



Universität der Künste Berlin

Bienvenue!

Willkommen! 欢迎大家! Bienvenidos!

Välkommen! Welcome!

어서 오세요! Benvenuto!

Telegram Group for Incoming students 2025/26

[Telegram: Join Group Chat](#)



AGENDA

01 WELCOME & INTRODUCTION

02 CONTACTS & DEPARTMENTS

03 ADMINISTRATIVE MATTERS

04 QUESTIONS



MEETING RULES

Please keep your microphone muted when not speaking to help eliminate background noise.

Getting to know others is easier when you see them. So please keep your camera on throughout the session.

This session will not be recorded, but the presentation will be sent out after the meeting.

ASK QUESTIONS!

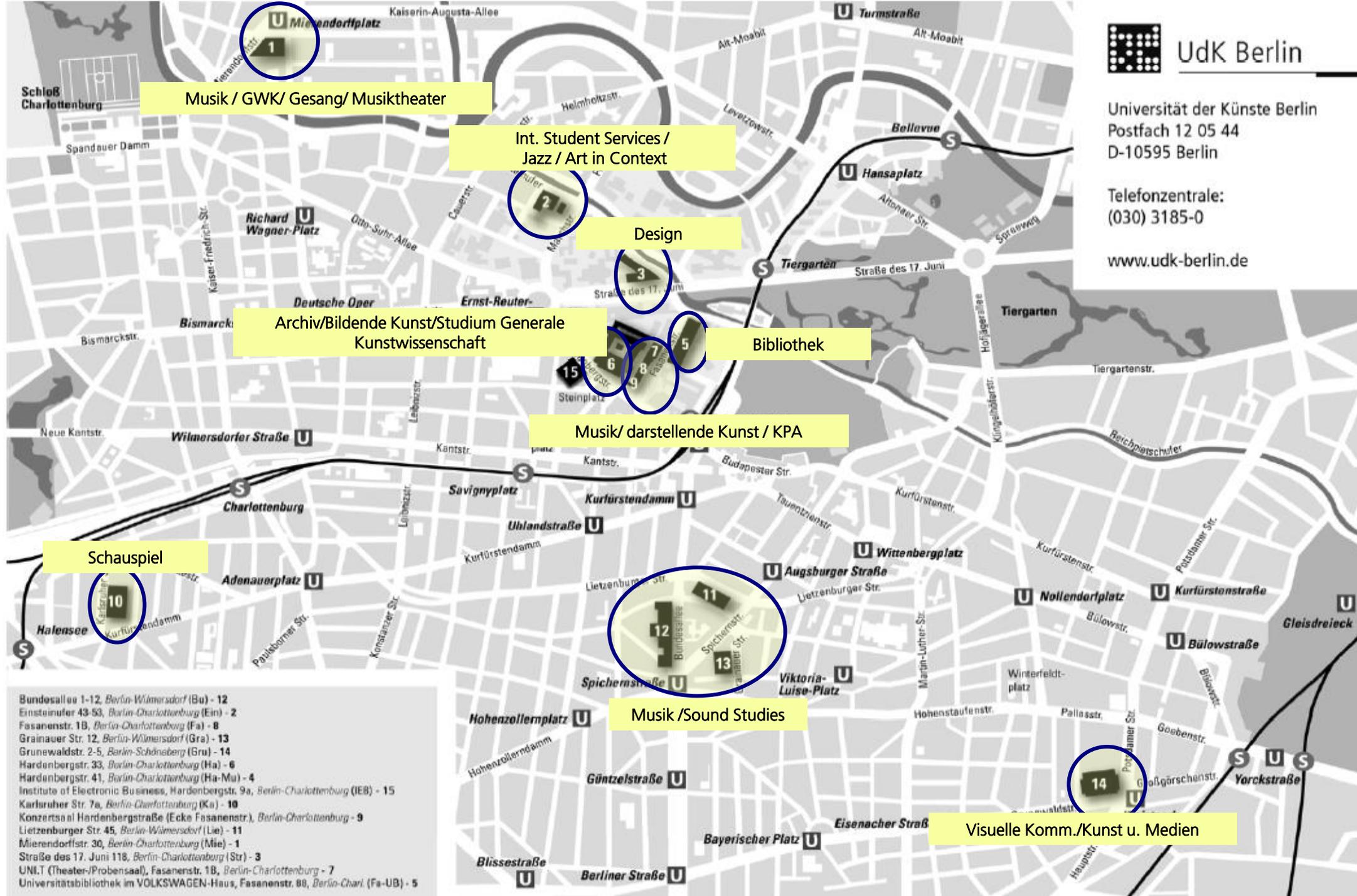


UdK Berlin

Universität der Künste Berlin
Postfach 12 05 44
D-10595 Berlin

Telefonzentrale:
(030) 3185-0

www.udk-berlin.de



Musik / GWK/ Gesang/ Musiktheater

Int. Student Services /
Jazz / Art in Context

Design

Archiv/Bildende Kunst/Studium Generale
Kunstwissenschaft

Bibliothek

Musik/ darstellende Kunst / KPA

Schauspiel

Musik /Sound Studies

Visuelle Komm./Kunst u. Medien

- Bundesallee 1-12, Berlin-Wilmersdorf (Bu) - 12
- Ernst-Reuter-Platz 43-53, Berlin-Charlottenburg (Ein) - 2
- Fasanenstr. 1B, Berlin-Charlottenburg (Fa) - 8
- Grainauer Str. 12, Berlin-Wilmersdorf (Gra) - 13
- Grunewaldstr. 2-5, Berlin-Schöneberg (Gra) - 14
- Hardenbergstr. 33, Berlin-Charlottenburg (Ha) - 6
- Hardenbergstr. 41, Berlin-Charlottenburg (Ha-Mu) - 4
- Institute of Electronic Business, Hardenbergstr. 9a, Berlin-Charlottenburg (IEB) - 15
- Karlsruher Str. 7a, Berlin-Charlottenburg (Ka) - 10
- Konzertsaal Hardenbergstraße (Ecke Fasanenstr.), Berlin-Charlottenburg - 9
- Lietzenburger Str. 45, Berlin-Wilmersdorf (Lie) - 11
- Mierendorffstr. 30, Berlin-Charlottenburg (Mie) - 1
- Straße des 17. Juni 118, Berlin-Charlottenburg (Str) - 3
- UNIT (Theater-/Probensaal), Fasanenstr. 1B, Berlin-Charlottenburg - 7
- Universitätsbibliothek im VOLKSWAGEN-Haus, Fasanenstr. 88, Berlin-Charl. (Fa-UB) - 5



MAIN CONTACT for YOU - for enrolment!

Bohdana Trachuk & Edwin Pfeffer
incomingstudents@udk-berlin.de

MAIN CONTACT for YOU - for courses!

[Exchange Coordinators of the faculties](#)

MAIN WEBSITES for YOU!

[Studying in Berlin](#)
[Events for exchange students](#)



CONTACTS INTERNATIONAL OFFICE

Regina Werner

Head of International Office

Consultation Hours

Online: [Link](#)
Tuesday 2-3 pm



Office: Einsteinufer 43, 4th floor
Wednesday 2-4 pm

Regine Brosius

Music, Dance and Jazz students
from all countries +
students from Japan, Taiwan,
Israel, Brazil, Argentina,
Switzerland, Ireland

intb3@intra.udk-berlin.de

Anne Strauß

students from Denmark,
Sweden, Norway, Finland,
Spain, Poland, Czech Republic,
Latvia, Estonia, Hungary,
Romania, UK

intb9@intra.udk-berlin.de

Anna Fudala

students from Turkey, France,
Austria, Italy, Greece, USA and
Canada

intb2@intra.udk-berlin.de

Livia Romero

students from Australia,
Belgium, The Netherlands,
Portugal, Iceland

intb1@intra.udk-berlin.de

**Bohdana Trachuk/
Edwin Pfeffer**

incomingstudents@udk-berlin.de



INTERNATIONAL STUDENT SERVICES



Questions regarding visa, resident & work permits

contact: **Sandra Bayer & Barbara Garnier:** aaa@udk-berlin.de

Consultation hours 

Online: Mondays & Tuesdays 2-4 pm on [BigBlueButton](#)

Office: Wednesday 2-4 pm

Office is closed on Friday.



REGISTRATION & EXAMINATION OFFICE (IPA)



Questions regarding enrolment

Contact the person responsible for your course of study:

[Immatrikulations- und Prüfungsamt \(IPA\) – Universität der Künste Berlin](#)

- [One contact person](#) per study programme
- [Consultation hours](#) in Einsteinufer 43, 4th floor:
 - Tuesdays 12:00 – 15:00
 - Thursdays 9:30 – 12:30



Questions regarding campus card and transport ticket

Contact the [STUDY GUIDE](#)



ADMINISTRATIVE MATTERS

1. Health Insurance & Enrolment
 2. UdK User Account (Email etc.)
 3. Campus Card / Student ID
 4. DST – German Semesterticket (App!)
 5. Learning Agreement
 6. Letter of Confirmation
 7. Record of Courses
 8. Transcript of Records
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HEALTH INSURANCE – Step 1

- [statutory insurance](#):
→ IPA will be informed by the German health insurance directly
- EHIC/GHIC (European or Global Health Insurance Card) or private insurance:
→ [certificate of exemption](#) from a German statutory health insurance company required

Over 30?

- No proof of health insurance necessary for enrolment, but compulsory in Germany!
 - Only private health insurance possible
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HEALTH INSURANCE – Step 1

EU-Studierende – Was ist zu tun?

EU-/EWR-Staaten, Schweiz, Vereinigtes Königreich oder Abkommensland



Versicherungsunterlagen zu einer gesetzlichen Krankenversicherung senden:

Confirmation of insurance for enrolment at university | TK

EU-/EWR-Staaten	Dokumente
EU	EHIC
Bosnien-Herzegowina	BH 6
Mazedonien	D/RM 111
Montenegro	DE/MNE 111
Serbien	DE 111 SRB
Tunesien	A/TN 11
Türkei	A/T11 oder A/T 6





ENROLMENT – Step 2

- Proof of payment of the semester contribution 309,00€
 - Copy of ID or passport
- need to be sent via email to incomingstudents@udk-berlin.de

You'll receive an email from your contact person of IPA (admission & examination office) about your enrolment when all documents are complete.



UdK USER ACCOUNT

- Letter with access code sent after enrolment to your personal email address!
- please activate within 42 days via the [Oase user portal!](#)
→ if not, apply for a new account by email
- UdK email, Moodle, Cloud, Asimut and WiFi access
- [O.A.Se \(Online Access Service\)](#)
oase@udk-berlin.de

All information from UdK (IPA, professors etc.) will be sent to your UdK user account and not to your personal e-mail!



CAMPUS CARD / STUDENT ID

- used as student ID, canteen card und library card
- after enrolment: [QR code](#) in UdK portal (email)
- scan the QR code at the terminals



The **terminals** for issuing and updating the card are located at the following UdK Buildings:

- **Hardenbergstraße 33**, 10623 Berlin - ground floor, around the corner to the right, near the snack vending machines
- **Einsteinufer 43**, 10587 Berlin (Bus stop Marchbrücke - line 245), 4th floor at StudyGuide
(can only be used during StudyGuide opening hours)
Monday to Thursday 09.00-12.00 and 13.00- 16.00; Friday 09.00-13.00



CAMPUS CARD

Do not forget to validate the campus card!





DST – Deutschland-Semester-Ticket (Public Transport)

- It allows you to use all local and regional public transport in Germany from 1 April to 30 September.
 - After enrollment and after you have activated your UdK account, you receive an email message that you can register and access the DST App.
 - The DST is a digital ticket (not a chip card). Please follow the tutorial [S-Bahn instructions.](#) (or the [pdf](#))
 - You have to download the ticket for each month!
 - If you leave earlier, you can receive a refund for September, but you must request the refund before the end of August.
 - For any questions regarding the DST please contact the StudyGuide!
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LEARNING AGREEMENTS (ERASMUS+) - provisional

- Learning Agreements for ERASMUS+ students should be confirmed through the EWP network.
 - Don't forget to update your Learning Agreement (changes part) after choosing your courses!
 - The content of the Learning Agreements needs to be discussed with the exchange coordinators of UdK and with the home university.
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Checklist for a good start



Before Arrival

- [Health insurance](#)
- [Enrolment](#)
- [Study Visa](#) (if applicable)
- [Accommodation](#)
- Activation of OASE user account and registration in [my.udk](#)
- provisional Learning Agreement (ERASMUS+)

After Arrival

- CampusCard + registration S-Bahn app
- [Residence permit if you came without a visa](#) (if applicable)
- Registration of local address "[Anmeldung](#)"
- Open a bank account
- Participation in Orientation Meeting on 8 April**
- Participation in introductory meeting of study programme
- For BA students → registration for [IKM](#)



LETTER OF CONFIRMATION / ACADEMIC CALENDAR

Lecture period :

summer semester 2026: 13 April 2026 – 18 July 2026

Public holidays:

[Public Holidays & School Holidays – Berlin.de](#)

Letter of Confirmation: 8 April 2026 (Orientation Meeting) – 18 July 2026

will be sent automatically to your email address through MoveOn on 17 July 2026



RECORD OF COURSES

There is no central registration of courses for exchange students at UdK Berlin.

Exchange students have to be proactive and:

- collect ECTS points (max. 30 ECTS)
- collect grades (if given); if you need grades, talk to your lecturers **beforehand**
- collect signatures of the lecturers
- collect signature of the student exchange coordinators

by themselves on the form [„RECORD OF COURSES“](#)



RECORD OF COURSES

- You should start collecting signatures during the last weeks of the lecture period. After collecting all signatures the form has to be counter-signed by the [student exchange coordinator](#) in your faculty at UdK.
- Please hand it in to the International Office **afterwards**.
Don't wait too long however, as the lecturers may not be available during the vacation period.
- It may take some extra time to get the grade. Please communicate with the lecturers and let them know your time schedule for the recognition of credits.

We will issue you the transcript of records within 5 weeks after the end of the lecture period if you submit the record of courses directly after the end of the lecture period.

We are not able to issue a transcript of records in only one week!



RECORD OF COURSES

ONLY FOR INTERNAL USE

Universität der Künste Berlin

RECORD OF COURSES

COMPLETE ALL FIELDS

Name, Vorname / family name, first name Matrikelnummer / matriculation number

Fakultät / College of Studiengang / course of study

Austauschsemester / exchange semester Heimathochschule / home university

Veranstaltungsnummer	Name der Veranstaltung	Dozent / Dozentin	Bestätigung der Teilnahme durch Unterschrift	Note*	ECTS
Course number	Title of course	Professor / Teacher	Signature of the professor / teacher upon completion of the course	Marks	ECTS

This is not an official transcript!

* nach deutschem Bewertungssystem Noten: 1-6

Signature Dept. Coordinator _____ Date _____

Get it confirmed and signed by the exchange coordinator of your respective course of study

UdK_IntB_Record of Courses_Austausch_Stand_09/2022



TRANSCRIPT OF RECORDS

Transcript of Records Academic year: 2023/24

The Student	Last name (s): Abelgund First name: Abelgund Date of birth: 1999-09-09 Matriculation ID: 400100	The Sending Institution	Det Kongelige Akademi Arkitektur, Design, Konservering Erasmus code: DK KOBENHAS9
The Receiving Institution	Universität der Künste Berlin Erasmus code: D BERLIN03 ECTS institutional coordinator: Regina Werner Tel.: +49 30 3185 2791 International Office: Regine Brosius E-mail: erasmus@intra.udk-berlin.de		
The Mobility Programme	Exchange programme: Erasmus-SMS Period (semesters): Sommersemester 2024 Study cycle: Undergraduate/ Bachelor Field of study: Erasmus Period of stay: 12/2023-01/2024		

1. Mobility Programme/ Academic Outcomes at Receiving Institution

Component code	Component title	Academic period	Local grade	ECTS credits
/	Studio SUMMACUMFEMMER: Mängelfrei	Sommersemester 2024	passed	15,00
/	SEMINAR KOHLENGRUBE	Sommersemester 2024	1,0	4,00
/	Feminist Spatial Practices: Exploring Public Space and Solidarity Networks	Sommersemester 2024	passed	5,00
/	JUXTAPOSITIONS. Perspectives on Contemporary Cultural Production	Sommersemester 2024	1,0	2,00
/	The Healing Arts: Encounters in Arts and Medicine	Sommersemester 2024	1,0	2,00
/	FKK – Team building for a multidisciplinary platform	Sommersemester 2024	1,0	2,00
TOTAL:				30,00

Signature of International Relations Officer

Name: Regine Brosius
Date: 31 October 2024

Signature and stamp:



German Grading Scheme

- 1,0-1,5 "sehr gut" (very good: an outstanding achievement)
- 1,6-2,5 "gut" (good: an achievement, which lies substantially above average requirements)
- 2,6-3,5 "befriedigend" (satisfactory: an achievement, which corresponds to average requirements)
- 3,6-4,0 "ausreichend" (sufficient: an achievement, which still meets the requirements)
- 4,1-5,0 "nicht ausreichend"/"nicht bestanden" (not sufficient/failed: an achievement, which does not meet the requirements)
- passed no grade given

The Berlin University of the Arts does not apply ECTS grades.



LEARNING GERMAN

For **BEGINNERS** there will be an offer of two German courses (A1/A2) at UdK Berlin for free.

To support our planning, please complete this short **one-question survey by 28 February**:

<https://easy-feedback.de/survey/2091146/5lgB2Wr>

If you are unsure about your current German level, you may first take this quick online placement test:

<https://einstufungstests.klett-sprachen.de/eks/DaF-A1-C1/>

Contact: Sandra Bayer intb10@intra.udk-berlin.de

For **ADVANCED** speakers outside UdK

- German classes at the "ZEMS": <http://www.zems.tu-berlin.de>
 - Volkshochschulen (community colleges) in your district (no ECTS, but generally a small fee):
[Kurse an den Berliner Volkshochschulen - Berlin.de](http://Kurse.an.den.Berliner.Volkshochschulen-Berlin.de)
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ORIENTATION MEETING - 8 APRIL 2026

Start: 10.30 am at [Georg-Neumann-Saal \(Jazz Institut Berlin\) Einsteinufer 43, 10587 Berlin](#)

12.00 Snack & Drinks with Exchange Coordinators, Exchange Students & International Office

13.00/ 13.30 Campus Rallye

End: 15:00/ 15:30

The programme is subject to change and may be amended if necessary.



ONLINE PRE-ARRIVAL MEETINGS OF THE FACULTIES

Fine Arts 2nd March 2026 14:00 pm

Visual Communication/ Art & Media 9rd March 2026 10.00 am

All Introductory Meetings of the different study programmes will take place at the different faculties the week after the Orientation Meeting.

The programme is subject to change and may be amended if necessary.





TIME FOR QUESTIONS



**THANKS FOR YOUR
ATTENTION!**