

Applying for a Master's Program at Freie Universität Berlin

International Student Support at the Center for Academic Advising





We will start at 14.10 pm

Questions are welcome!

Please use the Q&A (Frage und Antworten) function on Webex to pose your questions.

Presentation

You can download this presentation here: <https://www.fu-berlin.de/en/studium/beratung/veranstaltungen/internationale-angebote/index.html>

(Please see the bottom of the page under „Downloads“). This link is also copied in the chat, so please check there for the link.

Topics

- Getting informed: How to find out more about our study programs
- Application and admission processes
- Support Services: Where to ask further questions



Getting informed

Study programs and study structure

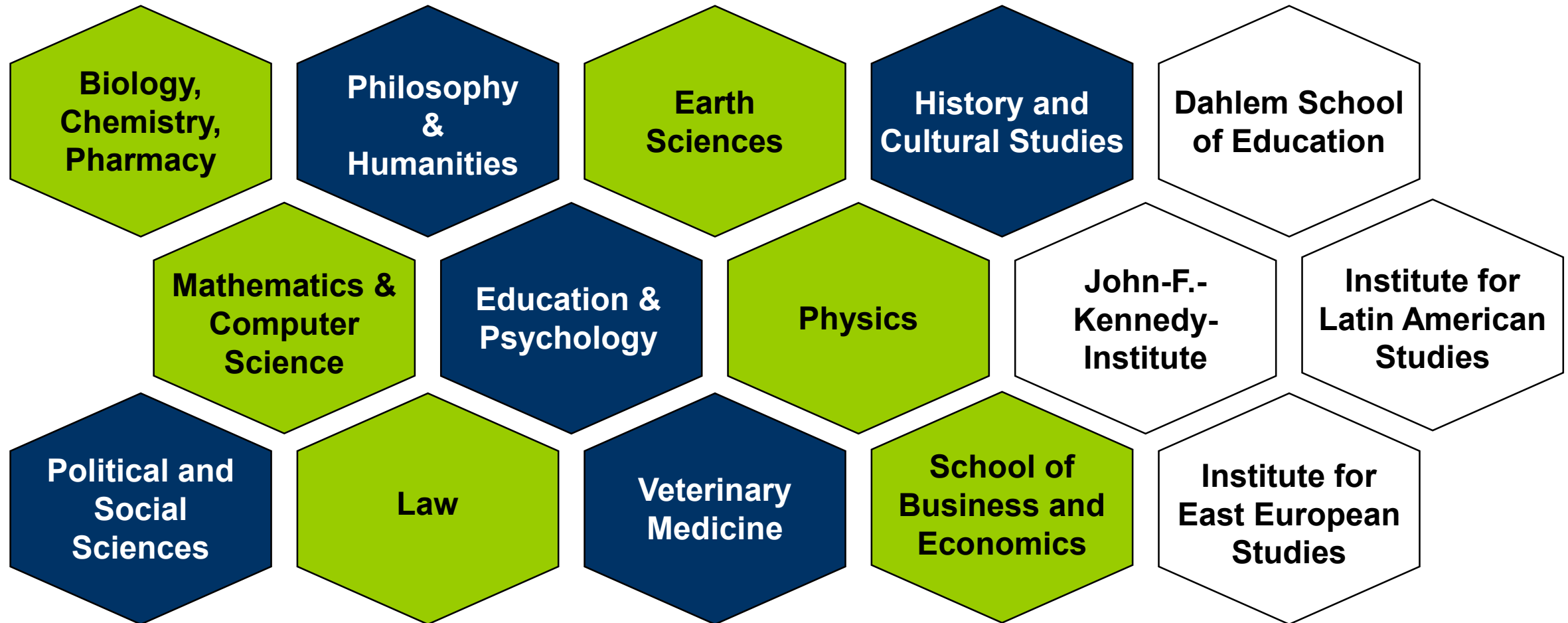
Freie Universität Berlin

- Founded: 1948
- Students: 33,000
- Study Programs: 170
- Bachelor Programs: 75
- Master's Programs: 94



Image: Volker Möller

Academic Departments & Central Institutes



Master's Programs Offered

Master's Programs



Programs in English
Study Programs in Cooperation with national and international Universities

Category of studies

Departments

A - Z

Master's programs

- [Applied Landscape and Field Archaeology](#)
- [Applied Literary Studies - Contemporary Literature](#)
- [Arabic Studies](#)
- [Archaeology of the Ancient World](#)
- [Art History in a Global Context: Focus on Africa](#)
- [Art History in a Global Context: Focus on East Asia](#)
- [Art History in a Global Context: Focus on Europe and America](#)
- [Biochemistry](#)
- [Biodiversity, Evolution, Ecology](#)
- [Bioinformatics](#)
- [Biology](#)
- [Chemistry](#)
- [Chinese Studies](#)
- [Classical Archaeology](#)
- [Classical Philologies](#)
- [Cognitive Neuroscience](#)

Subject description of all programs including information on:

- ✓ Department and contact information of the coordinator of the master's program
- ✓ Program structure and core curriculum
- ✓ Admission requirements
- ✓ Career opportunities
- ✓ Fees (only relevant for continuing education master)

Online Studies Selection Guides

OSA Biochemistry (M.Sc.)						
START	PROGRAM	EXEMPLARY TASKS	UNIVERSITY LIFE	RESEARCH	PROSPECTS	APPLY?
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Prospects

Many graduates from the Biochemistry Master's program at FUB continue to obtain their PhD. Thereafter, graduates can work in very different occupations. Many remain in research while others go on to work in pharmaceutical or biotech companies.

On the following pages, you can read short interviews with FUB Biochemistry graduates working in various occupational fields. They describe how they decided to pursue their profession, provide insights into their professional life and explain what skills and competences they need on a regular basis at work.



Lisa Neidhardt, PhD student



Sana Khan Khilji, PhD student



Dr. Holger Sieg, Junior Research Group Leader



Dr. Alexander Ulrich, Research Scientist

The program description of each master's program includes information about:

- ✓ course content
- ✓ (video) interviews with lecturers and (former) students
- ✓ example assignments
- ✓ student feedback and perspectives

Semesters

Winter Term: October 1 – March 31

Courses between mid-October and mid-February

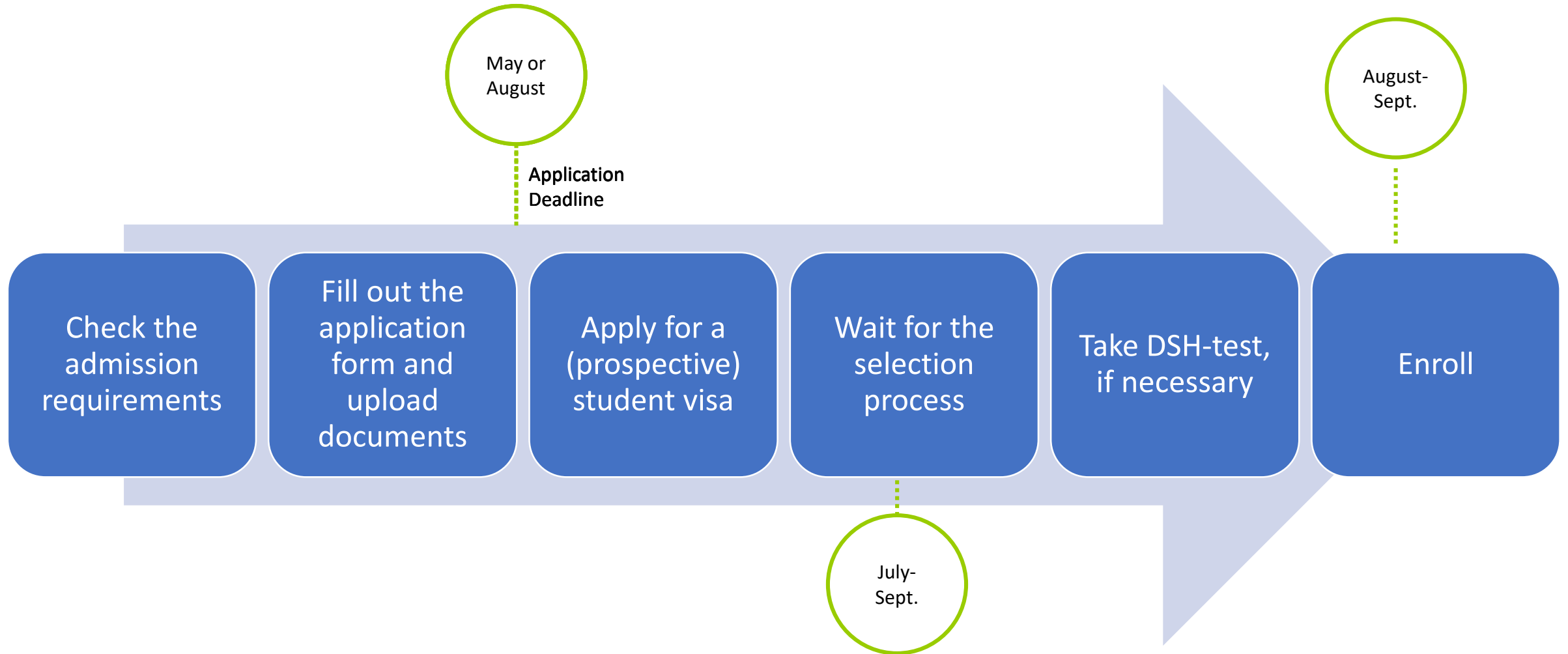
Summer Term: April 1 – September 30

Courses between mid-April and mid-July

Application and Admission Processes for Master's Programs



Application process in 6 steps



Step 1: Check the admission requirements

Each master program has its own regulations regarding admission as well as how many students are admitted (Zugangssatzung), hence each master has specific admission requirements.

Where do I find this information?

- First, refer to the program description available online:
<https://www.fu-berlin.de/en/studium/studienangebot/master/index.html>

Admission requirements

Consecutive Master

- undergraduate degree in the same or a similar field of study
- sometimes specialization, credit points in specific modules
- German language skills if required
- English language skills if required
- In some cases further language skills

Master of education

- university degree with specific amount of credits in didactics and pedagogy from a German university
- German language skills
- often further language skills

Continuing Education Master

- university degree
- vocational experiences of at least 12 months in the field of study
- often German language skills
- often further language skills
- programs charge tuition fees

Admission Requirements: Example

Example: Master Finance, Accounting and Taxation (German-language program)

Consecutive Master

- undergraduate degree in the same or a similar field of study
- sometimes specialization, credit points in specific modules
- German language skills if required
- English language skills if required
- In some cases further language skills

▲ Admission Requirements

For admittance to the master's program applicants need to fulfill the following admission requirements:

- Bachelor's degree in economics or law with a minimum of 45 credit points in the foundations of business taxation, business and public finance, and managerial and finance accounting and in legal areas related to economics; as well as a minimum of 5 credit points in microeconomics and a minimum of 18 credit points in the foundations of mathematics (a minimum of 6 credit points), foundations of statistics (a minimum of 6 credit points), and economic computer science; or an equivalent degree.
- Proof of English language skills (level B2 CEFR or equivalent).
- Ability to conduct supervised work on subjects in the area of economic theory or legal subjects using scholarly methods as exhibited by the presentation of a final paper in German or English, usually a bachelor's thesis or a comparable work (at least 15 pages).

The DSH - or German Language University Entrance Exam for Foreign Students - is obligatory for all applicants whose first language is not German and who have earned their initial degree from a university (or equivalent institution) where the language of instruction is not German.

Further information about admission requirements can be found on the program's website.

Admission Requirements: Example

Consecutive Master

- undergraduate degree in the same or a similar field of study
- sometimes specialization, credit points in specific modules
- German language certificate if required
- English language certificate if required
- In some cases further language skills

Example: Master Global History (English-language program)

▲ Admission Requirements

For admittance to the master's program applicants need to fulfill the following admission requirements:

- An above average degree on par with a Bachelor in History, Regional Studies, or a related field that includes equivalent historical or regional topics (minimum of 60 credits), which can be proven with a transcript of records. In all cases, at least 60 credits must be accredited from historical or regional courses.
- The MA Global History is an English-language program. Therefore, all applicants to the program must prove that they have English skills at a C1 (CEFR) level or higher. For more information, please visit the [homepage of the master's program](#).

Questions related to Admission Requirements

Applied Literary Studies - Contemporary Literature
- Master's programs

Department of Philosophy and Humanities
Peter Szondi Institute of Comparative Literature

Contact Dr. Dorothee Risse, Dr. Johanna Bundschuh-van Duikeren

Address Habelschwerdter Allee 45
14195 Berlin

Telephone (030) 838-72329, (030) 838-60567

Fax (030) 838-723 00

Email maagwliit@zedat.fu-berlin.de

Homepage [Masterstudiengang Angewandte Literaturwissenschaft -
Gegenwartsliteratur \(in German\)](#)



German Language Skills

For the application, you need one of these certificates

- C1 CEFR certificate with grades
- [TestDaF](#) with at least level 4 in two parts and level 3 in two parts (f.e. 4/4/3/3)
- language evaluation test, which attests skills at level C1 CEFR
- DSH 1

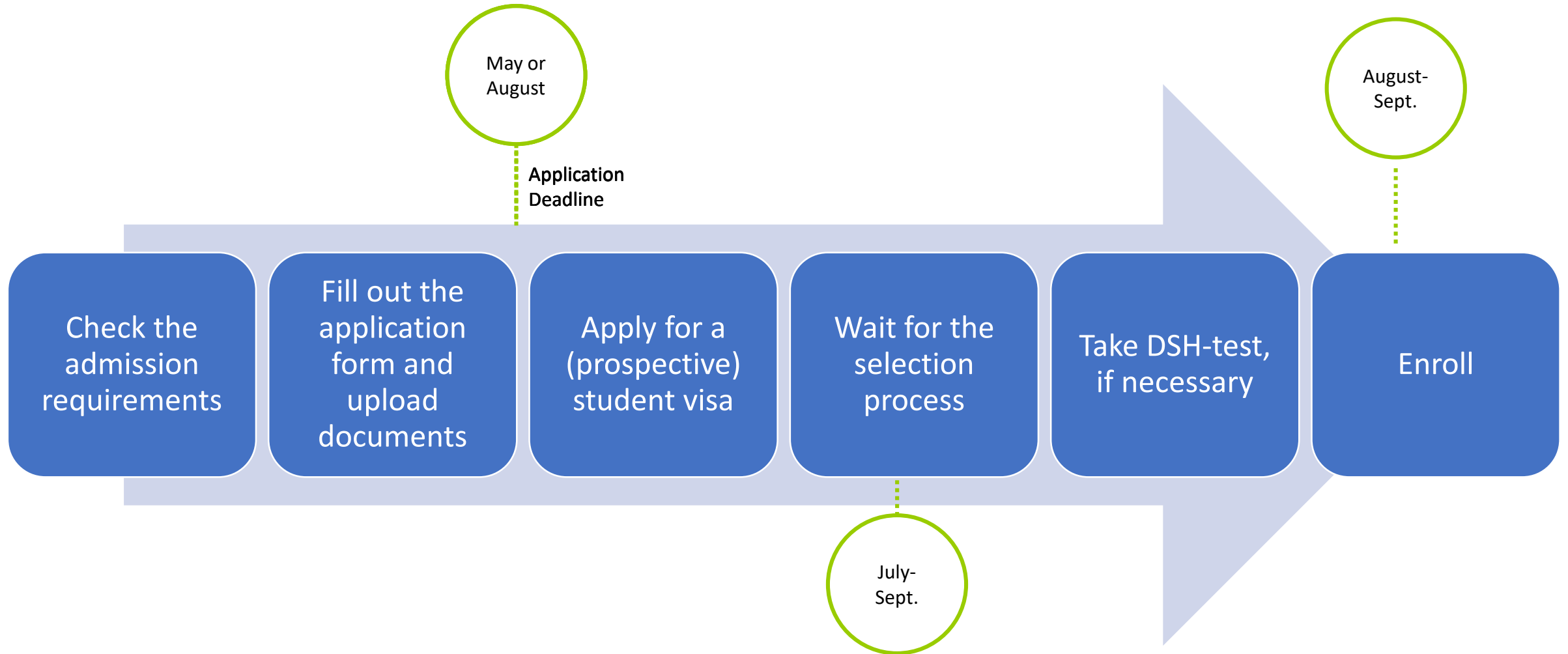
For enrollment, you need one of these certificates

- DSH 2 (test offered by FU Berlin)
- Telc C 1-Hochschule
- C 2-Zertifikat des Goethe-Instituts
- Deutsches Sprachdiplom der Kultusministerkonferenz - Zweite Stufe (DSD II)
- Feststellungsprüfung des Studienkollegs (Assessment Exam of the Studienkolleg)
- [TestDaF](#) with at least level 4 in all four parts

English Skills

- Overview of equivalents that are accepted in general: <https://www.fu-berlin.de/en/studium/bewerbung/master/konsekutive-masterstudiengaenge/sprachliche-zugangsvoraussetzungen/index.html>.
- However, some programs have individual requirements regarding proof of language skills. Therefore, it is recommended to check the specific program description to ensure that all requirements are met: <https://www.fu-berlin.de/en/studium/studienangebot/master/index.html>

Application process in 6 steps



Step 2: Fill out the application form and upload the documents

- Application deadline
- Application form
- Required documents

Application Deadline

- The application deadline depends on the type of master program and/or whether the master program has an admission restriction or limited enrollment (Numerus Clausus)
- The Latin term *Numerus Clausus* stands for “restricted number” and means that the number of applicants admitted must not be (much) higher than the number of available places (as calculated by the respective university).

Does my study program have restricted admission?

To see whether a study program has restricted admission, look for information regarding the phrase “restricted admission” or “unrestricted admission” in the program description at <https://www.fu-berlin.de/en/studium/studienangebot/master/index.html>

Application Deadlines

(Consecutive) Master's programs (without Master of Education) with at least one admission restriction in the first semester or higher semester:

for the summer semester: 01.12. - 15.01.

for the winter semester: 24.04. - 31.05.

(Consecutive) Master's programs offered without restriction in all subject semesters, and all Master of Education degrees:

for the summer semester: 01.12. - 15.02.

for the winter semester: 24.04. - 15.08.

Continuing Education Master's programs:

Deadline according to the [program description](#)

Number of Applications

(Consecutive) master's programs, 1st semester applications → maximum of 2

(Consecutive) master's programs, higher semester → 1 application

Continuing education master's programs → as many as you wish

Submitting your Application: two Pathways

For applicants with bachelor's degree obtained in Germany or when applying to continuing education master's programs

→ apply online through  Freie Universität Berlin

For applicants with bachelor's degree obtained **outside of Germany**

→ apply online via  assist

Online Application through Freie Universität Berlin

Bachelor's degree obtained **in** Germany, or when applying to continuing education master's programs

- Register for an application account in the FU portal
- After registering, you will receive a link to the application portal via e-mail
- Using this link, complete the online application, upload all the required documents, and submit the application digitally

Online Application through uni-assist

Bachelor's degree obtained **outside** of Germany

- Register for the application portal MyAssist at www.uni-assist.de/en
- Complete the online application and submit it digitally
- Upload all required documents
- Pay the application fee*

*EUR 75.00 for your first application, EUR 30.00 for every further application

Application form uni-assist



MY SELECTION LIST

Please answer all mandatory questions (marked in red). Only then will you be able to submit your application.

Wintersemester 2022/2023

Computational Sciences
Master
Freie Universität Berlin

Application for 1. Fachsemester

Admission type: Orts-NC

Show additional application-related questions (**unanswered mandatory questions**)

Show details

 Remove

Handling fees

€ 75.00

Online-only application: For this application, the university accepts an online-only application for uni-assist's pre-check. Simply upload all the required documents to your My assist account – even without official certification. In some cases, you will need to submit further documents and/or officially certified copies to the university later.

[Upload my documents](#)

Required Documents to submit

In general, you need to submit the following documents:

- graduation certificate (i.e. BA degree, if you have completed your bachelor's studies)
- official current transcript of records with an overall grade
- official translations of all certificates if issued in any language other than German or English
- proof of language skills
 - proof of English skills if required
 - Proof of German skills if required
 - proof of other language skills if required
- if applicable, additional study-related skills and documents

See link below for a full list of required documents. There, you find information on additional documents required by some study programs as well as on documents needed for an application for a higher semester or if you submit a hardship application.

Questions related to your Application

info-service@fu-berlin.de

+4930 838 70000

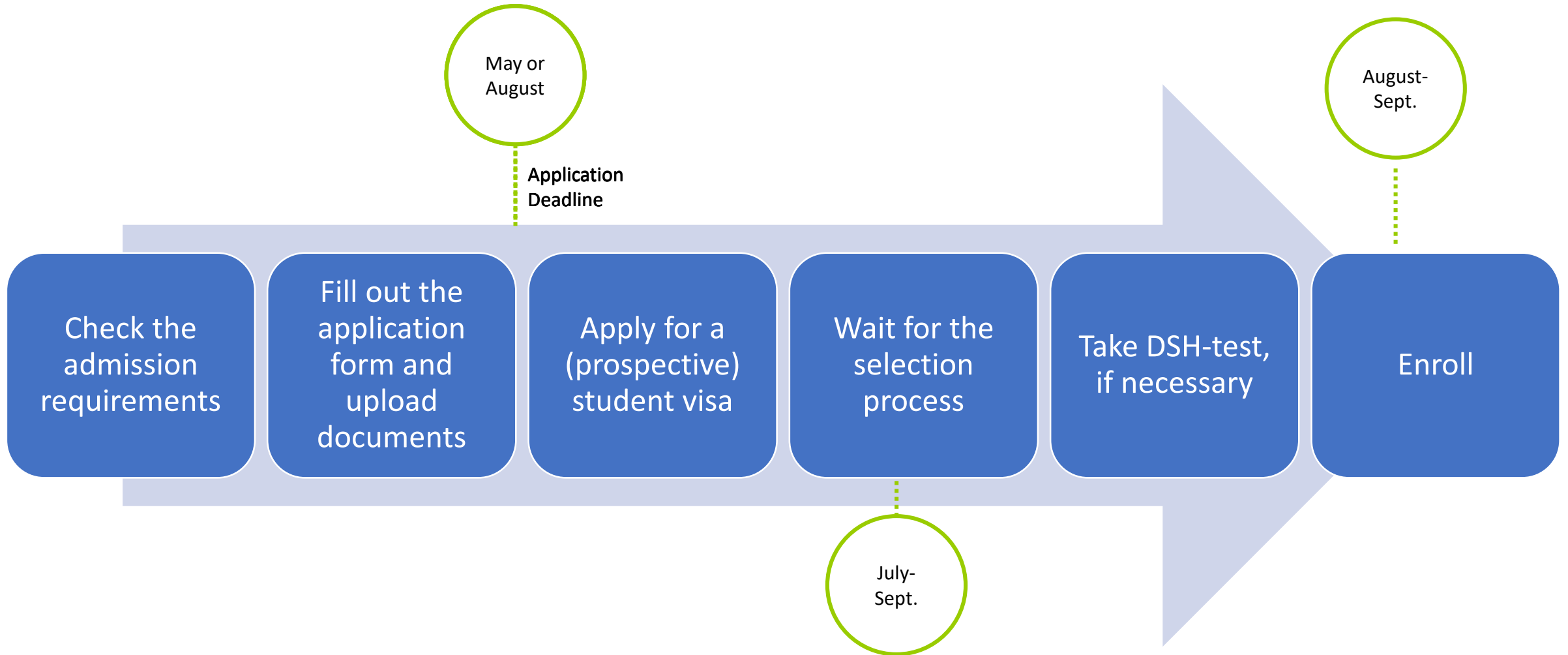
Mon, Wed, Fri 9:00-15:00 h

Tue, Thu 9:00-17:00 h



Student Services Center, Image: Neslihan Berrais

Application process in 6 steps



Step 3: Apply for a Visa

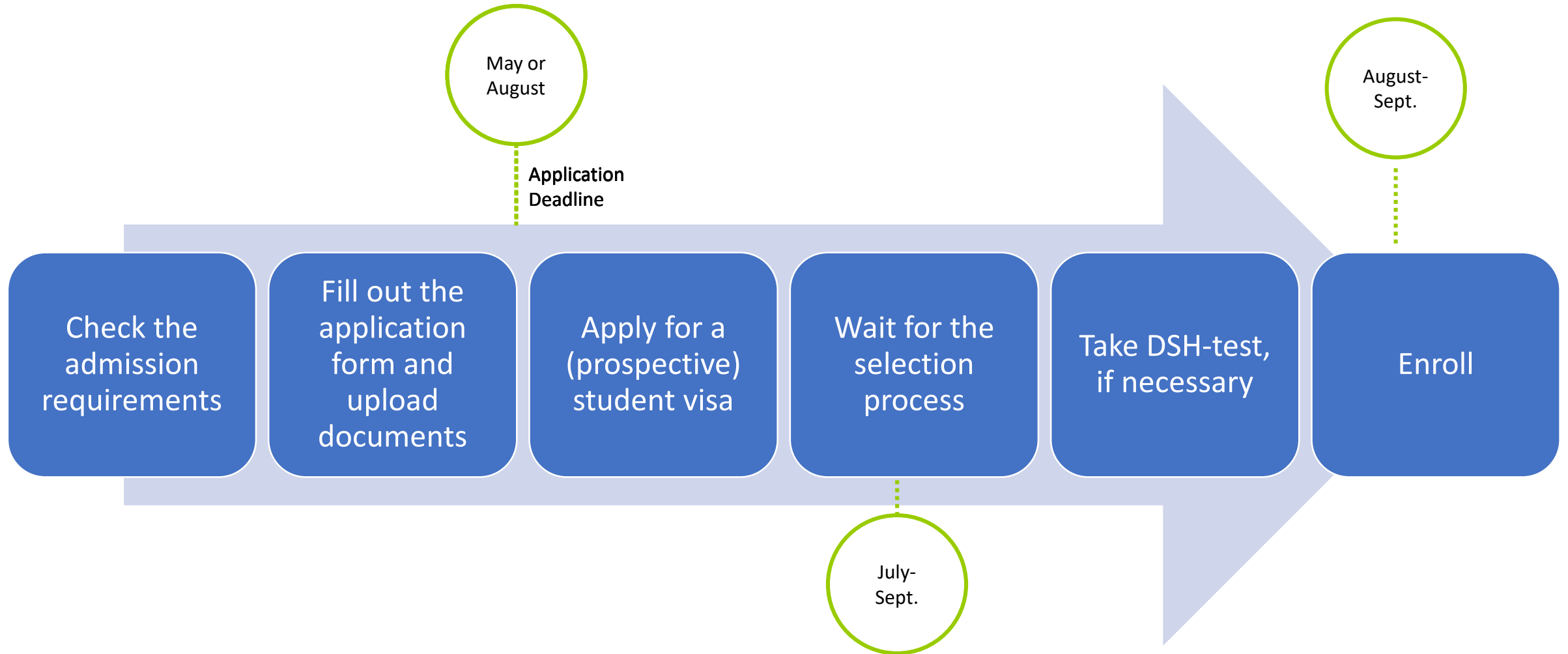
- Do I need a visa?
 - Check <https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>
- Where do I apply for a visa?
 - Contact the German embassy or consulate in your home country. You can find the addresses of the German embassy or consulate here: <https://www.auswaertiges-amt.de/en/about-us/auslandsvertretungen>
 - Information on how to apply and what documents to submit are available at the website of the respective German embassy or consulate.

Visa

More information available at

- <https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>
- <https://www.daad.de/en/studying-in-germany/living-in-germany/visa/>
- <https://www.study-in-germany.de/en/plan-your-studies/requirements/visa/>

Application process in 6 steps



Step 4: Wait for the Selection Process

Selection quotas in master's programs with restricted admission:

5 % hardships

Remaining study places:

20 % wait time


80 % university quota*



*calculation depends on the admission statuses of each master's program; usually the grade-point-average (GPA) of your bachelor's degree plus additional points for vocational experience, subject-related specialisations, and/or an interview.

Online information on the status of your application

Application Portal of FU Berlin

Studienbewerbung

Bewerbungssemester: Sommersemester 2024 - 1 Antrag 

 Es liegen noch keine Dokumente in Ihrem Posteingang vor. 

Abgegebene Anträge

 Hilfe


1. Antrag

Antragsstatus: **Eingegangen**

Master of Arts Klassische Philologie, 1. Fachsemester

Örtliche Zulassungsbeschränkung oder NC-freie Master (manuell)

Antragsfachstatus: **Eingegangen**

 [Antragsdetails anzeigen](#)  [Antrag zurückziehen und bearbeiten](#)  [Antrag zurückziehen](#)

Application portal of Freie Universität Berlin

- After uni-assist has transferred your application to Freie Universität Berlin, you will receive information by email to activate your account for the application portal of Freie Universität Berlin.
- Using this portal, you will have access to the following information: current status of the applications that uni-assist transferred to FU Berlin, language tests and language test results, dates for the admission procedures and mailing dates of notifications.

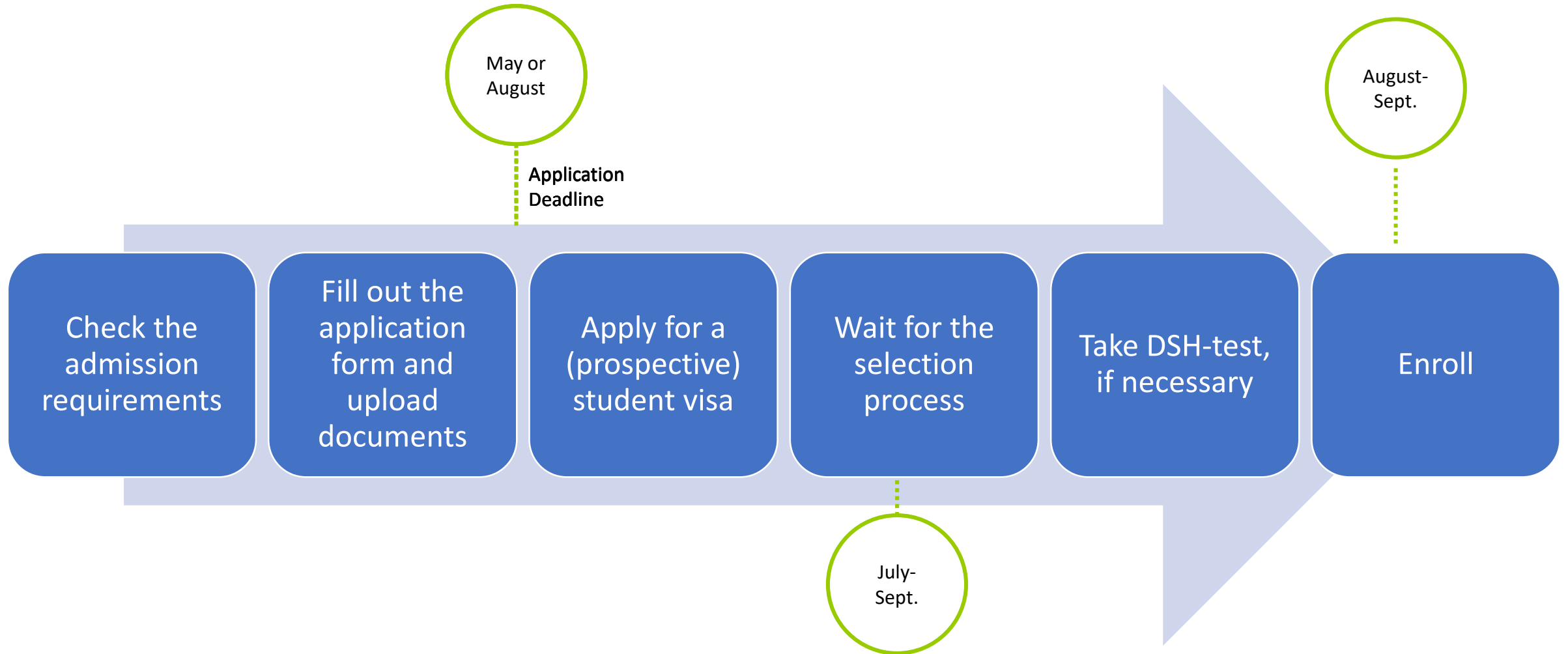
Tips

Regularly check your account in the application portal of Freie Universität Berlin.
Notifications regarding admission will be available there.

Have questions regarding your application? Contact the Info-Service:

info-service@fu-berlin.de

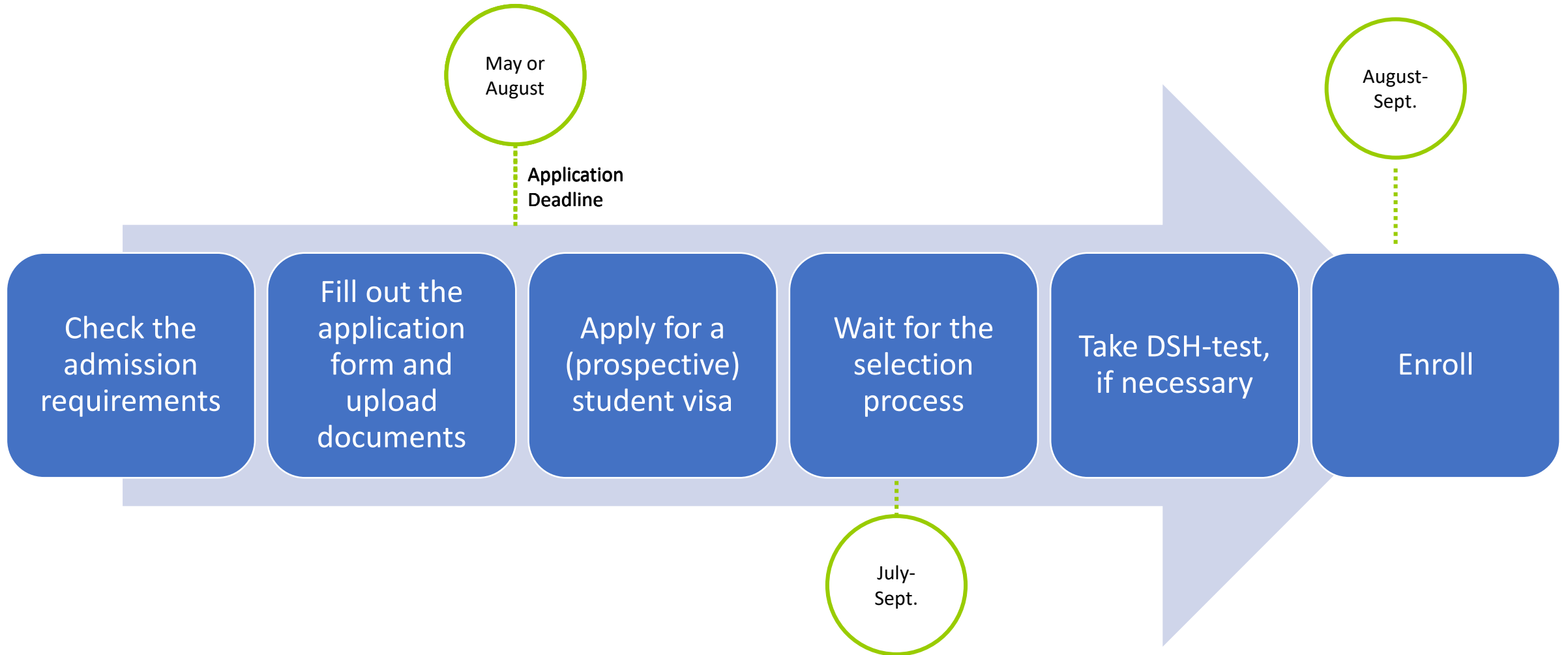
Application process in 6 steps



Step 5: Take the DSH test if necessary

- You only need to take the DSH exam for those master's programs that are taught in German
- If you have an equivalent (see step 1), you do not need to take the DSH test
- Information on DSH test: <https://www.fu-berlin.de/en/studium/bewerbung/portale/index.html> (available only in German)

Application process in 6 steps



Step 6: Enroll

- You will receive a notification of enrollment (or a rejection notice if you have not been accepted) in the application portal.
- The enrollment deadline will be specified there. You can only accept the offered study place and complete the online data entry within the enrollment period. If you do not complete the online data entry **by** the deadline, the admissions offer will expire and the study place will be given to another applicant.
- Information on enrollment and required documents can be found here: <https://www.fu-berlin.de/en/studium/bewerbung/immatrikulation/unterlagen/index.html>

Starting your studies

Come to the orientation events at the beginning of the semester!

Winter Term: October 1 – March 31



Courses between mid-October and mid-February

Summer Term: April 1 – September 30



Courses between mid-April and mid-July



Support Services

Info Service Studium



Opening Hours

Monday, Wednesday, Friday 9:00 am – 3:00 pm

Tuesday, Thursday 9:00 am – 5:00 pm

Location Iltisstr. 4 (SSC),
Otto-von-Simson-Str. 26

Phone +49 (30) 838 70000

E-Mail info-service@fu-berlin.de

Student Services Center



Image: Alexander Teinz

- Info-Service Studium
- General Academic Advising
- Psychological Counseling
- Student Mobility Unit
- Admissions Office
- Student Records & Registration Office

General Academic Advising



Consultations with an appointment

Open Office Hours
(until end of March)

Open Office Hours
(starting this April)

Location

Contact details

Monday through Friday

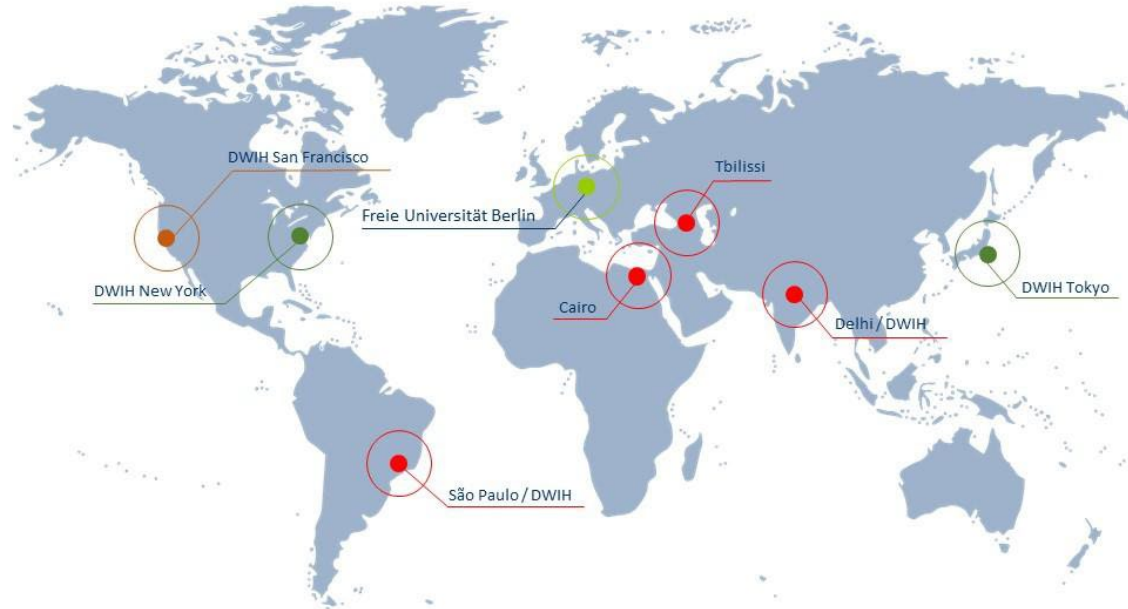
Waiting/queue numbers:
Thursday 1:30 – 4:30 pm

Waiting/queue numbers:
Monday 2:00 – 3:00 pm
Tuesday 9:30 – 12:00 am

Iltilstr. 4 (SSC)
14195 Berlin

info-service@fu-berlin.de

Liaison Offices of FU Berlin



Websites for study orientation



www.hochschulkompass.de

Search engine for study programs throughout Germany



www.berufenet.arbeitsagentur.de

Job descriptions, job access options, potential income



www.hochschulstart.de

Information and application portal for single-subject bachelor & state exam



www.uni-assist.de

Information and application portal for international students

Costs and finances

- Monthly costs depend on a variety of factors, including living situation, family status, lifestyle, etc.
- No general tuition; only semester fees, which includes costs for the public transportation ticket (Deutschlandsemesterticket) approximately 300,00 EUR
- Federal Student Assistance Act (BAfög)
 - a state-funded and need-based loan
 - available for international students if they fulfill certain criteria
 - Maximum funding: about 900 €/month
 - More info: <https://www.stw.berlin/en/finanzierung/baf%C3%B6g-faq/20.-baf%C3%B6g-for-international-students.html>
- Scholarships: www.daad.de / www.stipendiumplus.de / www.mystipendium.de / www.e-fellows.net
- Credit and loans for students: (Studentische Darlehenskasse, Bildungskredit des Bundesverwaltungsamt, KfW, banks ...)