

## 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)**

Please notice that only forms that are completely filled in and signed can be processed. [www.daad.de/medien/deutschland/stipendien/formulare/application\\_for\\_admission\\_to\\_german\\_university\\_-\\_onlineversion\\_\\_dez\\_12\\_.pdf](http://www.daad.de/medien/deutschland/stipendien/formulare/application_for_admission_to_german_university_-_onlineversion__dez_12_.pdf)

**Officially authenticated copies of school leaving certificates (and copies of the translation)**

Please submit secondary school leaving certificates in the original language as well as an official translation.

**If applicable: officially authenticated copy of your university entrance examination certificate (and copies of the translation)**

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

**If applicable: officially authenticated copies of your academic records (and copies of the 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**

**Copy of proof of your language proficiency**

As a short-term student you do not have to take part in the DSH. Please send certificates that prove your knowledge of German (level B2) or English, if you will take part in English-taught programs.

**If necessary: Confirmation of the master's program**

If you would like to study as a short-term student in a master's program, you need a confirmation of the master's program, that you will be accepted.

**Please note:**

- 1) Students, who are admitted to the University of Freiburg and would like to be enrolled, must present the originals of all the documents submitted with their application.
- 2) We accept 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:**

	<b>application deadlines**</b>	<b>start of semester</b>	<b>start of teaching period</b>
<b>summer semester</b>	Until March 15	April 1	mid-April
<b>winter semester</b>	Until September 15	October 1	mid-October

\*\* If you are applying from abroad you should send your application until the general application deadline on January 15 (summer semester) or July 15 (winter semester). It is recommended to apply early, so that you will have enough time to organize your stay in Freiburg (visa, flight, accommodation etc.).

**Please send your application to:****Contact**

Albert-Ludwigs-Universität Freiburg  
 Student Service Center – International Admissions and Services  
 Sedanstr. 6  
 79098 Freiburg

Phone: +49 (0)761 203-9093, -4242, -67368 . Fax: +49 (0)761 203-8835

E-Mail: [international@service.uni-freiburg.de](mailto:international@service.uni-freiburg.de) . Internet: [www.uni-freiburg.de/go/ias-en](http://www.uni-freiburg.de/go/ias-en)

Office hours Advising: Mon - Thurs 9:00 a.m. – 12:00 noon, Thurs 2:00 p.m. – 4:00 p.m.

Office hours Student Administration: Mon - Thurs 9:00 a.m. – 12:00 noon, Thurs 2:00 p.m. – 4:00 p.m.