

Registration Form for Language Center Courses

Important:

- Please fill out **one form per language** if you wish to register for several courses in different languages.
- Please complete the entire form.
- Please make sure that you enter your email address correctly.
- After sending the form, you will receive a confirmation email containing an **ID** and your entered data. You can use the ID to check the [course lists](#) on the indicated date to see if you have been assigned a place in the course.

To register for **French, Italian, Portuguese, or Spanish courses**, please use the [special registration form](#) provided for these languages (German version only).

Your personal information will be securely transmitted to the server via SSL encryption.

Mandatory fields are marked with an asterisk ().*

Personal Information

Last name *

First name *

Email *

Telephone number (for urgent matters)

Student ID number *
If you do not have a student ID number, please enter 000000 in this field.

I am enrolled as a student * at Freie Universität Berlin at a different university

Name of university (if not FU):

Priority registration due to childcare or care of other family members or for students with special needs * Yes No This of course depends on your own circumstances.
Please send the relevant documentation to Nachweise@Sprachenzentrum.FU-Berlin.de

University Education

Degree being pursued *

Major/core subject area *
Please do not use abbreviations. Exchange students should enter the main department in which they are enrolled while at Freie Universität.

Current semester in this subject area *

Minor subject(s)
Please do not use abbreviations. Exchange students should enter the departments of their minor subject(s) in which they are enrolled while at Freie Universität.

Current semester in this subject area

Your Desired Course

Language *

When would you like to take the course? *

Course number *

"Lehrveranstaltungsnummer" or "LV-Nummer," for example, 54700. Course numbers can be found in the [Language Center's course catalog](#) for the respective semesters.

Name of the course *

Important: Please provide an alternative option if there is a parallel course offered for the language and level you want to take.

Course number

"Lehrveranstaltungsnummer" or "LV-Nummer," for example, 54700. Course numbers can be found in the [Language Center's course catalog](#) for the respective semesters.

Name of the course

Bachelor's Degree Students

I would like to receive ABV credit (ABV: "general professional skills") for the foreign language skills requirement for this course.

- Yes
- No (I have already completed all of my ABV requirements)
- My degree program does not have ABV requirements.

Now this technically was an error of mine, so you can also leave this blank. If it, however, cannot be erased any more the middle option should be fine.

I am registering for this course to fulfill requirements in my degree program.

- Yes
- No

Please refer to your departmental degree requirements and the degree program and examination regulations for your program (e.g., practical language module in the "Language and Society" B.A. Program; Elementary Education LBW: Introductory Module A)

Master's Degree / State Examination / Doctoral Students

This course

Credit transfers for modules are determined by the degree program regulations within your core subject. Check with your department to see if transfers are possible. Please be aware that, with regard to related or complementary areas, the Language Center does not provide documents for credit transfers or certificates for ABV modules with detailed grade reports.

Exchange Students

Home institution

Degree program (home institution, major and minor)

Current semester in your degree program at home institution

This course is part of my Learning Agreement.

Yes

No

If you answered no, will you still be able to receive credit for the course back at your home institution?

Yes

No

I will be at Freie Universität for

just this semester

this semester and the next (or more)

Leave blank.

Prior Knowledge

Beginners:

I have no prior knowledge of this language.

With prior knowledge:

I have already taken this language in a course at Freie Universität's Language Center.

Course

Semester

e.g., summer semester 2019, winter semester 2019/20,...

Instructor

With prior knowledge:

I have not so far taken any course in this language at FUB Language Center. I took a language placement test at the Language Center to determine my proficiency level.

Test taken on (date)

Information for those who are enrolled in one of the following bachelor's degree programs: English Language and Literature, North American Studies, Applied North American Studies or Elementary Education with English as an Elective. If you wish to register for an English language course and have been exempted from the English language test, please enter the **semester of the exemption** and the **reason for the exemption** in this field (e.g., "exempted, winter semester YY/YY, IELTS 7.0").

Leave blank

Confirmation and Consent

Confirmation *

I hereby confirm that the information I have provided on this form is accurate and valid.

Student survey

I give the Language Center permission to use my email address to contact me regarding a student survey.

Statement *

I hereby consent to the storage and use of my personal data solely for administrative purposes associated with course registration at the Language Center.

Captcha



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Captcha prevents spam bots from misusing this form. Please enter the code displayed.

Send