FUBiS Online Application Instructions
International Summer School, Free Univ. Berlin 2016

Please click on the link below, which will bring you to the online application for your International Summer School program at FUBiS. Use the instructions below to fill out the application. **Complete this application and submit it online by Wednesday, April 6, at the latest.** Please note that housing is allocated on a first come, first served basis. The longer you wait to submit your application, the less chance you have of receiving your first choice of housing.

Note: Once you submit this FUBiS application online, you will be subject to the FUBiS Cancellation Policy (in addition to the $500 UCEAP withdrawal fee). See the FUBiS Cancellation Policy in your UCEAP Pre-Departure Checklist for details.

**Link to the FUBiS Online Application:**
[https://sslsites.de/registration.fubis.org/?language=en&term=3](https://sslsites.de/registration.fubis.org/?language=en&term=3)

**Closely follow these instructions to complete the application:**

**Personal Data**
- On the first page, fill in your personal data, address, and emergency contact information.

**Academic Information**
- Fill in your current UC campus, major, minor, and current year.
- For the question on how you learned about FUBiS, check “Study Abroad Office.”
- Answer “Yes” to both of the questions regarding your credits and grades.

**Program Fee**
- Disregard this item; UCEAP pays your program fee directly to FUBiS.

**Scholarship**
- If you will be receiving a scholarship, fill in this section; otherwise answer “No.”

**Course Selection**
- You may choose to take either one intensive German language course (Track C); two subject courses in English (one from Track A and one from Track B); or one semi-intensive German language course (Track A) and one subject course taught in English (Track B). Track D is not available to UCEAP students.

- If you are enrolling in a language course, take your best guess regarding your language level based on the title of the course. There will be an online placement test one week before FUBiS starts and a short interview on the first day of FUBiS to assure placement in a course that corresponds to your level of German proficiency, so do not worry about choosing the wrong language course at this point.

**Accommodations**
- Your housing starts on the official arrival day, July 23, and runs through the end of the program.

- Please note that you must pay FUBiS directly for your accommodations and any extra excursions or liability insurance that you choose to purchase. FUBiS will bill you directly for these services.
For a list of the available FUBiS housing options and descriptions, visit this link: http://www.fubis.org/en/unterbr/index.html

Please note that past students did not give the “Single Room in a Shared Apartment” option favorable reviews. The dorms offered in this option are outside of the city center, and previous students felt isolated and disliked the longer commute. In addition, students reported that the facilities were poorly maintained.

Note that prices vary for each housing option:

<table>
<thead>
<tr>
<th>Housing Options</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room in shared apartment (not recommended)</td>
<td>405 €</td>
</tr>
<tr>
<td>Single apartment</td>
<td>530 €</td>
</tr>
<tr>
<td>Homestay</td>
<td>630 €</td>
</tr>
<tr>
<td>Seminaris Campus Hotel*</td>
<td></td>
</tr>
<tr>
<td>single occupancy</td>
<td>1,850 €</td>
</tr>
<tr>
<td>double occupancy</td>
<td>2,430 €</td>
</tr>
</tbody>
</table>

*The Seminaris Campus Hotel cost may be subject to change

**FUBiS Insurance**
- As a UCEAP student, you are automatically covered by the UCEAP Travel Insurance, so you do not need the FUBiS health insurance package, unless you would like the additional coverage.

- FUBiS also offers Liability Insurance, which UCEAP and FUBiS strongly recommend you consider purchasing. Please discuss this with your parents/guardians.
  - Because the UCEAP Travel Insurance Plan and FUBiS tuition and program fee do not include any property damage liability coverage, you are strongly advised to obtain personal liability insurance coverage, especially if you select the homestay housing option.
  - Information on the UCEAP Travel Insurance can be found under the Insurance tab of your Pre-Departure Checklist on the UCEAP website.

**Excursions**
- This section concerns additional excursions that you will pay for yourself out of pocket.

**Payment**
Your program fees and tuition will be paid through your UCEAP fees, but you will pay for your housing, excursions, and optional FUBiS insurance to FUBiS directly. You have the following two payment options:

- “I wish to pay by credit card.” If you choose this option, a hold will be placed on your account for the full fees as charged by FUBiS to non-UC students. (This may be upwards of 2000 €.) Only the amount for your housing, excursions, and optional insurance will actually be charged.

- “I wish to pay by bank transfer.” You do not have to actually pay by bank transfer; it is simply a way to avoid having a hold placed on your account for the full fees as charged by FUBiS to non-UC students. Once FUBiS has received your application, they will send you an invoice for your housing, excursions, and any extra insurance you purchased. At that time, you can choose to pay by bank transfer or by credit card. **You must pay this bill directly to FUBiS.**

- In the “Comments” section at the bottom of the page you must write “I am a UCEAP participant” so that FUBiS will not bill you for the full fees as charged to non-UC students.