



Universität der Künste Berlin

Bienvenue!
Willkommen! 欢迎大家！ Bienvenidos!
Välkommen! Welcome!
어서 오세요 ! Benvenuto!

Telegram Group for Incoming students 2026/27

[Telegram: Join Group Chat](#)





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.

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

ASK QUESTIONS in the chat or directly when possible!



AGENDA

01 WELCOME & INTRODUCTION

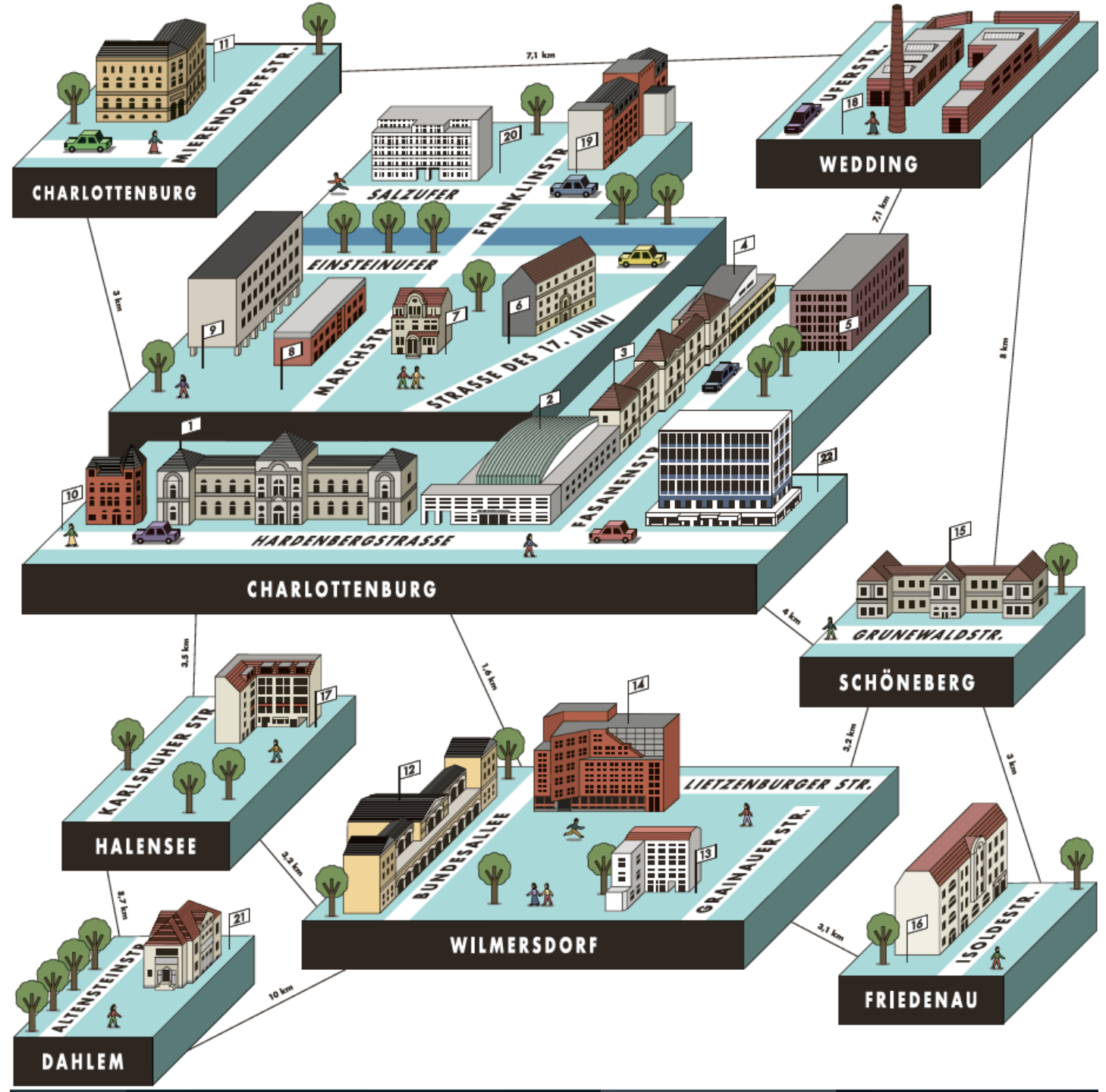
02 CONTACTS & DEPARTMENTS

03 ADMINISTRATIVE MATTERS

04 QUESTIONS

Locations of UdK Berlin

- 16 locations for the different study areas





MAIN CONTACT for YOU - for enrolment/ transcripts of records!

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

MAIN CONTACT for YOU - for courses!

[Departmental Exchange Coordinators of
the faculties](#)

MAIN WEBSITES for YOU!

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



INTERNATIONAL OFFICE

Administrative Matters

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



DEPARTMENTAL EXCHANGE COORDINATORS

Architecture

Prof. Christoph Gengnagel gengnagel@udk-berlin.de
Student Assistant: Edwin Pfeffer intb002@intra.udk-berlin.de

Fine Arts

Prof. Ina Weber
Axel Haagen
Christoph Manz
exchange-finearts@udk-berlin.de
Student Assistant: Vero Haas v.haas@udk-berlin.de

Product Design

Žarko Dumičić zarko.dumicic@drlab.org

Fashion Design

Prof. Berit Greinke b.greinke@udk-berlin.de

Music

Prof. Björn Lehmann (Artistic Training)
bjoernlehmann73@yahoo.de
Prof. Enno Granas (Teacher Training)
engranas@udk-berlin.de
Student Assistant: Jens Ginge Skov
j.skov@udk-berlin.de

Jazz (JIB)

Björn Sickert b.sickert@udk-berlin.de

Dance (HZZ)

Eva-Maria Hoerster em.hoerster@hzt-berlin.de

Visual Communication / Art and Media

Prof. Gabi Schillig g.schillig@udk-berlin.de
Roman Wilhelm r.wilhelm@udk-berlin.de
Student Assistant: Antonia Castellanos
a.castellanos@udk-berlin.de



Universität der Künste Berlin

DEPARTMENTAL EXCHANGE COORDINATORS

Vocal Studies & Musical Theatre

Prof. Deborah York d.york@udk-berlin.de

Student Assistant: Jens Ginge Skov

j.skov@udk-berlin.de

Stage Design

Anna Bergel a.bergel@udk-berlin.de

Creative Writing for the Stage

Prof. Dr. John von Düffel vondueffel@gmx.de

Theatre Education

Laia Ribera l.ribera-canenguez@udk-berlin.de

GWK

Jessica Haß je.hass@udk-berlin.de



ONLINE PRE-ARRIVAL MEETINGS OF THE FACULTIES

Fine Arts	15 September 2026, 2 pm - Participationlink
Visual Communication/ Art & Media	31 August 2026 1.00 pm - link will follow
GWK	8 September 2026 2.30 pm - Participationlink
Architecture	not scheduled yet

Music/ Jazz/ Voice/ Dance/ Szenisches Schreiben/ Theatre/ Product Design/ Fashion Design – please get in contact with your exchange coordinators directly

All Introductory Meetings of the different study programmes will take place at the different faculties the week after the Orientation Meeting (12-16 October).

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



INTERNATIONAL STUDENT SERVICES



Any questions about visas, residence permit, work, etc.?

contact [Sandra Bayer & Barbara Garnier aaa@udk-berlin.de](mailto:aaa@udk-berlin.de)

Consultation hours 

Online: Mondays and Tuesdays: 2– 4 pm on [BigBlueButton](#)
[On-site](#) (Einsteinufer 43, r. 416): Wednesdays 2 – 4 pm
Office closed on Fridays



ENROLMENT & EXAMINATION OFFICE (IPA)/ STUDY GUIDE



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](#) at 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 (App!)
 4. DST – German Semesterticket (App!)
 5. Learning Agreement
 6. Letter of Confirmation
 7. Record of Courses
 8. Transcript of Records
-



HEALTH INSURANCE – Step 1

under 30 years old?

- EHIC/GHIC (European or Global Health Insurance Card) or proof of private insurance must be sent to [German statutory health insurance](#):

→ [certificate of exemption](#) from a German statutory health insurance company is required or a membership proof

→ IPA (enrolment and examination office) will be informed by the German statutory health insurance directly

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



HEALTH INSURANCE – Step 1

Over 30 years old?

- No proof of health insurance necessary for enrolment, but compulsory in Germany!
- Required for visa applications!
- Only private health insurance possible



ENROLMENT – Step 2

ATTENTION!

If you are transferring from outside of the SEPA area, please make sure that you pay all applicable transfer fees (OUR - sender pays costs) when making the transfer.

Name of beneficiary: Kasse der UdK Berlin

Address of beneficiary: Einsteinufer 43, 10587 Berlin

Name of bank: Berliner Volksbank

Address of bank: Wittestr. 30, 13509 Berlin

IBAN: DE 72 100 900 00 884 101 50 46

BIC/SWIFT: BEVO DEBBXXX

Purpose of transfer: [your name], [your course of study] + EXCHANGE winter 2026/27 (e.g. Amy Miller, Fine Arts, winter 2026/27)

- Proof of payment of the **semester contribution 327,00€**
- 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 (enrolment & 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!



NEW!!! CAMPUS CARD APP/ STUDENT ID

- download the app „Campuscard Berlin“ from Apple Store or Google Play Store
- open the app, select 'Universität der Künste Berlin' and tap 'Studierende*r'. You will be prompted to log in with your UdK account
- used as student ID und library card

The CampusCard is not an official document, therefore it cannot be used in examinations as a substitute for an identity card or passport.



MENSA CARD

You can get a MensaCard for a deposit of 1.55 euros at any cash register in the canteens, coffee bars, back stores and food trucks of the studierendenWERK BERLIN.

Bring your student ID (CampusCard) with you!

You can also get a guest card at selected vending machines, which will be changed to your respective status (student, employee or guest) at the cash desk checkout.

Any questions about the MensaCard? Feel free to send an e-mail to: mensacard@stw.berlin.

You can top up your MensaCard at the top-up machines located in all the facilities. Or use the autoload procedure!

You can return your MensaCard at our vending machines, the so-called Multiloaders. In facilities without reloaders, only at the cash desk.



DST – Deutschland-Semester-Ticket (Public Transport)/ S-Bahn App

- It allows you to use all local and regional public transport in Germany from 1 October to 31 March (fast trains like IC or ICE are not included).
 - After enrolment and after you have activated your UdK account, you receive an email to your UdK email address that you can register and access the S-Bahn 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 March, but you must request the refund before the end of February.
 - 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, initiated by your home university
 - Don't forget to update your Learning Agreement (changes part) after choosing your courses at the beginning of the semester!
 - The content of the Learning Agreements needs to be discussed with the exchange coordinators of UdK and with your home university.
 - Please send us a notification if you've initiated your Learning Agreement and need the confirmation of UdK.
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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 log in to [my.udk](#)
- ☐ provisional Learning Agreement (ERASMUS+)

After Arrival

- ☐ CampusCard app + registration S-Bahn app (Deutschlandsemesterticket)
- ☐ [Residence permit if you came without a visa](#) (if applicable)
- ☐ Registration of local address "[Anmeldung](#)" ([form for Anmeldung](#))
- ☐ Open a bank account
- ☐ **Participation in Orientation Meeting on 7 October 2026**
- ☐ Participation in introductory meeting of study programmes (week 12-16 October 2026)



LETTER OF CONFIRMATION / ACADEMIC CALENDAR

Lecture period :

winter semester 2026/27: 12 October 2026 – 13 February 2027

Public holidays:

[Public Holidays & School Holidays – Berlin.de](https://www.berlin.de/en/public-holidays-and-school-holidays/Pages/public-holidays-and-school-holidays.aspx)

Letter of Confirmation: 7 October 2026 (Orientation Meeting) – **13 February 2027**
will be sent automatically to your email address through MoveOn on 12 February 2027



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“](#) at the end of each semester

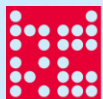


RECORD OF COURSES

- 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 [departmental 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!

1. Complete your personal data, **ALL FIELDS**

2. Note down all projects and courses you attended (these should correspond to the Learning Agreement especially for ERASMUS students)

3. Note down the course numbers (if there are any) and the name of the teacher

4. Print the document

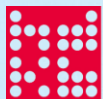
5. Get it confirmed and signed by each of the corresponding teachers (they confirm ECTS and grades if you required them at the beginning of the semester)

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

Signature Dept. Coordinator _____ Date _____

* nach deutschem Bewertungssystem Noten: 1-6

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: 01.01.1999 Matriculation ID: 444444	The Sending Institution	Det Kongelige Akademi Arkitektur, Design, Konservering Erasmus code: DK KOBENHA59
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: Arts and Design Period of stay: 01.09.2023 - 31.08.2024		

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:

Regine Brosius



UdK Berlin
Universität der Künste Berlin
Internationale Beziehungen
Postfach 12 05 44
D 10595 Berlin

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 (basic) at UdK Berlin for free.

Course 1: Monday, 5:00–7:30 p.m. (starting 12 October 2026)

Course 2: Tuesday, 5:00–7:30 p.m. (starting 13 October 2026)

Location: Einsteinufer 43, Room 411

Online survey for registration <https://easy-feedback.de/survey/2146794/8IV6EXG>

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 – 7 OCTOBER 2026

The first day you need to be in Berlin!

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

12.00 am Snacks & Drinks with Exchange Coordinators, Exchange Students & International Office

End: 1:00 pm

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



WELCOME WEEK EVENTS

Campus Rallye

Tuesday, 6 October 2026, 1 pm
Start: Einsteinufer 43, Finish tbc

Speedfriending

Wednesday, 7 October 2026, 6 pm
Hardenbergstr. 33 room 101/102

Library Tours

Thursday, 8 October 2026,
Time tbc in German
Time tbc in English
Universitätsbibliothek - Fasanenstraße 88,
Foyer

Berlin Walking Tour

Friday, 9 October 2026, 2:00 pm,
meeting point: Hackescher Markt/
BBQ Kitchen

Excursion to Bauhaus Dessau

Saturday 10 October 2026, 9 am
meeting point: Main Station
Berlin/ Hauptbahnhof Berlin
5€ contribution
**bring your Deutschland-
Semesterticket**



TIME FOR QUESTIONS



THANKS FOR YOUR
ATTENTION!