Humboldt University requires all students to submit an online application for admission. Before you begin your application, read the guidelines below, as most of the process is self-explanatory, but some important sections are not. Please follow the link below and (a) register/create a profile and (b) submit an application for admission. Note that you can switch to an English version of the instructions if you prefer.

When you have completed your application, be sure to print out your confirmation page and submit it to the UCEAP Systemwide Office by November 7, 2014.

Link to the Humboldt University online registration and application system: https://www.uni-exchange.eu/index.php?go=register

Advice on Housing in Berlin (Read First!)

There are several sections in the online Humboldt University application that deal with housing. In order to make a well-informed decision on your housing options, please read through the following advice before completing your application. Also, please read the housing section of Your Program Guide to help you decide which option best suits your needs.

Dormitories are the simplest solution for finding housing, and they are comparatively cheap. However, previous students strongly recommend against living in the dorms for the following reasons:

- They are outside of the city center.
- Dorms tend to be isolated and distant from the universities, shops, clubs, cheap ethnic restaurants, and other desirable aspects of student life
- Dorm life in Berlin is not the same as the UC experience; there is seldom a community that interacts together

The Berlin Study Center recommends students find a Wohngemeinschaft (WG), or collective living situation, with German-speaking students. If you want to find a room in a WG, you likely won't be able to begin your search in earnest until you get to Berlin and can meet with potential housemates in person. While you are looking, you can live in a youth hostel or choose to do a Zwischenmiete (sublet a room in a WG while someone is out of town). Students usually search for WGs online. It is to your advantage that you will be in Berlin for the ILP before the semester starts. The search is a great chance to see how students in Germany live.

Although the Study Center recommends living in a WG, you must be prepared to put a significant amount of effort into finding your housing. Berlin’s WG market is becoming more competitive and the search for a room in a WG might prove frustrating at times. The Study Center staff are a great source of information and help; however, you will need to do research on your own. It is common for students to depart for Berlin with the intention of finding a place to live after they arrive. If you do not feel comfortable waiting until you arrive in Berlin to secure your housing, consider signing up for the dorms (which is only possible in conjunction with submitting your university application and not at a later point in time).
Completing the Registration and Application for Admission

- **Login:** Create your own Username and Password for the Humboldt Application for Admission. When you have entered in all your information and clicked “Register,” you will receive an e-mail with an activation link for your application.

- Use the navigation menu on the left-hand side to complete each section of the application. As each section is completed, the red dot will turn green. Once you have completed a section, click on “Overview” to go back to the index. A new section with a red dot will appear under the one you just completed.

- **Personal Data:** Fill in all the information as it applies to you, ignoring the field for “Stage Name.” It is a pen name or a pseudonym and is not required.

- **Email address:** Enter uceap@fu-berlin.de rather than your personal email address.

- **Home Address:** Fill in your permanent address.

- **New Application:**
  - **HU Service Feature Agreement:** This question is asking you whether or not you would like preferential treatment for dorm housing and for the ILP registration. All students will be doing the ILP and no U.S. citizen needs a visa so you can ignore those two parts of the question.
    - **If you are going to stay in the dorms:** You should check the top box, “I will apply for a visa and would like to have a preferential treatment of my application” and the second box “I read all information above and took note of them.”
    - **If you want to secure your own private housing:** You should only choose the second box “I read all information above and took note of them.”

- **Type of program you are applying through:** Choose “University Contracts” then click “Continue.”

- **Which University are you coming from:** Choose “University of California,” then use the following information for your Coordinator at your home university:
  - **Title:** International Program Specialist
  - **Lastname:** Kathryn
  - **Firstname:** Rich
  - **Phone:** 8058934255
  - **Email:** krich@eap.ucop.edu

- **Previous Studies:**
  - Enter your degree: ex. “Bachelor of Arts”
  - The standard period of study for your degree: ex. 4 years
  - Your major(s)
  - Your current term based on the formula provided on the website (1 academic year equals 2 terms).

- **Please choose the term for which you would like to apply:** Choose “Summer Semester”

- **Choice of Degree Program:** Choose the subject you plan on studying the most at Humboldt University, keeping in mind the degree designation (ex. B.A., B.Sc., etc.).
  - **For how long would you like to study at Humboldt-Universität zu Berlin?:** As a spring student, choose “1 term.”
**Online Language Assessment:** Enter the date you took the online language assessment test and your score. You must use this format for entering dates into this application: YYYY-MM-DD, so October 1, 2014 will be “2014-10-01”

**Further Details:** This is where you sign up for ILP and student dormitory housing.
- If you are going to find private housing in Berlin, check “No.”
- If you are going to live in the dorms, check “Yes” and enter the dates of your program. *Note: Your contract requires you to stay at least three months in the residence hall. Dorm contracts typically run from the first to the last of the month, and you will pay your rent monthly.

**Start Date** (for students choosing to live in the dorms)
- Review the Calendar tab on your UCEAP Pre-Departure Checklist BEFORE making any travel or housing arrangements! You MUST arrive by your official UCEAP program start date.
- **Pre-ILP + Spring Students:** If you have already arranged to stay in the FUBiS accommodations, then you want your rental period to begin after the Pre-ILP. If you have not arranged to stay in the FUBiS accommodations and you would like to move directly into the dorms, you will want your rental period to begin January 1, 2015.
- **All Students:** Write “2015-07-31” as your end date, or the correct date if you prefer to stay longer. Berkeley and Merced students: remember that the fall semester at your campus begins in mid-August!
- **Deposit:** HU students living in the Studentenwerk dormitories must pay a reservation deposit to Humboldt University to reserve a space. This must be done by December 15 at the latest; otherwise you will lose your accommodation. You will receive this reservation deposit back after you move into the dormitory and after you pay a security deposit to the Studentenwerk directly. These rules apply only to students attending HU. [http://www.international.hu-berlin.de/en/studierende-1/aus-dem-ausland/wegweiser/04/04_04_02](http://www.international.hu-berlin.de/en/studierende-1/aus-dem-ausland/wegweiser/04/04_04_02)

**Preparatory German Language Course:** This question is related to your enrollment in the ILP (Intensive Language Program).
- **Spring students:** Answer “Yes.”
- **Spring (Advanced Only) students:** Answer “No.”

**KUSTOS:** Please select “no.”

**Submit Electronically:** When there are no yellow or red dots on the left side of the application, you can submit your application for processing by HU. Review your application to ensure all your information has been entered properly and click ‘Yes, submit the application electronically.’

**Print out your confirmation page and submit it to the UCEAP Systemwide Office.**