

ERASMUS GUIDE: STEP by STEP

1. When is the application deadline?

Please pay attention to the application deadlines, which can be found here:
http://www.fu-berlin.de/studium/international/studium_ausland/erasmus/bewerbung/infos_fristen/index.html

Start the process as early as possible, the sooner the better.

Start early even if you are only considering the idea of participating in ERASMUS.

Hang in there and follow these steps; you can do it!

2. Where do I want to go?

ERASMUS positions are exchange positions within Europe. You have several options to find out the specific offerings and courses for your field of study:

1. Use this link to search for options:
<https://fu-berlin.moveonnet.eu/moveonline/exchanges/search.php>
2. Get informed on the website of your department in the JFKI
3. Visit the office hours of the Erasmus-office in the Student Services Centre (Ilthisstr. 4, 14195 Berlin). They have a list of all ERASMUS exchange locations for the JFKI:
www.fu-berlin.de/studium/international/studium_ausland/erasmus/index.html

Please pay attention to whether these places are meant for BA or MA students.

It can also be helpful to check out the websites of participating universities to see course offerings, occurrences, main focuses, or to google teaching staff.

All ERASMUS students need to write and turn in a field report at the end of their stay, and it can be helpful to read the field reports of prior participants. These may offer tips, advice, and possibly warnings regarding the universities and programs you are considering. You can find a selection of these field reports from students at the Freie Universität under this link:
www.fu-berlin.de/studium/international/studium_ausland/direkt/da_erfahrungsberichte/index.html

Please note that since this is only a selection, it might not be possible to read field reports from the universities in which you are mostly interested. If so, it can be just as helpful to use Google to search for field reports from students at other universities or other countries who did an ERASMUS semester at the university in which you are interested. These can be as helpful as the field reports from FU's own students. Please pay attention to the department that was visited, since experiences can obviously differ depending upon the field of study.

You must always apply for the following academic year – that means for the next winter semester or the next summer semester (in this order).

Pay attention to whether the place you apply for is meant for one or two semesters. If it is only for one semester, but you would like to go for two semesters, this may also be possible, but you will have to clarify it with the partner university. You should do so as early as possible. (You can get help at the ERASMUS office during their office hours).

There is also the possibility to spend one semester and then to make an application for extension from abroad. This, however, is only possible in the winter semester, since a new academic year will start after the summer semester.

4. How do I apply?

The specific documents that need to be turned in can vary from department to department. In all cases you will need to turn in the following documents:

1. Your present matriculation ID
2. Letter of motivation (German)
3. Personal data sheet (German)
4. Current Certificate of Performance (Print-out from Campus Management); MA and doctoral students should also submit their diplomas
5. Online application form (available in January):
<https://fu-berlin.moveonnet.eu/moveonline/outgoing/welcome.php>
You need to print, sign, and return a copy of this form in addition to the online submission – please be aware of this in case you do not have a printer at home.
6. Possibly a language certificate (with regards to the requirements of the partner university)

More information:

http://www.fuberlin.de/studium/international/studium_ausland/erasmus/bewerbung/infos_fristen/index.html

The documents listed above are required by the ERASMUS Office. Please turn in the documents mentioned above even if you are asked to turn in fewer documents to avoid possible difficulties.

You need to submit all documents to the JFKI's ERASMUS representative before the deadline. You can learn about the Erasmus representatives on the departmental websites or from the list you get from the ERASMUS office. Get in contact with the ERASMUS representatives to clarify open questions and in case if you need to turn in additional documents.

The application documents can be submitted online as PDF's

<http://online2pdf.com/de/word-zu-pdf-konvertieren>

Documents which must be signed need to be scanned and sent in. You can merge single scanned pages in one PDF:

<http://www.pdfjoin.com/de>

Be sure to write your name on all the files, indicate all the documents, and add "ERASMUS application". It's best to combine all documents in a single zip file.

5. And now? Waiting period and BaföG for abroad

Generally, it takes some time until you get an answer from your ERASMUS representatives. Pay attention to the deadlines that are indicated on the websites of the partner universities. If you are nominated by the FU you need to enroll at the partner university before the deadline.

You need to apply for BAFÖG abroad at least six months ahead of time to receive it when your ERASMUS semester starts. You can use the waiting period to apply for Bafög for

abroad even if you do not know if you will get an ERASMUS place. You should do this early to be sure to meet the deadline: <http://www.auslandsbafoeg.de/auslandsbafoeg/>

Different offices are responsible depending on the destination:

<http://www.bafög.de/de/ausland---studium-schulische-ausbildung-praktika-441.php?V=list&et=EUR&land=IT#dtl>

A template for an informal application for BAFÖG abroad before the deadline is only offered by the student union Thuringia: http://my-stuwe.de/dateien/formloser_antrag_ausland.pdf

If you stick to this template with your letter and sign and send it via Post to the appropriate office, you'll get an answer with the further procedure.

If you get an answer from your ERASMUS representative, it might happen that you get invited to an interview. For this interview, read up on your partner university, the courses they offer, and think about the reason why you would like to go there.

You will get more detailed information from your ERASMUS representative.

You will get an answer to your application even if it is a refusal. Should it be necessary, check with your representative.

6. I was nominated, what should I do next?

Your ERASMUS representative must inform the partner university of your nomination.

Make inquiries if this has been done. Check also with the ERASMUS office to ensure that the destination and time period have correctly been passed on. With so many applicants it's possible that things get mixed up. Go to the ERASMUS office hours or call them.

You are supposed to get an email from your partner university informing you of the further procedure. This procedure is different at each university.

Pay attention to the partner university's application deadline.

In any case, you need to fill out a Learning Agreement and get it signed by the departmental ERASMUS representative (you may need authorizations from several representatives if you want course offerings from the partner university to be recognized in different departments. You should also make sure this is possible with the partner university.) You must also sign it, send it to the partner university, and get it signed by a representative of the partner university before the start of the semester. Finally, turn it in at the ERASMUS office.

If the partner university has no other requirements, you can send the Learning Agreement back and forth as a scanned document. The ERASMUS office does not require the original.

You can find a list of important ERASMUS documents here:

http://www.fu-berlin.de/studium/international/studium_ausland/erasmus/formulare/index.html

From the time of nomination, you have to observe further deadlines: http://www.fu-berlin.de/studium/international/studium_ausland/erasmus/dokumente/index.html

It is very important that you clarify which courses offered at the partner universities can be recognized at the JFKI with your departmental ERASMUS representatives as early as possible and detail this in your Learning Agreement

Please fill out the paragraph in the Learning Agreement under

“The sending institution – Home University” as follows:

Name: Freie Universität Berlin
Erasmus code: D BERLIN01
Faculty/Department: International Affairs; Student Exchange Office
Address: Ilthisstr. 4, 14195 Berlin
Country: Germany

You can find the name of the contact person on the Website of the Erasmus office:

http://www.fu-berlin.de/studium/international/studium_ausland/erasmus/

This way it's guaranteed that all important documents that the partner university sends to FU get into your folder in the ERASMUS office.

Please do not forget to hand in the data sheet (on the list of important documents) at the ERASMUS office. This is the sheet to apply for ERASMUS funding.

Catch up on language courses in Berlin and at the partner university if you want to learn the language of the target country (recommendable).

More information on this and on further arrangements for your ERASMUS stay can be found here: [http://www.fu-](http://www.fu-berlin.de/studium/international/studium_ausland/erasmus/vorbereitung/index.html)

[berlin.de/studium/international/studium_ausland/erasmus/vorbereitung/index.html](http://www.fu-berlin.de/studium/international/studium_ausland/erasmus/vorbereitung/index.html)

Before you go abroad and when you come back you need to take an English language test so that a possible change in your language skills can be statistically recorded. You will receive information on this from the ERASMUS office in due time.

Make inquiries what else you might need for your target country, such as foreign health insurance, foreign liability insurance, opening a bank account in the target country, etc.

Your ERASMUS representatives and the ERASMUS office can help you with these questions and any others you may have. And don't be afraid to ask!

When you arrive at this point in your ERASMUS guide you have probably received a place. Congratulations! Seize the opportunity. Don't get intimidated by the bureaucracy and don't allow it to dampen your spirit. Instead, get ready for a wonderful semester or year abroad!