universität freiburg
Service Center Studium, Bewerbung und Zulassung (BuZ), Sedanstraße 6, 79098 Freiburg

Checklist for short-term studies (Free mover)

As a free mover, you organize your studies abroad on your own, forgoing participation in any exchange program. In order to apply for short-term studies (1-2 semesters), please submit the following documents:

☐ **Application for Admission to Studies (application form)**
Download of the application form:
https://www.daad.de/medien/deutschland/stipendien/formulare/zulassungsantrag_eng.pdf
Please notice that only forms that are completely filled in and signed can be processed.

☐ **Officially authenticated copies of school leaving certificates (original or officially certified copy and a certified translation)**

Please submit secondary school leaving certificates in the original language as well as an official
translation. In assessing the equivalence of your school diploma, we observe the guidelines set by the Central Office for Foreign Education Systems (http://anabin.kmk.org/anabin.html). We therefore need to request additional educational records from applicants from certain countries.

☐ **Officially authenticated copy of your university entrance examination certificate (original or officially certified copy and a certified translation)**

If you took part in a university entrance examination, please submit your documents in the original language and in an official translation.

☐ **Officially authenticated copies of your academic records (original or officially certified copy and a certified translation)**

If you are currently studying or have previously studied at a university, we need your complete academic records (transcripts, reussites, index, etc.). Please submit the documents in the original language as well as an official translation.

☐ **Current certificate of matriculation at your home university (original)**

☐ **Copy of proof of your language proficiency**

Please hand in certificates that prove your knowledge of German (level B2 according the Common European Framework for Reference of Languages).

☐ **If necessary: Confirmation of the master's program (original)**
If you would like to study as a short-term student in a master's program or law (state examination), you need a confirmation of the master's program, that you will be accepted.

Please note: We accept officially authenticated copies of certificates in German, English and French. Applicants whose certificates are issued in a different language have to submit translations. Translations must either be done by a sworn translator (in Germany or in your native country) or approved by the German Embassy/Consulate in your native country.

Dates:

	application deadlines	**start of semester**	**start of teaching period**
summer semester	March 15th	April 1st	mid-April
winter semester	September 15th	October 1st	mid-October

Fees per semester:

- EU citizens: 183€
- non-EU citizens: 1683€

Please send your application to:

Universität Freiburg
Service Center Studium
Bewerbung und Zulassung
Sedanstraße 6
79098 Freiburg

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