FU-BEST Program Application Instructions
Fall 2014


STEP 1: Print out these instructions along with the instructions on the first two pages of the FU-BEST application. Read through them side by side before you fill out your application. Special arrangements have been made between the University of California and Free University regarding your payments, course requirements, accreditation, etc.

FU-BEST Application Instructions

“Before you start…”
- Please note that the deadlines provided by UCEAP supersede the FU-BEST deadlines. You must submit the FU-BEST application to the UCEAP Systemwide Office by **February 21, 2014**.

“Finances”
- UCEAP pays your FU-BEST fees on your behalf, so you will not pay FU-BEST directly. However, you are still subject to the FU-BEST cancellation fees if you withdraw, *even if you have not yet paid UCEAP*. See the [FU-BEST Cancellation Policy](http://www.fu-berlin.de/en/sites/fubest/doku/Application_2014.pdf) in your UCEAP Predeparture Checklist.

“Visa and Immigration”
- U.S. citizens do not need a visa to study in Germany.
- If you are not a U.S. citizen, contact a German Consulate or visit their website immediately to find out how to obtain a student visa for the length of your stay in Germany.

“Health Insurance”
- UCEAP will provide FU-BEST with a copy of the UCEAP Insurance policy on your behalf.

“When you’re done”
- You have already submitted your transcript and a copy of your passport with your UCEAP application, so you do not need to resubmit these documents. However, if you originally submitted a black and white passport copy, you should submit a color copy at this time.
- UCEAP requires that you submit three (3) passport photos instead of the two (2) listed in the FU-BEST instructions. See the [Three (3) Passport-Size Photographs Instructions](http://www.fu-berlin.de/en/sites/fubest/doku/Application_2014.pdf) in your UCEAP Predeparture Checklist.
- There are further instructions on your homestay introductory statement in this document.
- **DO NOT SEND YOUR APPLICATION TO THE FU-BEST OFFICE.** You must send your application to the UCEAP Systemwide Office in Goleta, CA.

When you have completed, printed, and signed your application, make one copy of every page. Submit the original to UCEAP and keep one copy for your records. *Do not print your application double-sided.*
All materials in this application must be received by the UCEAP Systemwide Office by February 21, 2014. Course placements are allocated on a first-come, first-served basis and cannot be guaranteed. Keep in mind that submitting complete applications on time may increase the chances of receiving courses needed to fulfill major, minor, or GE requirements.

STEP 2: Complete the FU-BEST application.

Freie Universität Berlin European Studies Program Application
Complete all pages online before printing the forms. Do not handwrite any of your entries (except for signatures). Be sure to provide full and correct information throughout the forms.

Personal Information

- For “Semester and year for which you are applying/registering,” type “Fall 2014.”
- For “Degree Student?” check “Yes” and “Undergraduate.”
- For “If undergraduate, current class standing,” type “Junior,” “Senior,” etc. and your major/minor.
- After printing the form, make sure to sign and date it, and for “Place,” indicate the city and state where you are when signing the form. In the date and place sections, please PRINT your entries clearly and legibly, so that they are fully legible for the FU-BEST program staff.

Housing Form
You have the option of either staying with a German family in a homestay or living in a single-occupancy studio apartment. Before making your selection on the Housing Application Form, review the information below for BOTH of these options. Also read through the housing section of the FU-BEST website.

- Housing fees for both options are paid through your UCEAP fees.
- The final deadline for housing selection is April 1st. After this date no changes can be made to your housing request.
- While it is possible for you to opt out of the program housing, this is not recommended. It is very difficult to find private housing in Berlin, even more so for someone who does not speak German fluently. Please note that if you decide to opt out of BEST housing, you will not receive housing assistance from FU-BEST or UCEAP, and you cannot change your housing choice after April 1st.

➤ Option 1: German Homestay
Read the homestay information on the FU-BEST website prior to completing this form.

- **Meals:** the homestay option includes two meals per day (usually breakfast and dinner), so the fee for the homestay option is €100 more than the fee for the apartment option.

- **Self-Introductory Statement:** You will need to write a statement about yourself to assist the FU-BEST staff in matching you with the right homestay. Use the following as a guide for writing your statement:
  - Your personal statement should be 1-2 pages typed and include everything you would like to say about yourself to a prospective host family.
  - Be sure to proofread your statement.
  - Here are suggestions for topics to write about:
• Introduce us to your family (number of siblings, ages of brothers and sisters, parents' occupations), and describe your family life, with as many descriptive details as possible.
• Where were you brought up? Where do you live now? Describe.
• Tell us about your interests, likes and dislikes, hobbies, and leisure activities.
• How much do you go out? How much have you traveled so far?
• What is your major?
• Is religion important to you? Describe.
• Describe yourself as best you can. What is your personality like? Are you timid? Introverted or withdrawn? Extroverted or open? Sociable? Do you prefer to be by yourself or with groups of people?
• What are usually your most important criteria (other than cost) for choosing housing?
• Thinking about your future housing in Berlin, what would you most wish for? Is there anything that you would find unacceptable?

• If you choose to live in a homestay, fill out the entire Housing Form. Include your name, FU-BEST semester, and housing option. Be sure to fill out all of the sections on the form with your homestay preferences, and include your personal statement as described above.

➢ Option 2: Single-Occupancy Studio Apartment
Read the apartment information on the FU-BEST website prior to completing this form.

• Meals: No meals are included in the Apartment option.

• Security Deposit: You will need to provide credit card information to be kept on file, which will serve as a security deposit in case any damage is done to the apartment building during your stay. No charge will be made to the credit card unless damage is done. Damages will be assessed at the end of the program, so the credit card information you provide must be valid for at least three months beyond the end of the program. (You will be asked for your credit card information on the “Payment Information” page of the FU-BEST application.)

• Location: The apartments are located at Celsiusstraße 4-12, 12207 Berlin, near the S-Bahn station Osdorfer Straße off line S 1 (city train, pink line, South) in the residential area of Lichterfelde Ost (city district Zehlendorf-Steglitz) in the Southwest of Berlin—about 30-35 minutes by bus (or city train & bus) from the main FU campus, 20-25 minutes to Potsdamer Platz, 25 minutes to Friedrichstraße (city centers). The city train runs late in the evening on weekdays and during the night on weekends; night bus service is also available.

• Facilities on the premises / nearby:
  o Tenants have access to a laundry room on the premises, open daily from 7am - 9pm; laundry machines and dryers are token-operated, €3 / wash, €1 / dry. Tokens can be obtained from the caretaker of the complex.
  o A grocery store, a bakery, and several shops and restaurants are located within waking distance. A major shopping area is located approximately 15 minutes away by bus.

• If you choose to live in a studio apartment, you need to fill out only the top section of the Housing Form. Include your name, FU-BEST semester, and housing option. You will also need to fill out the “Apartment Students” section of the “Payment Information” page of the application and the “Condition of Apartment Residence” page of the application. You do not need to include a self-introductory statement.

Course Application Form
Follow the instructions below when signing up for courses:
• You will take one language class and two or three non-language classes (depending on the language class you choose). Detailed course descriptions, syllabi, and instructor profiles are available [here](#).

• The instructions on the FU-BEST document are not specific to UC students. Please note that the number of credits listed for each course does not necessarily match the number of credits you will receive through the University of California.

Section 1: German Language (DaF: Deutsch als Fremdsprache)
In this section, you will select one of the following:

• **Experiential Beginning German for Non-Majors/Non-Minors:** you may choose this option if you are an absolute beginner in German and are not planning to take German for your major/minor and/or you are not planning to continue studying German at the end of your program. This course is an elementary German course and includes fewer instruction hours per week. If you choose this option, you are required to take 3 content courses in Section 2 of this course registration form, in order to maintain a minimum load.

  **OR**

• **One of the six levels of Intensive German (Beginner 1, Beginner 2, etc.):** All students who do not qualify for or wish to take Experiential Beginning German must choose one of the six German language courses. If you have any German language background, we recommend you share a copy of the [online syllabus](#) with your current UC German instructor to help you determine the appropriate level for you. Note that you will complete an online placement test prior to arrival in Berlin and an on-site interview upon arrival to ensure you are placed in the correct level.

SPECIAL NOTES ON LANGUAGE COURSE SELECTION:
• Even if you have no German language background, you are not limited to the Experiential Beginning German course. You can take the Beginning level of the Intensive German Language Course if you would like to study the language more intensively.

• There is no way to transfer from the Experiential Beginning German to the Intensive German Language Track, so take the time now to decide which course is right for you.

Section 2: Content courses
• Mark your choice of how many content courses you want to enroll in (2 or 3).
  
  o If you chose the "Experiential Beginning German" in Section 1, you are required to take 3 content courses.
  
  o If you chose one of the six levels of Intensive German (Beginner 1, Beginner 2, etc.) in Section 1, you are required to take 2 content courses.
  
  o UCEAP does not require students to take a fifth course. If you have a special academic circumstance requiring you to take a fifth course, attach documentation of this need.

• Rank 20 courses offered in the fall in order of preference (starting with 1 for your first choice). Please note: not all courses are available in both fall and spring. Pay attention to the second column to see which courses are not available for the semester you will be attending.

**Payment of Fees**
• **DO NOT** fill out the top half of this form. The fees listed in the upper portion of this form are paid through your UCEAP fees.
• You only need to fill out the bottom half of this form for “Apartment Students” if you have chosen the apartment housing option.
  
  o  *Apartment students*: the credit card you provide must be valid for at least three months beyond the end of the program.

**Enrollment Application**

• Read the instructions on the “Additional Forms” page of the application and the instructions below before you complete the Enrollment Application. Follow the instructions closely when completing the form.

• The English translation for each field on the form is listed in small font under the German instructions.

• Fill in the fields accordingly:
  
  o  **Exchange Program/Sponsoring Organization**: FU-BEST Program
  o  **Course of Study**: Your Major
  o  **Name**: Last Name, First Name
  o  **Maiden Name**: Only fill out this field if you have changed your last name
  o  **Date of Birth**: Be sure to put your date of birth in European format, Day/Month/Year
  o  **Sex**: Female- W; Male- M
  o  **Place of Birth**: Type in the city, state, and country in which you were born
  o  **Nationality**: Fill in your nationality (ex. United States of America)
    ▪  **International License Plate Abbreviation**: USA (if you are not a US national, leave this field blank)
  o  **Mailing Address**: enter your mailing address street name and number
  o  **International License Plate Abbreviation**: USA (if you do not live in the US, then leave this field blank)
  o  **Zip Code and City**: Fill in the rest of your mailing address: zip code, city, and state
  o  **E-Mail Address**: Fill in your primary e-mail address
  o  **High School Graduation**: Fill in the year and country in which you graduated high school
  o  **Previous Studies**:
    ▪  If you have never attended a university in Germany, check ‘nein/no’ and leave the remaining fields up to the signature blank
    ▪  If you have attended a university in Germany check ‘ja/yes’ and fill in the remaining fields

• Once you print the form, remember to sign and date it!

**Conditions of Apartment Residence Form**

• Sign and date this form only if you have chosen the apartment housing option.

**Declaration of Personal Liability**

• Read, sign, and date this form.

**Declaration of Financial Support Form**

• To obtain your German residence permit, you must complete the Declaration of Financial Support Form. The person who signs this form (your guarantor) is guaranteeing that he or she will be able to provide you with a minimum of €600 (approx. $800) per month for the period of time you will live in Germany. This can be a parent/guardian or another closely related individual.
• Please note that this form is not related in any way to the payment of your UCEAP program fees. Your guarantor is not guaranteeing that he or she will pay your UCEAP program fees by signing the Declaration of Financial Support Form.

• You cannot be your own sponsor; someone else has to fill out and sign the declaration of financial support for you. This is merely a formality in the application process for the German residence permit and will not have any consequences for your sponsor. If not done this way, the residence permit application in Germany will become very complicated and take much longer.

• If you are on financial aid, it is advisable to have one of your parents fill out the form regardless of whether or not they are funding your program. You may write “parent and financial aid” as your sponsor so that your actual source of finances is included on the form.

**Remember**

When you have completed and printed your application, be sure to sign the appropriate pages. Make one copy of every page to keep for your records. Submit the original, signed documents to UCEAP. Do not print your application double-sided.

**DO NOT SEND YOUR APPLICATION TO THE FU-BEST OFFICE.** You must send your application to the UCEAP Systemwide Office.