

Application and registration instructions: please read carefully!

1. Be sure to download and read the General Terms and Conditions of Business (AGB) for the FU-BEST program before completing and submitting your application!

2. Please be sure to provide full and correct information throughout the forms. **MAKE A PHOTOCOPY FOR YOUR OWN RECORDS!!! We request that you do not submit an application form completed with pen or pencil; complete the form on-line, please, and then print it out.**

3. Note that successful transfer of credits earned through this program back to your own university, college or program in many cases requires you to obtain home institution approval prior to enrollment in FU-BEST. It is your personal responsibility to secure such approval.

4. Please note the application deadlines listed on the forms or at the program's website. Failure to observe these deadlines can jeopardize your participation in the FU-BEST program.

5. Be sure to provide a full, prioritized selection of at least 10 courses, so that we can carry out all course placement options here, if needed. Indicate whether you wish to take 2, 3 or 4 non-language content courses! Keep in mind that course enrollment is carried out on a first-come-first-served basis. As a result, a) applying early is always a good idea and b) you may not get every course you select as your top choice(s).

6. You are required to submit a **copy of your transcript and two passport photos** with your application. Your application will not be considered complete without these items.

7. Unless your home school pays your FU-BEST bill to us on your behalf: please remember to subtract the 500 Euro deposit from your remaining fees when making your final payment. This is a general deposit to be paid by all applicants.

8. Students who need a German visa in order to participate in this program will **in some cases** only receive the necessary documentation to obtain such a visa **after** all fees have been paid. This is a decision made after review of the applicant's file.

9. If you are opting for a homestay, be sure to submit a 1-2 page self-introductory statement along with the rest of your application.

10. Applicability of financial aid from your home institution to this program is not a matter that we decide. Please check with your own school.

11. Each applicant will have a non-refundable 50 Euro application/registration fee and 500 Euro deposit charged to their credit card after their admission to the program, unless they notify us within 10 days after formal admission of their intention not to participate. If your school pays your FU-BEST bill on your behalf, they will also take care of these fees.

12. **Please note:** if you opt for an apartment as housing, you will be required to provide credit card information to us as a security deposit.

13. **Important immigration notice:** If you are not a citizen of an EU member-country, the USA or Canada, you will almost certainly need a visa in order to enter Germany and participate in the FU-BEST program. It is your personal responsibility to obtain such a visa, using the admission letter we provide via e-mail. Be sure to take care of this matter in a timely manner! **All** non-EU participants are required to apply in Berlin for a permit which extends the customary 3-month limit on stays by visitors; this permit is issued by the Office for Foreign Residents (Ausländerbehörde) in Berlin; the relevant forms will be completed on-site. The required fee is paid by the program. The photographs needed are made in Berlin and cost each participant 5 Euros.

14. **Completed applications should be sent to:**

FU-BEST Program, FU Berlin, Brentanostrasse 50, 12163 Berlin, Germany.

Freie Universität Berlin: FU-BEST Program
Application & Registration

Semester and year for which you are applying/registering: _____

Last name: _____ First name and middle initial: _____

Current address: Street: _____

City/town: _____

State/province and postal code: _____

Country: _____

Current telephone number (including area code): _____

Permanent/parents'/guardians' address: Street: _____

City/town: _____

State/province and postal code: _____

Country: _____

Permanent/parents'/guardians' telephone number (including area code): _____

Primary e-mail address: _____

Alternate e-mail address (for example, when not in school): _____

Date of birth (day-month-year) and Place of birth: _____ Male Female

Country of citizenship: _____

Name and location of university/college currently attending: _____

Degree student? ____ Yes ____ No. If yes, ____ undergraduate or ____ graduate

If undergraduate, current class standing: _____ Major/minor: _____

Social Security number (U.S. only): _____

I have read the Conditions of Business, posted on the FU-BEST website, and agree to all stipulations and regulations contained therein.

Signature

Place

Date

FU-BEST Housing Form

Note: please provide complete information. When requesting a homestay, remember that your answers and your self-introductory statement will be vital to our placement efforts, so include any and all information that will assist us in matching you with the right homestay setting. Please remember that the Program Fee differs depending on whether you opt for a homestay or a furnished, single-occupancy studio apartment.

Last name: _____ First name: _____

FU-BEST Semester: _____ e-mail: _____

I wish to be housed in a _____ homestay **or** a _____ studio apartment (please mark clearly).

If you have opted for a homestay, please answer the following questions. Be sure to attach a self-introductory statement (circa 1-2 pages) that will be given to the Homestay Coordinator to assist in placement procedures.

Do you smoke? ___ yes ___ no

How do you feel about smokers in your guest-home? ___ objectionable ___ no problem

Please give some information about your dietary habits or preferences (vegetarianism, etc.):

How do you feel about house pets? ___ objectionable ___ no problem

How do you feel about a homestay with small children? ___ objectionable ___ no problem

What kind of homestay profile do you prefer? **Please rank your preferences 1 through 4, keeping in mind that we cannot guarantee placement in your top choice(s)**

___ couple with child(ren) ___ single person ___ couple without children ___ single person with child(ren)

Please give information about any health condition your hosts might have to be aware of (allergies, etc.):

Describe your personality. Feel free to use short phrases or adjectives.

At what level do you speak German?

FU-BEST Course Registration Form

Last name: _____ First name: _____

FU-BEST Semester: _____

1. German language (DaF: Deutsch als Fremdsprache):

Note: enrollment in German language is mandatory for all FU-BEST participants. No prior knowledge of German is required, however. Any student with a current or intended major/minor in German language must enroll in 6-8 credits of intensive German language training. A special section of elementary "Experiential Beginning German" (3-4 credits) is offered for students who do not plan to major/minor in German; yet they may also opt for the 6-8 credit language immersion. Select the level that most closely corresponds with your needs and skills. Check with your university's/college's German language teacher(s) if you are unsure what to select. The two beginning levels correspond to 100-level, the three intermediate levels to 200- and 300-level, and the advanced level to 400-level courses at most institutions. All participants above the absolute beginner level are likely to be tested on-site after arrival in order to ensure proper placement. Please place a clear mark in front of the section/level for which you wish to sign up. The exact number of credits transferred is, in the end, left to the discretion of the home institution. Each participant enrolling in 6-8 credits of German is expected to complete 2 levels of German in the course of the semester. On this form, mark only the level at which you would start at the beginning of the semester, however.

___ Experiential Beginning German for Non-Majors/Non-Minors (3-4 credits)
___ Beginner 1 (6-8 credits) ___ Beginner 2 (6-8 credits) ___ Intermediate 1 (6-8 credits)
___ Intermediate 2 (6-8 credits) ___ Intermediate 3 (6-8 credits) ___ Advanced (6-8 credits)

2. Content courses

Note: please rank at least ten of the following courses in the order of your preference. A full-time course load at your college or university will generally involve 4 or 5 courses. You will receive one or two courses' worth of credit for German language, depending on the option you selected above. That leaves you a choice of 2, 3, or 4 content courses.

IMPORTANT!!! Please mark your choice: I wish to enroll in 2 or 3 or 4 content courses.

Please rank AT LEAST TEN of the following courses in order of your enrolment preference (starting with 1 as your first choice).

- ___ FU-BEST 1: *Contemporary Germany in European Perspective* (3 credits; Fall & Spring)*****
- ___ FU-BEST 2: *Integration, Conflict, and Security in Europe* (3 credits; Fall & Spring)***
- ___ FU-BEST 3: *History of Central European Classical Music: Baroque to Contemporary* (3 credits; Fall & Spring)**
- ___ FU-BEST 4: *Perspectives on 20th Century Art in Central Europe* (3 credits; Fall & Spring)
- ___ FU-BEST 5: *German Cinema before 1945* (3 credits; Fall semester only)*
- ___ FU-BEST 6: *The Human Condition and the Totalitarian Experience* (3 credits; Fall & Spring)*****
- ___ FU-BEST 7: *Berlin: History, Memory, Literature* (3 credits; Fall & Spring)
- ___ FU-BEST 8: *Modern German History in European Context: A Thematic Approach* (3 credits; Fall & Spring)*****
- ___ FU-BEST 9a: *The Promise of German Philosophy: Kant to Hegel* (Fall semester only; 3 credits)**
- ___ FU-BEST 9b: *Tragedy and New Beginnings in German Philosophy: From Marx and Nietzsche to Habermas* (Spring semester only; 3 credits)**
- ___ FU-BEST 10: *Islam and Europe: Historical and Contemporary Dimensions* (3 credits; Fall & Spring)*****
- ___ FU-BEST 11: *European Business Cultures: Management and Marketing in Cross-National Perspective* (3 credits; Fall & Spring)*
- ___ FU-BEST 12: *Architecture in Berlin from the 19th Century to Today* (3 credits; Fall & Spring)*****
- ___ FU-BEST 13: *Contemporary Cinema in Germany and Europe* (3 credits; Spring semester only)*
- ___ FU-BEST 14: *Theatermetropole Berlin: Vergangenheit und Gegenwart* (taught in German; only for students at DaF 4 – Advanced level; 3 credits; Spring semester only)***
- ___ FU-BEST 15: *Literatur und Film in Deutschland seit der Wende* (taught in German; only for students at DaF 4 – Advanced level; 3 credits; Fall semester only)***
- ___ FU-BEST 16: *Themes and Issues in Transatlantic Relations* (3 credits; Fall & Spring)*****
- ___ FU-BEST 17: *Special Topics Course* (offered in association with the University of Maryland; 3 credits; Fall semester only)**
- ___ FU-BEST 18: *Special Topics Course* (offered in association with Purdue University; 3 credits; alternating Spring semesters, starting Spring 2009)**

* PLEASE NOTE: These courses will be offered at the same time, so you could only attend one!

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PAYMENT OF FEES:

Unless your college/university pays us on your behalf, you are required to have the 50 Euro registration fee and the 500 Euro non-refundable deposit charged to a credit card. Please provide card information here:

Name on the card: _____

VISA _____ Mastercard _____ (sorry, we cannot accept other credit cards)

Card number: _____

KPN Number (last 3 digits on the back of the card): _____

Expiration date: _____

Signature: _____

Those fees not charged to the credit card must be sent to us by bank transfer, whereby you carry full responsibility for all bank transfer charges, at home as well as in Germany. See the Conditions of Business (AGB) for the FU-BEST program for details. We do not accept payment by check.

APARTMENT STUDENTS:

If you are opting for apartment housing, you are required to provide credit card information as a security deposit. The credit card must be valid at least one month beyond the end of the program.

If you have completed credit card information above and want that card to be used as security deposit, please check here: _____

If you did not complete the above portion and/or wish to use a different credit card as security deposit, please complete this section of the form:

Name on the card: _____

VISA _____ Mastercard _____ (sorry, we cannot accept other credit cards)

Card number: _____

KPN Number (last 3 digits on the back of the card): _____

Expiration date: _____

Signature: _____

Instructions for the „Antrag auf Immatrikulation / Enrolment Application“

- Please complete this page carefully and be sure to submit it along with the rest of your FU-BEST application
- The German academic year does not feature Fall and Spring semesters, but Winter and Summer semesters instead. You can leave this line for us to complete.
- Under *Programm/Stipendiengeber*, fill in “FU-BEST Program”
- Under *Studiengang*, fill in your Major field
- The rest of the form should be self-explanatory. If you have questions, please contact us.

FU-BEST PROGRAM

CONDITIONS OF APARTMENT RESIDENCE

I hereby declare that I have read and that I accept the following conditions pertaining to my residence in an Arwobau apartment rented on my behalf by the FU-BEST program.

1. The apartment is a single-occupancy unit. Guests may stay with a resident for a brief period of time, not to exceed 1 or 2 weeks at a time.
2. All contents of the apartment are to be treated with care. Each resident assumes full legal and financial liability concerning any damage caused by him/her or by those visiting his/her apartment. All damage is to be reported to the manager (Hausmeister). No participant is allowed to insert nails or screws or to affix tape to any of the doors or walls for (re)decoration or other purposes. The installation and subsequent termination of a telephone connection, if desired, and all costs associated therewith, are fully the personal responsibility of the FU-BEST participant.
3. Each resident is obligated to hand in the Einzugsprotokoll (“moving-in declaration”) at the office of the manager (Hausmeister) during the first week of residence. In return, the resident will receive a spare key.
4. No furniture shall be moved around between or among apartments or placed anywhere outside the apartment.
5. Hallways and stairwells shall not be used for meetings, “hanging out”, etc.
6. Trash will not be left in any public area (apartment grounds, laundry room, foyer, stairwells, hallways, etc.). It will be sorted and disposed of properly in the designated area of the apartment complex.
7. Noise is to be avoided in all public areas (apartment grounds, laundry room, foyer, stairwells, hallways, etc.). Loud individual or group behavior is to be avoided at all times. The apartment complex is not a dormitory facility and not intended to be a site for disruptive parties and other events.
8. Two or more specific complaints concerning noise, trash, etc. lodged against a FU-BEST participant by other residents in the complex may, depending on the severity of the complaints, lead to one’s eviction from the apartment, with no refund of the housing portion of the FU-BEST Program Fee. If such a situation arises, the evicted FU-BEST participant will be responsible to find his/her own alternative housing in the city at complete personal expense. Any FU-BEST participant against whom a first complaint is lodged will be notified and warned accordingly.
9. At the end of the semester, each FU-BEST resident is responsible for setting up a check-out appointment with the Hausmeister at an appropriate and mutually agreed time prior to one’s departure (excluding weekends and evenings). At the conclusion of the Hausmeister’s inspection of the apartment, the departing resident is required to sign an Auszugsprotokoll (“moving-out declaration”). If an appointment with the Hausmeister cannot be arranged, the student is required to leave the apartment in orderly condition and deposit the key as directed by the Hausmeister before departing from Berlin.
10. The credit card submitted as security deposit will be used to cover any repairs or replacements that have not yet been paid for separately. No FU-BEST participant residing in an apartment will receive a FU-BEST transcript until all repair and/or replacement bills that may pertain to his/her period of residence have been fully paid.

Date

First and last name

Signature

**Abt. IV Außenangelegenheiten
FU-BEST Program**

Freie Universität Berlin, FU-BEST Program, Brentanostraße 50, 12163 Berlin

Dr. Dirk Verheyen
Academic Director
Brentanostraße 50
D-12163 Berlin

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Fax +49 30 838 57582
E-Mail fubest@fu-berlin.de
Internet www.fu-berlin.de/fubest

Berlin, [00.00.0000]

DECLARATION OF PERSONAL LIABILITY

Participation in the FU-BEST Program entails the assumption of personal legal and financial liability, as constituted in the Bürgerliches Gesetzbuch (BGB) of the Federal Republic of Germany, with regard to personal behavior that may result in a) damage to or destruction of property, b) injury to others, or c) damage to or disruption of the program and its host-institution, the Freie Universität Berlin.

A) Damage to or destruction of property:

This includes the program facility at Brentanostrasse 50, other facilities of the Freie Universität Berlin, apartments rented on behalf of the program, the homes of host-families as well as all other property that is not the participant's own, inside or outside Germany.

B) Injury to others:

This liability is not limited only to injuries sustained by individuals associated with the FU-BEST Program.

C) Damage to or disruption of the program:

A determination in this regard shall be made by the Academic Director of the Program, in consultation with other FU administrators as well as representatives from the participant's home institution.

Gross and repeated misbehavior in any or all of the above categories may result in dismissal from the program, without refund of any fees. Legal and financial liability for repairs, replacement, treatment, compensation, etc. shall apply in each and every instance.

I have read this statement of legal and financial liability and accept its conditions.

First and last name (please print)

Place and date

Signature

Freie Universität Berlin, FU-BEST Program, Brentanostraße 50, 12045 Berlin

An das Landesamt
für Bürger- und Ordnungsangelegenheiten (LABO)
-Ausländerbehörde-
Friedrich-Krause-Ufer 24
13353 Berlin

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D-12163 Berlin

Telefon +49 30 838 56582
Fax +49 30 838 57582
E-Mail fubest@fu-berlin.de
Internet www.fu-berlin.de/fubest

To whom it may concern:

Declaration of Financial Support

this is to certify that I support _____ (name of student) with a monthly
payment of _____ €* for the duration of the FU-BEST Program of the Freie Universität Berlin and
the continuation of his/her stay in Germany (* Monthly support must in principle be at least 600 €).

With best regards,

Name: _____

Relationship to student: _____

Address (street, city, postal code, country): _____

Dates of financial support: from _____ through _____.

Date and place: _____

Signature _____