledge of German. You will be placed in the course which best suits your language proficiency level before classes begin using a three-step placement process (Also see: "How do I know which level is right for me?").

#### **How do I register?**

You can register for the FUBiS program either online ([www.fubis.org/en/geb/anmeldung/online.html](http://www.fubis.org/en/geb/anmeldung/online.html)) or by fax or postal mail ([www.fubis.org/en/geb/anmeldung/fax.html](http://www.fubis.org/en/geb/anmeldung/fax.html)). The necessary forms are available under the links provided on the website.

In addition to your courses, you can also choose the following options:

- FUBiS insurance (<http://www.fubis.org/en/geb/versicherung/index.html>)
- Accommodation during the program (<http://www.fubis.org/en/unterbr/index.html>)
- FUBiS excursions (<http://www.fubis.org/en/exk/index.html>)

After you have registered for FUBiS, you will receive an invoice which must be paid within two weeks of receipt. You may pay by credit card or by bank transfer. After we have received your payment, you are officially registered for FUBiS. Course spots will be given on a first-come, first-served basis. It is therefore advisable to register as soon as you decide to take part in FUBiS.

#### **Is there a registration deadline?**

You can find the registration deadlines for the respective FUBiS terms under: <http://www.fubis.org/en/geb/index.html>

#### **If I withdraw from the FUBiS program, will I be refunded?**

If you withdraw from the FUBiS Program no later than four weeks before the respective term, the *course fee* will be refunded to you, minus any incurred bank/transfer fees. The *program fee* cannot be refunded. As a rule, a refund is not possible in case of a later withdrawal (later than four weeks prior to the start of a term). In this case, please contact the FUBiS team directly. Please note that withdrawals can only be considered if they are received in written form.

#### **Can excursion tickets be returned / refunded?**

No. All FUBiS excursion tickets are non-refundable after the registration deadline. FUBiS cannot take back any excursion tickets and will not issue refunds after this date.

Students who cannot or do not wish to participate in an excursion for which they have already purchased a ticket may sell their ticket to another FUBiS student; however, this must be coordinated by the students. FUBiS usually provides a swap-board for this purpose. Students will have to inform FUBiS of any ticket swaps prior to the excursion.

Missed excursions (e.g. due to lateness) will not be refunded.

#### **Can I receive grants/ scholarships?**

FUBiS scholarships:

FUBiS does not offer scholarships on a regular basis.

In case funds for FUBiS scholarships do become available, this will be published on the website. Here you will also find information on the scholarship provider and eligibility requirements, as well as the scholarship application forms.

Please note that scholarship funds may become available at short notice. If you would like to be informed as soon as FUBiS scholarships are available, you can subscribe to the FUBiS newsletter: <http://www.fubis.org/en/fubis/nl/index.html>

German Academic Exchange Service:

You can always apply for scholarships offered by other institutions or organisations. A good place to start looking is the German Academic Exchange Service (DAAD), which awards scholarships for short-term study programs like summer and winter universities in Germany (HSK- or HWK-scholarships). The DAAD scholarships are only applicable to German language courses or regional studies courses in German. For further information visit the German Academic Exchange Service's website: [www.daad.de](http://www.daad.de).

It is advisable to apply early for DAAD scholarships.

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### Arrival

#### Do I need a visa to enter Germany?

Please find out early (at least 12 weeks before arrival) if you need a visa to enter Germany by contacting the German embassy about possible visa requirements. If you need a visa, you must apply for a tourist visa which covers the time of the FUBiS program. The German embassy or consulate in your home country can issue such a visa.

For further information on visa requirements please visit the German Federal Foreign Office's website: <http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/StaatenlisteVisumpflicht.html>

#### Can FUBiS help me with the visa application?

Upon request FUBiS can issue you a letter of invitation which confirms that you will be studying during the respective period (Term I, II or III) at Freie Universität Berlin. The condition for such a letter of invitation is that you have already registered and paid all incurred costs. FUBiS can e-mail the document to you as a PDF file or fax it directly to the respective German embassy. In this case you will need to send FUBiS the necessary contact data of the embassy (including contact person and fax number).

#### When should I arrive?

The day of arrival and departure are part of the FUBiS program. As a rule, it is always the first and the last Saturday of the respective FUBiS term. You should arrive in Berlin and move in to your accommodation on the day of arrival. Please note that the day of arrival is the earliest you can move in to your accommodation. Here you can find the arrival and departure dates for your respective term: [www.fubis.org/en/geb/index.html](http://www.fubis.org/en/geb/index.html)

The first Sunday of the program is dedicated to the FUBiS orientation meeting, where you will receive important information about the program and your courses. Therefore, you should make sure that you arrive in Berlin on the official day of arrival (usually the day before the orientation) at the latest.

**How can I get to Berlin?**

Berlin has many transportation connections: you can arrive by plane, train, bus or car.

***Arriving by plane***

Berlin has two airports which are served by many international airlines. Both airports are situated in or just outside of Berlin and are well integrated into the city's public transportation system.

**Berlin-Tegel (TXL)** is the mostly popular airport and is located in the north-western part of the city. International long-distance flights usually land here.

**Berlin-Schönefeld (SXF)** is located just southeast of the city and is also served by many international airlines.

***Arriving by train***

Berlin can be easily reached by train from virtually all major German and European cities. It disposes of several long and short-distance as well as regional railway stations. You will most likely arrive at Berlin's central station (Berlin Hauptbahnhof).

***Arriving by bus***

Numerous coach lines from different German and European cities arrive at Berlin's Central Bus Station Terminal (ZOB).

***Arriving by car***

Berlin is also easy to reach by car. All highways to Berlin flow into the beltway (A10) surrounding Berlin. From there the exits will lead you to the city center.

Further arrival information can be found at: [http://www.berlin.de/international/berlin\\_a-z/arrival/index.en.php](http://www.berlin.de/international/berlin_a-z/arrival/index.en.php)

**How do I get from the airport/train station to my accommodation?**

Berlin has a very well structured public transportation system called BVG. Your accommodation can easily be reached by metro, city train (the "S-Bahn") or bus from all airports and railway stations. Approximately four weeks before the FUBiS term begins, you will receive the FUBiS student guide with exact directions to your accommodation.

**What should I bring with me?**

You should definitely bring the following things with you: passport, visa (if applicable), enough cash for the first days (approx. 250 euro), valid health, accident and liability insurance (if you have chosen the FUBiS insurance package, you will receive your documents at the orientation meeting), towels, adaptors, laptop with Wi-Fi (highly recommended), Berlin guide, dictionary.

Which clothes you should bring depends on the season. In winter the temperatures lie between +10 ° C and -15 ° C. You should bring a warm jacket, scarf, hat, gloves and water resistant shoes. In summer the weather is quite variable in Germany. It is advisable to bring clothes for hot summer weather as well as closed shoes, pants and sweaters for chilly days.

**What should I keep in mind if I need to bring medication with me?**

If you have a medical condition that requires you to travel with medication, you should have your physician write a letter describing your condition and prescription medications and listing any generic names of the prescribed medication. You should leave your medications in their original containers.

You may want to check with the nearest German embassy or consulate in your country to see if any of your prescribed medications are considered illegal in Germany.

You should avoid carrying large amounts of non-prescription medication with you while travelling.

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**Orientation meeting and the first days of class****What happens at the orientation meeting?**

The orientation meeting takes place on the first Sunday of the program (the day after the arrival-Saturday) at Freie Universität Berlin. You will receive your personal documents (student identity card, ZEDAT computer account, tickets for excursions you booked during the registration and the health insurance documents, if applicable).

During the orientation meeting you will receive an overview of the structure of the program as well as specific details regarding the activities and events of the following weeks. During the buffet you will have the chance to get to know the FUBiS team, your instructors and your fellow students.

The participation in the orientation meeting is mandatory for all FUBiS students.

**How do I get from my housing to Freie Universität Berlin?**

About four weeks before your FUBiS term begins, you will receive the FUBiS student guide in which you will find directions from the accommodation to Freie Universität Berlin.

On the day of the orientation meeting a FUBiS staff member will meet you at your accommodation and accompany you to the university. (This is not valid for students who are placed in homestays or who have arranged for an accommodation independently.).

**What will my first day of class look like?**

The first day of class for the students who have registered for a course on the A or C track is Monday. The B track courses begin on Tuesday. The meeting place and time will be announced at the orientation meeting. Students of the D track courses will find the information about their first day of class in the course description (syllabus).

German courses: If you have registered for a German course, your first day of class begins with a short interview in which the instructors will assess your speaking skills. Together with the online placement test this interview, will help make sure that you are placed in the course which best suits your language proficiency level.

**When and how will I receive FUBiS information material?**

About four weeks before the FUBiS term begins you will receive the FUBiS student guide by e-mail. The student guide contains information about the day of arrival, directions to your accommodation, a detailed overview of the FUBiS program and other tips to help you prepare yourself for the FUBiS term (information about campus, libraries, emergency phone numbers etc.). The student guide will also be made available for download on the FUBiS e-learning platform. (The access code for the platform will be sent to you by e-mail.) Please print out the student guide and bring it with you to Berlin.

**When and how will I receive the course material for the subject courses?**

Every subject course participant will receive a reader at the orientation meeting on Sunday. This reader is included in the course fee. If you would like to prepare for your class before you arrive, you will find the material for the first week of class on the FUBiS e-learning platform. You will receive the access code for this platform by e-mail approximately four weeks before FUBiS starts.

In addition, some professors give recommendations for further reading which is not included in the reader. More information on suggested readings can be found in the respective course description (syllabus) on the FUBiS website. Please note that the purchase of additional literature occurs voluntarily and is not a course requirement.

**When and how will I receive course material for the German language courses?**

German course participants will receive a textbook (included in the course fee) for the respective level (see syllabi German A1 to C1). Additional materials will be provided by your instructor.

**Can I drop and add courses?**

FUBiS is an intensive short-term study program and therefore there is no drop-and-add period. However, a course change is possible under the following circumstances:

- the maximum number of participants in the desired course has not been reached;
- the change has been approved by the instructors of both affected courses;
- the change has been approved by the program coordinator(s).

We urgently recommend that you get in touch with your home university to clear whether the study achievements in the other (new) course will be recognized. The last chance for a course change is the first Wednesday of a 4-week term (FUBiS I, FUBiS III) or the first Friday of a 6-week term (FUBiS II). No course changes will be approved after these deadlines.

For a course change after the beginning of the program you will be charged a fee of 75€ per subject course. There is no extra fee for changes within the language courses.

If you would like to drop a course, please read the terms of cancellation: <http://www.fubis.org/en/policies.html>

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**Accommodation****Can I book my accommodation through FUBiS?**

Students looking for short-term leases face various challenges in finding housing that is available for short-term lease, meets basic standards and still remains affordable. As an optional service, FUBiS serves as an intermediary between students and a range of

accommodation options that match these criteria. Please note that your lease will be short-term. In Germany, it is customary that short-term leases are relatively more expensive than long-term leases - one can expect to pay more than twice as much for a short-term stay. Cost advantages that FUBiS might be able to negotiate with housing providers are passed on to the student.

### **What kind of accommodation options does FUBiS offer?**

FUBiS offers participants the possibility to book an accommodation upon registration. You have the choice between several housing options:

- Single room in a student dorm. Students live together in an apartment-sharing cluster with other students with whom you share the kitchen and the bathroom.
- Single apartment in an apartment building. Students have a room including a small kitchen and a bathroom. The apartment is approximately 30 m<sup>2</sup> and also disposes of a balcony.
- Homestay accommodation. Students have their own room with a bed, cupboard and desk. The size and other furnishings of the rooms can vary. Breakfast and one warm meal a day are included in the price.
- Seminaris Campus Hotel (Term III only). Students live in an on-campus hotel room for 1 – 2 people. Breakfast, internet and access to the hotel gym and sauna are included in the prices. Only available for Term III.

You can find further information on the housing options here: <http://www.fubis.org/en/unterbr/index.html>

An overview of the costs can be found in the following table: <http://fubis.org/en/geb/index.html>

Please note that FUBiS only acts as an intermediary between landlord and tenant. FUBiS is not responsible for any agreement between both parties.

If you plan on arriving before the beginning of the FUBiS term or extending your stay after the term, we recommend finding an individual accommodation for the extra day before/after the official program dates. If you plan to have a friend or family member stay with you (especially for an extended period of time) during your stay in Berlin, we advise you to arrange for an accommodation individually because the accommodation options offered through FUBiS are for FUBiS participants only and are intended for just one person. Some helpful tips can be found here: <http://fubis.org/en/unterbr/individuell/index.html>

### **What should I bring, what is already in the room?**

The rooms are simply furnished with enough to serve basic needs. Every room has a bed (including bed linen), a cupboard, a desk and a chair. The kitchens are fully furnished and equipped with all the necessary cooking utensils.

You also have access to washing machines and tumble driers which can be used for a small fee. Bed linen is included but towels are not, so please bring your own towels.

### **Do I have internet access in my accommodation?**

Generally, there is no internet access in the accommodations because this does not belong to the standard housing facilities in Germany. However, all FUBiS participants will have access to the computer labs and the Wi-Fi network available on campus. In addition, there are many affordable internet cafés in Berlin, as well as cafés that offer free wireless to their customers.

### **Are meals included in the accommodation price?**

If you choose to be housed in a single room in a student dorm or a single occupancy apartment, meals are not included in the price. However, you will have a furnished kitchen in which you can prepare your meals. If you are staying in a host family, breakfast and dinner (but not lunch) are included in the price.

### **Where can I buy food and other convenience goods?**

Near each accommodation there is a supermarket where you can buy food and other convenience goods. There are also many possibilities to go shopping near the university. Please note that on Sundays shops are normally closed in Germany and that they usually close between 8:00 p.m. and 10:00 p.m. on weekdays.

### **How long do I need to get from my accommodation to the university and to the city center?**

Each accommodation can easily be reached by bus and metro. With the public transportation system you need approximately 30 minutes to get from your accommodation to Freie Universität Berlin. You should plan about the same amount of time for getting to the city center. Berlin is a very big, spread-out city, and commutes of 60 minutes by bus or metro are quite normal.

### **To whom should I turn if there are problems with my accommodation?**

Like most German universities, Freie Universität Berlin does not own its own dorms. Upon request, FUBiS can arrange to accommodate you in a student dorm, a single occupancy apartment or a homestay.

If you have problems which deal directly with your accommodation (e.g. a broken appliance), please contact the staff of your accommodation and they will be able to help you. The contact person for your housing as well as the e-mail address, telephone number and the office hours will be sent to you before the beginning of the FUBiS program. Should a problem not be resolved, you can also turn to the FUBiS team.

For homestay issues, please contact the FUBiS team and the homestay coordinator. You will receive the contact information of the host family coordinator before the FUBiS program begins.

### **Can I bring guests to FUBiS? Can they live with me in my accommodation?**

All courses are open to registered FUBiS students only. Please understand that we do not admit any auditors in order to guarantee that the course can take place as planned and not to disturb other course participants. Participation in the extracurricular activities is possible (at the guest's expense) upon agreement and availability. The rooms in the student dorms and the single occupancy apartments are intended for only one person and are furnished with only a single, twin-sized bed. Therefore, guests cannot stay overnight. The same is valid if you are placed in a host family.

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## Studying at Freie Universität Berlin

### Location

#### Where is Freie Universität Berlin located?

The campus of Freie Universität Berlin lies in the quiet and green southwest of Berlin, in the district of Dahlem. The main building distinguishes itself by the remarkable architecture and the silvery and copper appearance. Colloquially the building is called “the silver and rust bower” (Rost- und Silberlaube) because of its appearance. The main entrances lie in the Habelschwerdter Allee 45 and the Otto-von-Simson-Straße 26.

#### How can I get to Freie Universität Berlin?

Thanks to Berlin’s well structured public transportation network, Freie Universität Berlin is easy to reach. You can reach the main building by metro (U3 line, stations Thielplatz or Dahlemdorf) and by bus (line M11 or X11, Hittorfstraße stop). You will find detailed directions to the main campus in the FUBiS student guide, which you will receive before you arrive.

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### Dining Options

#### Where can I eat on campus?

There are several dining options in the main building of Freie Universität Berlin:

##### ***The Mensa***

For lunch FUBiS recommends the student cafeteria which is called “Mensa” at German universities. There is a variety of warm and cold, salty and sweet dishes. A warm meal costs between 1.30 and 3.00 euros. A warm lunch is served between 11:15 a.m. – 2:30 p.m.

##### ***How can I pay in the Mensa?***

To allow a quick and smooth payment, Mensa meals are paid for using the mensa card (also used in other cafeterias and some cafés on campus).

##### ***Where can I buy a Mensa card?***

You can buy a Mensa card at the FUBiS orientation meeting or from the cash desks in the Mensa. The machines to put money on your card are located in the entrance hall outside the Mensa as well as in the Mensa.

##### ***Student cafés***

In addition to the Mensa there are also various student-run cafés in the main building of Freie Universität Berlin. Here you can purchase beverages, sandwiches, cakes, sweets and other types of food at low prices and enjoy them in a cosy atmosphere.

***Italian restaurant "Galileo"***

In the main building there is also the Italian restaurant "Galileo." It offers Italian food at reasonable prices. Galileo also offers some meals at special student prices of approximately 3.00 euro.

**Where can I go to eat or shop near Freie Universität Berlin?**

There are a number of restaurants, cafés, snack bars and bistros off campus, particularly near the metro station Dahlem-Dorf. You will also find a supermarket, post office, bank, pharmacy, travel agency and other shops in this area.

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**Computer and Internet****Will I have access to computers and to the internet at the university?**

At Freie Universität Berlin you will have access to the ZEDAT PC pool (university computer labs). At the orientation meeting you will receive a user name and a password with which you can log in to the computers and to the internet network of Freie Universität Berlin.

In addition, on campus, you will have access to the university Wi-Fi network which you can use with a laptop equipped with Wi-Fi. Off campus there are many internet cafés where you can access the internet for a reasonable price. Please note that you will not have access to the internet in most accommodations.

**Should I bring a laptop with me?**

If you have a laptop, we recommend you bring it with you because it will be easier for you to do your homework and other assignments. If your laptop is equipped with Wi-Fi you can access to the university internet network available on campus. If you do not bring a laptop, you can use the computer facilities of Freie Universität Berlin (ZEDAT).

**Where can I print and copy?**

You can print in the ZEDAT (university computer center of Freie Universität Berlin) for a small fee. You will find copy machines in the different university libraries and in copy shops nearby.

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**Library****Will I have access to the libraries?**

With your FUBiS student identity card you will have access to all Freie Universität Berlin libraries and can use the books shelved there in the reading rooms. If you would like to have access to other books, you can apply for a "guest user" card. With this card you can search for the books in the OPAC, the online catalogue of the libraries, and request books from the open and closed special collections/ archives. The "guest user" card can be requested in the university library, Garystraße 39, 14195 Berlin. Please bring your FUBiS student identity card and your passport or another ID for identification.

Unfortunately, you may not take books out of the libraries because they require you to have a permanent address in Germany.

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**Miscellaneous:****What do I need my FUBiS student identity card for?**

The FUBiS student identity card identifies you as student of Freie Universität Berlin and entitles you to various discounts. You need it in the Mensa to get your meal at the student price. You also need it to use the libraries. In addition, you can receive the student discount in many cinemas, theaters, museums and other venues if you show your student ID. Please note that there are *no* student discounts on Berlin public transportation tickets/passes.

**Can I study for an extended period of time in Germany?**

You can find useful information on how to study at Freie Universität Berlin here:

<http://www.fu-berlin.de/en/studienbewerber/kompass/index.html>

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**Life in Berlin****Where can I get further information about Berlin?**

Berlin is a very big, complex and culturally interesting city. It disposes not only of a great number of museums, theaters and opera houses, but also of many interesting bars and cafés. You can find current information about Berlin on the city's official website ([www.berlin.de](http://www.berlin.de)) or on the tourist information website ([www.btm.de](http://www.btm.de)).

**How high are the living costs in Berlin?**

The cost of living is relatively cheap in Berlin compared to other German and European cities.

However, how much money you need depends on your personal life style. According to a study of the German student unions, German students spend on average about 160 euro per month on food (basic groceries, i.e. not including eating out). In addition to the 160 euro, it is advisable to include enough money for cultural events and going out in your budget.

Berlin has a very well structured public transportation network (BVG), for which you will need a transportation pass (depending on the term, a monthly pass (4-week term) or a monthly pass and two weekly passes (6-week term). You will be informed before the beginning of the FUBiS program about the current prices of this transportation pass. Please note that there are *no* student discounts on Berlin public transportation tickets/passes.

For more information on housing costs, please refer to the section on [Accommodation](#) above.

You will find valuable tips about student life in Germany on the homepage of the Foreign Office: <http://www.auswaertiges-amt.de/diplo/en/Startseite.html>

**Is Berlin a safe city?**

Berlin is a very safe city. Moreover, the FUBiS program is located on the campus of Freie Universität Berlin which lies in a very quiet residential area. Still, you should take certain general precautions, especially in new or unfamiliar places:

- Avoid parks and woods as well as dark, desolate streets and places at night.
- Do not get involved in arguments/disputes.
- Do not take any drugs and do not drink more alcohol than you can tolerate.
- Do not leave your drink unattended in clubs and bars.
- Do not get into a car with strangers.

### **How can I protect myself against theft and robbery?**

In Berlin, as in any other city, there are pickpockets and trick swindlers near tourist attractions. To protect yourself, you should:

- always have an eye on your things and always put your purse in a secure place.
- never get involved in bets or games with strangers where you can supposedly win money.

In addition, FUBiS recommends the following precautions:

- Always carry important telephone numbers with you.
- Only take as much cash with you as you need.
- If you lose your credit cards, have them blocked immediately.
- Take your passport with you only when you need it urgently and keep copies of your passport and travel documents in a secure place
- Keep your valuable articles in separate places.

### **What should I do in case of emergency?**

The emergency telephone numbers in Germany are:

112 – Fire-fighters/ Ambulance

110 - Police

FUBiS has an emergency phone which students can call at night and on the weekends. The emergency number is written on your FUBiS student identity card. During office hours the FUBiS team will also gladly help you in the office (Monday to Friday from 8:30 a.m – 4:30 p.m. in room L111, Otto-von-Simson-Str. 26, 14195 Berlin).

### **What should I do if I get sick during FUBiS?**

If you have health problems during your stay in Berlin, you will quickly find a suitable doctor or specialist who can help you. It is very important that you have an international health insurance during your stay in Germany so that any doctor fees are covered. FUBiS offers an insurance package which includes an international health, accident and liability insurance. You will find further information here: [www.fubis.org/en/geb/versicherung/index.html](http://www.fubis.org/en/geb/versicherung/index.html)

If you regularly take a certain medication, it is advisable to bring it in sufficient amount with you.

### **What should I keep in mind if I need to bring medication with me?**

If you have a medical condition that requires you to travel with medication, you should have your physician write a letter describing your condition and prescription medications and listing any generic names of the prescribed medication. You should leave your medications in their original containers.

You may want to check with the nearest German embassy or consulate in your country to see if any of your prescribed medications are considered illegal in Germany.

You should avoid carrying large amounts of non-prescription medication with you while travelling.

### **How do I find an English-speaking doctor in Berlin?**

In the FUBiS student guide, which will be sent to you approximately four weeks before the program begins, you will find the contact information and office hours of different doctors near the university campus who speak English. Please bring your insurance documents with you to every consultation!

Practice fee: In Germany a practice fee of 10 euro must be paid once a quarter when going to the doctor. Please keep this in mind and bring the money in cash because not all medical practices accept credit cards.

### **What should I keep in mind if I have a disability?**

If you have a disability, FUBiS recommends that you visit the website of Berlin's tourism organisation ([http://www.berlin-tourist-information.de/english/zielgruppen/e\\_zg\\_behinderte.php?](http://www.berlin-tourist-information.de/english/zielgruppen/e_zg_behinderte.php?)). Here you can find tips and information about the public transportation network, places of interest, event locations etc. for wheel chair users, the visually impaired, and for people with other disabilities. Freie Universität Berlin main building is also designed for people with disabilities.

***If you have a disability and would like to take part in FUBiS, please contact the FUBiS team. We will do our best to accommodate your special needs.***