Instructions for Humboldt University
Intensive Language Program (ILP) Registration
2014-2015

The application for the Intensive Language Program (ILP) at Humboldt University can be found here:
https://anmeldung.sprachenzentrum.hu-berlin.de/cgi/anmeldung.fcgi?Kursid=7399

Enter all personal information exactly as you entered it on your Humboldt University Application for Admission.

Follow these steps to complete the application:

1. **Passwort**: Enter the password “berlin03” and click the “weiter zur Buchung” button.
2. **Anrede**: Choose your sex (female = Frau; male = Herr)
3. **Vorname**: Write your first name
4. **Familienname**: Write your last name, and then write “UCEAP” after it
5. **Herkunftsland**: U.S. citizens, select “USA”; non-U.S. citizens, select your country of origin
6. **Geburtsdatum**: Enter your date of birth in European format (DD.MM.YYYY)
7. **Geburtsort**: Write your place of birth
8. **Status**: Select “StudentIn der Humboldt-Universität”
   - bei Studierenden:
     i. **Matrikel-Nr**: Enter the number “632015”
     ii. **Dropdown menu**: Select the “Institut” (department) to which you have chosen to apply at Humboldt Univ.
   - bei Beschäftigten: Leave this section blank, as it does not apply to you
9. **E-mail**: Enter uceap@fu-berlin.de rather than your personal email address
10. **Telefone**: You may leave this blank.
11. Click the “verbindliche Anmeldung” button to submit your application.

**IMPORTANT**: Once you submit your application, the website will state that you must pay a €400 course fee on your first day of class. Note that this does NOT apply to UCEAP students, as this fee is paid through your UCEAP fees.

Please make sure you only sign up for the ILP once. If you make a mistake in your registration contact Katerina at kgeorgieva@eap.ucop.edu so we can inform the staff at Humboldt University Berlin. DO NOT submit another application.