

## International Office Fact Sheet 2018



**International Office Manager**

**Ms. Ursula Horst**

**Vice President for International Affairs**

Prof. Martin Hagemann

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Dr. Anne-Maria Stresing

**Campus Address**

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 Germany  
[auslandsamt@filmuniversitaet.de](mailto:auslandsamt@filmuniversitaet.de)

**ERASMUS Code**

D POTSDAM02

**International Office Website**

[www.filmuniversitaet.de/international](http://www.filmuniversitaet.de/international)

**Academic Calendar**

Enrollment period winter term

October 1, 2018 – March, 31 2019

Lecture period (incl. Welcome Week)

October 1, 2018 – February 1 2018

Enrollment period summer term

April 1, 2019 – September 30, 2019

Lecture period

April 1, 2019 – July 12, 2019

**Winter term nomination deadline**

April 15<sup>th</sup>

**Summer term nomination deadline**

October 15<sup>th</sup>

### Language of Instruction:

The general language of instruction is **German**. The language requirement for exchange students is **level B1** according to the CEFR.

### Tuition fees:

The Film University does not ask for tuition fees. However, there is an administrative contribution for public transport, equipment insurance and Student Services that cannot be waived. Currently, the contribution is ca. 250€ per semester

### Arrival date:

Students are required to arrive on the first day of the lecture period at the latest. Any later arrival is not recommended and should be agreed upon with the International Office in advance.

### Nomination:

Incoming exchange students need to be nominated by their home institution via email by the above mentioned dates to [auslandsamt@filmuniversitaet.de](mailto:auslandsamt@filmuniversitaet.de)

### Welcome Week

The first week of October is the Welcome Week for all new students at Babelsberg, including exchange students.

**Application procedure:**

Exchange students need to hand in their application for an exchange semester at Babelsberg. The application includes a work portfolio. Applications are reviewed by the professors of the respective study program students are applying for. Nomination from the partner university does not guarantee acceptance to the university! Documents needed:

- Filled in [application form](#)
- CV

- Transcript of Records
- Letter of recommendation from a professor of your home institution
- Letter of Motivation
- Proof of your German language skills
- Portfolio (to be reviewed by the respective study program advisor)

All documents must either be in German or English! Own translations are accepted if they include a confirmation of the home university.

**Application deadlines:** May 15 for winter term/Nov 15 for summer term

**Study programs:**

A list of study programs can be found here: <https://www.filmuniversitaet.de/studium/studienangebot/>

**Course Registration:** As a general rule, students can enroll in classes during the first week of semester by attending the class.

**Exams:** As a general rule, students can register for exams in their respective courses/study programs via the list available in the offices of the study program

**Credits:** The Film University Babelsberg operates on the ECTS system. As a general rule, 1 ECTS equals 30h of workload. A full semester workload is 30 ECTS.

**Health Insurance:**

In Germany all students are subject to compulsory health insurance, regardless of whether they are degree seeking students or exchange students. A proof of adequate health insurance cover is essential and required for enrollment at university as well as for getting a residence permit.

Students from European Countries with a European Health Insurance Card (EHIC) do not require additional health insurance. Students from countries that do not have any social security agreement with Germany need to be insured via a health insurance provider. Find more information on health insurance [here](#).

**Visa:**

Students from EU member states do not require a visa for Germany. Please inform yourselves on the webpage of the [Federal Foreign Office](#) if you require a visa. It is highly recommended to apply for a visa much in advance.

**Erasmus+ :**

The Film University Babelsberg takes part in the Erasmus+ program of the EU. Incoming students can inquire at their home institution if they are eligible for fundings by the program and should apply for such at the International Office of their home institution.

**Living in Potsdam**

Living Costs: [Compare Living Costs](#)

Housing:

<https://www.filmuniversitaet.de/studium/campus-leben/wohnen-in-potsdam/>

**Funding options:**

Incoming students looking for financial support can inform themselves on the webpages of the German Academic Exchange Service (DAAD): <https://www.daad.de/deutschland/en/>

**How to get here:**

<https://www.filmuniversitaet.de/footer/kontakt/afahrt/>