# General Information for International Applicants

Admission to the Berlin University of the Arts - UdK

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STUDY IN GERMANY

If you plan to study in Germany, you should gather information on the university system and life in general as well as on visa and residence formalities as soon as possible. Helpful information is given by the universities and on the site of the German Embassy.

Term Times at UdK
The academic year is divided into two parts: The winter semester (October 1 – March 31) and the summer semester (April 1 – September 30). However, classes usually run from mid-October to mid-February and from mid-April to mid-July.

APPLICATION AT UdK

The basic application procedure is independent from nationality. All applicants have to take part in an artistic entrance exam for our programs. However, each program is slightly different when it comes to application times, German language requirements, documents/certificates needed and the entrance exam. You will find up-to-date information on application and admission via our website: https://www.udk-berlin.de/en/courses/ in a downloadable pdf-file on the site of each study program.

There is no such status as „Guest Student“. Limited enrolment is only possible for students from partner universities on exchange or scholarship holders (e.g. DAAD, Fulbright).

International Student Services (Akademisches Auslandsamt)
If you need advice or further information about any of the above mentioned topics or something related, or if you have questions about how to make a correct application you are welcome to contact us:

Barbara Aiko Garnier, Ursula Stephan
Einsteinufer 43, room 16 A
10595 Berlin Charlottenburg
Phone: +49.(0)30 3185 2196
E-mail: aaa@udk-berlin.de

Office hours:
Monday, Thursday 9:30 to 12:30
Tuesday 12:30 to 15:30
and by appointment

Student Advisory Service (Allgemeine Studienberatung)
The Student Advisory Office offers consultation in all questions around studying at UdK:

Einsteinufer 43, room 16 B
10595 Berlin Charlottenburg
E-Mail: beratung@udk-berlin.de

Office hours:
Monday, Thursday 9:30 to 12:30
Tuesday 14:30 to 17:30

Admissions Procedures
All programs at UdK require the successful participation in an artistic entrance examination.

Application Periods
Application is possible only during certain application periods as specified in the information sheet of each program. Please note that only the date the application is received is decisive and not the postmark.
**Transfer Students**
You are considered as a transfer student if you are already enrolled in a comparable program at another university. Nevertheless you will have to apply during the regular application period and take part in the admission process. You can ask to be placed in a higher semester. The final placement, however, is decided by the admission committee at the end of the admissions process, only.

**Recognition of International Certificates / uni-assist**
For most programs at UdK you will have to get your international school or university certificates recognized. This recognition process is done by an institution called uni-assist. Before you apply to UdK you have to upload all your school and/or university certificates and transcripts to uni-assist in German or English translation in order to get a so-called VPD (Vorprüfungsdokumentation). Please find more specific information either in the information on application on our website or on the website of uni-assist: www.uni-assist.de. Make sure that you send all the application documents including the letter (VPD) by uni-assist to UdK within the application period.

Should uni-assist not confirm the requirements set by UdK and there is no alternative of getting admitted (exemption in case of outstanding artistic ability in some programs) you would have to contact a Studienkolleg (preparatory year) which is available in Berlin at Free University (www.fu-berlin.de) or at Technical University (www.tu-berlin.de). You could gain there the missing qualification in study-relevant courses.

**Application from China or Mongolia or Vietnam**
If you went to school and/or studied at a university in China, Mongolia or Vietnam you will have to contact the APS Institute (connected to the German Embassy) in order to get your certificates evaluated prior to the visa process. You won’t have to get your certificates recognized by uni-assist.

**GERMAN LANGUAGE KNOWLEDGE**
When applying you will have to prove a certain minimum level of German language knowledge because all the study programs at UdK (except for the M.A. Solo/Dance/Authorship, the M.A. Sound Studies and Sonic Arts and 2 Jazz Master programmes) are taught in German. Which level of German you need depends on the study program you want to apply for. Information on exceptions can be asked for at the International Student Services.

UdK accepts language certificates/test reports from all official language schools. Once you passed the entrance exam it is possible to attend language classes at UdK Berlin.

**VISA AND RESIDENCE PERMIT**
When it comes to visa regulations, you are recommended to contact the German Embassy in your home country: https://www.auswaertiges-amt.de/en. On this site you should check if a visa is necessary for people of your nationality for entering Germany. In this case you can apply for a residence permit when arriving in Berlin.

**Student Applicant Visa (Studienbewerbervisum)**
If you receive an invitation for the entrance exam, you will have to come to Berlin in person. This often means that there is not enough time left for a visa-application. We therefore strongly recommend applying for a so-called student applicant visa (Studienbewerbervisum) straight after you have applied to UdK. Just show the confirmation you received automatically after having filled in your online application-form together with a printout of the study information to explain your purpose. In addition you will be asked to prove sufficient financial means and a valid passport.

Unfortunately, we cannot offer any confirmation of pre-admission because the acceptance depends on the artistic talent that you have to show during the entrance exam.

Please note that a tourist visa cannot be changed into a residence permit!

**Proof of financial resources/Blocked account**
When you apply for your entry visa resp. your residence permit you will have to provide a so-called “Finanzierungsnachweis” (proof of financial resources). Usually, applicants have to prove that they have around 8,700 euros at their disposal for one year. Make sure to inquire at the German embassy in your country as to which form of financial proof is required!

Should a blocked account is required you could turn to the Deutsche Bank, Fintiba or x-patrio, for example. It usually should take a couple of days for the paperwork to be processed. To obtain an application, send an e-mail to the
Residence Permit
After you have been admitted to UdK, you must apply for a residence permit at the immigration office (Ausländerbehörde) in Berlin. You’d better book an appointment online to avoid long queues. More information and forms are available on the website of the immigration office: https://www.berlin.de/labo/willkommen-in-berlin/artikel.600679.en.php

In addition to the form they will ask for
- a passport
- a biometric passport-size photo
- a confirmation of admission or enrolment
- a proof of sufficient health insurance
- a proof of sufficient financial means
- a confirmation of registration by the Residents’ Registration Office (Bürgeramt)

COSTS OF STUDY

For most programs - except for a few master programs - you don’t have to pay any tuition fee.

Semester Fee
Each semester every student has to pay a semester fee of about 300 EUR. This mainly covers a semester ticket for the Berlin public transport, which is valid for six months.

Application Fees
Most courses at the faculties of Music and Performing Arts charge a fee of 30 EUR for the participation in the entrance exam.

German Language Courses
If you got enrolled with the minimum language level requirements, you will have to pass another test to reach the language level needed for studying at UdK within a limited period. For this purpose, UdK offers language courses you can attend along your study. These courses cost 120 EUR for the winter semester, 100 EUR for the summer semester, and an examination fee of 75 EUR.

Health Insurance
For getting registered at UdK, you need to prove sufficient health insurance. Health insurance for students in Germany usually costs around 90 EUR per month. In case you have public health insurance from an EU-country or a country with which there is a social agreement, you will have to get a confirmation from a statutory health insurance in Germany (e.g. AOK) as proof of sufficient coverage for your stay in Germany. However, we strongly recommend that in addition you talk to your home health insurance regarding conditions like coverage and maximum duration.

Costs of Living
You should calculate at least 1000 EUR per month to be able to cover your living and study costs. Be aware that you will have to prove sufficient funds in order to apply for a visa and later for the residence permit.

WORKING DURING STUDIES

Working Permit
International students can work up to four months per year: either on 120 full days or on 240 half days (max. 4 hours a day). The restriction does not apply if you work as a student assistant (“studentische Hilfskraft”) at the university or for study-related internships. If you take part in a preparatory course (like "Studienkolleg" or German language course) you are only allowed to work during the school holidays.
SCHOLARSHIPS

Information
We recommend starting to search for a scholarship before you apply at UdK. Information is given for example by the German embassy, Goethe Institutes or the offices of the German Academic Exchange Service (www.daad.com) in your home country. If you are interested in a DAAD-grant you will have to apply for it in your home country.

Scholarships in Germany
UdK itself does not offer any scholarships for first year students. However, it is possible to apply for scholarships from diverse organizations. It mainly depends on academic performance—only the best students have a chance of winning a scholarship. Generally, scholarships are an exception rather than the rule. You should not count on winning a scholarship when planning your finances before starting your studies.

HOUSING

Private Accommodation
Rents for small apartments or rooms in shared flats are starting at around 400 EUR per month. You can find advertisements e.g. on www.wgcompany.de; www.suchezimmer.de; www.wg-gesucht.de; www.studentenwg.de.
Low priced rooms for short term accommodation are to be found here: https://www.berlin.de/en/

Dormitories
There are no dormitories run by UdK. You can start by checking the website of the “Studierendenwerk Berlin”, which administers housing for enrolled students of all Berlin Universities. As soon as you can prove admission you can ask for a room or get registered on a waiting list.
Several dormitories can directly be contacted. More information and addresses are given on https://www.stw.berlin/en/housing.html

Rent Subsidy (Wohngeld)
Under certain circumstances students are eligible for receiving a certain amount of rent subsidy by the State of Berlin. It is important, however, to prove a monthly minimum income plus rent that is considered higher than the Social Welfare rate in Germany. Information is given at any “Bezirksamt”.

AFTER GRADUATION

Under certain circumstances your residence permit can be extended for another 18 months after graduation to give you time for finding an adequate job in Germany. Please find more information her: https://service.berlin.de/dienstleistung/305245/en/

GUEST AUDITOR (GASTHÖRER)
There is an opportunity to attend some lectures for the duration of a semester if you receive the personal permission by the professor. Participation in artistic classes is not possible for guest auditors, however. The fee charged depends on the hours per week.
Please note that with this status you are not considered as a student, and it does not give you a right to apply for a residence permit!