

# FU/BEST

## Application instructions: please read carefully!

### Before you start...

- Be sure to **download and read the [General Terms and Conditions of Business \(AGB\)](#)** and **[Academic Regulations and Code of Conduct](#)** for the FU-BEST program before completing and submitting your application. All participants must accept these General Terms even if your college/university/program provider pays us on your behalf.
- Please **do not** submit an application form completed with pen or pencil. **Complete the form online.**
- Note that successful **transfer of credits** earned through this program back to your own university, college or program provider in many cases requires you to obtain home institution approval prior to enrollment in FU-BEST. It is your personal responsibility to secure such approval.
- Keep in mind that course enrollment is carried out on a **first-come-first-served** basis. As a result, a) applying early is always a good idea and b) you may not get every course you select as your top choice(s).
- Please note the **application deadlines** (day of receipt in Berlin!): April 1 (Fall semester) and November 1 (Spring semester). Failure to observe these deadlines will jeopardize your participation in the FU-BEST program.

### Important to know...

#### Finances:

- Applicability of **financial aid** from your home institution to this program is not a matter that we decide. Please check with your own college/university or program provider.
- Applicants will have a non-refundable **100 Euro Application and Technology Fee and 500 Euro first installment** charged to their credit card after their formal admission to the program (early April for Fall and mid-October for Spring), unless they notify us within the deadline given upon formal admission of their intention not to participate. If a college/university/program provider pays your FU-BEST bill on your behalf, they will also take care of these fees, but you remain subject to the General Terms and Conditions of Business (AGB).

#### Visa and Immigration:

- If you are not a citizen of an EU member country, the USA, or Canada, you will almost certainly need a **visa** in order to enter Germany and participate in the FU-BEST program. It is your personal responsibility to obtain such a visa **in the country where you are currently studying**, using the admission letter we provide via e-mail. It is possible to arrange an appointment with a German consulate/embassy before receiving the admission letter so be sure to take care of this matter in a timely manner! For more information, you can visit the [Admission Prerequisite section](#) of our website.
- Students who need a German visa in order to participate in this program will in some cases only receive the necessary documentation to obtain such a visa after **all fees** have been paid. This is a decision made after review of the applicant's file.

- **All** non-EU participants are required to apply in Berlin for a **permit** which extends the customary 3-month limit on stays by visitors. This permit is issued by the Office for Foreign Residents (Ausländerbehörde) in Berlin; the relevant forms will be completed **on site**. The required fee is paid by the program. The photographs needed are made in Berlin and cost each participant around 10 Euros.

#### **Health Insurance:**

- You need proper health insurance for the duration of your studies in Germany – accident or emergency insurance will not suffice. Every FU-BEST participant will automatically be enrolled in the [German Insurance Package](#).

#### **When you're done...**

##### **Checklist:**

- ✓ Did you provide full and correct information throughout the forms?
- ✓ Did you sign every page where it is required?
- ✓ Did you provide a full, prioritized selection of 20 courses, so that we can carry out all course placement options?
- ✓ Did you include a (copy of your) **transcript**, a small **photo (portrait style)**, and a readable color photocopy of the main page of your **passport** with your application (if a passport is not yet available, please submit a color photocopy of your driver's license)? Your application will be considered incomplete without these items and remain unprocessed until complete!
- ✓ If you are opting for a homestay, did you include a 1-2 page self-introductory statement along with the rest of your application?

Completed applications should be sent to

**info@fubest.fu-berlin.de**

#### **Deadlines (day of receipt in Berlin!):**

- April 1 (Fall semester)
- November 1 (Spring semester)

# Freie Universität Berlin European Studies Program Application

## FU/BEST Personal Information

Semester and year for which you are applying: \_\_\_\_\_

Are you a former FUBiS participant? If yes, which term(s)? \_\_\_\_\_

Last name(s): \_\_\_\_\_ First name(s): \_\_\_\_\_

Date of birth (day-month-year): \_\_\_\_\_ Place of birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Citizenship(s): \_\_\_\_\_

Your primary e-mail address: \_\_\_\_\_

Alternative e-mail address (e.g. when not in school): \_\_\_\_\_

Current telephone number (incl. area code): \_\_\_\_\_

Address: Street: \_\_\_\_\_ City/town: \_\_\_\_\_

State/province and postal code: \_\_\_\_\_ Country: \_\_\_\_\_

Emergency Contact: First and last name: \_\_\_\_\_

Relation: \_\_\_\_\_ Telephone number (incl. area code): \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Name and place of your current university/college: \_\_\_\_\_

Degree student? Yes No

If yes, undergraduate or graduate

If undergraduate, current class standing (e.g. Junior, Senior etc.): \_\_\_\_\_

Major(s)/minor(s): \_\_\_\_\_

I have read the [General Terms and Conditions of Business](#) and the [Academic Regulations and Code of Conduct](#), posted on the FU-BEST website, and agree to all stipulations and regulations contained therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

# FU/BEST Housing Form

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Please select one:

[Homestay](#)

[Student Village](#)

[The Social Hub](#)

Should my selected housing option offered via the program not be available anymore, my preferred alternatives are (in order):

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[Independent](#) (*I commit to arranging my own housing and thus hereby opt out of FU-BEST's housing options.*)

For an accessible housing option, [please visit our website](#) or send us an inquiry via email.

Please provide complete information. When requesting a homestay, remember that your answers and your self-introductory statement will be vital to our placement efforts, so include any and all information that will assist us in matching you with the right homestay setting. Please remember that the Housing Fee may differ depending on whether you opt for a homestay or a furnished, single-occupancy apartment. You have **until the application deadline (April 1 or November 1)** to change your housing option. After those dates, **no changes** are possible.

If you opt for **independent** housing, please be sure to rent an apartment **only** when you are presented with a clearly formulated contract, that you fully understand its content if it is a document in German, that the information on the location of the apartment is clear and complete, and that the contract contains explicit details regarding the full name, address, and telephone number of the landlord/rental company. These details will eventually be vital for your visa application.

## Homestay Questionnaire

Gender: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Home University: \_\_\_\_\_ Major(s)/minor(s): \_\_\_\_\_

1. Please give some information about any health conditions your hosts might have to be aware of (allergies etc.):

## Homestay Questionnaire contd.

2. Please give some information about your dietary habits or preferences (vegetarian, vegan etc.):

3. Do you smoke?                      Yes                      No

4. How do you feel about smokers in your guest-home?                      Objectionable                      No problem

5. How do you feel about pets?                      Objectionable                      No problem

6. What kind of homestay profile do you prefer? Please rank your preferences 1 through 4, keeping in mind that we cannot guarantee placement in your top choice(s).

Couple with  
child(ren)

Couple without  
child(ren)

Single person with  
child(ren)

Single person

7. How do you feel about a homestay with small children?                      Objectionable                      No problem

9. What is your level of German?                      Beginner 1                      Beginner 2

Intermediate 1

Intermediate 2

Intermediate 3

Advanced

8. How would you describe yourself? Feel free to use short phrases or adjectives.

Be sure to attach a **self-introductory statement** (1-2 pages about your expectations, hobbies, interests, family, origin etc.) that will be given to our Homestay Coordinator to assist in placement procedures. Try to use as much German as possible.

# FU/BEST Course Application Form

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

FU-BEST Semester: \_\_\_\_\_

## 1. German language (DaF: Deutsch als Fremdsprache)

### Before you start...

- Enrollment in German language is **mandatory** for **all** FU-BEST participants. However, no prior knowledge of German is required.
- Any student with a current or intended **major/minor in German language and/or demonstrated prior knowledge of German** beyond the absolute beginner level must enroll in our 9 ECTS credits “**Intensive German**” track.
- “**Experiential Beginning German**” (6 ECTS credits) is offered for **absolute beginners only**; yet, they may also opt for the Intensive option.

### Select your level!

- Select the level that most closely corresponds with your needs and skills. Check with your university's/college's German language teacher(s) if you are unsure what to select.
- Each participant enrolling in Intensive German (9 ECTS credits) is expected to complete 2 levels of German in the course of the semester. On this form, if you opt for Intensive German, please mark clearly **only the level at which you would like to start** at the beginning of the semester.

Experiential Beginning German (for absolute beginners only)

Beginner 1 (Intensive)

Beginner 2 (Intensive)

Intermediate 1 (Intensive)

Intermediate 2 (Intensive)

Intermediate 3 (Intensive)

Advanced (Intensive)

- All participants above the absolute beginner level will complete an **online placement test** prior to arrival in Berlin and an **on-site interview** in order to ensure adequate placement.

## 2. Subject courses

Please rank **20** of the following courses in the order of your preference (starting with 1 as your first choice and ending with 20). All subject courses are worth 6 ECTS credits. Unless indicated otherwise, courses are taught in English. **Also note that not every course is available every semester.** Overall, you need 4 courses' worth of credit (including German language) to be enrolled full-time. "Experiential German" equals one course, credit-wise; "Intensive German" equals two courses. Depending on what you selected above you are left with a choice of 2, 3 or 4 subject courses. If your home institution requires a fifth course, please indicate below and provide proper documentation.

**IMPORTANT!** Please choose only one:

I wish to enroll in

"Experiential German" + 3 subject courses (4 courses total)

"Experiential German" + 4 subject courses (5 courses total\*)

"Intensive German" + 2 subject courses (4 courses total)

"Intensive German" + 3 subject courses (5 courses total\*)

\*

My home institution requires a fifth course. (Please check if applicable and attach documentation, e.g. an advisor's e-mail, a quote from your institution's website etc.)

**Please note!** [Check the Standard Weekly Schedule](#) for the semester for which you are applying.

Your ranking	Remarks	Course title	Course #
		Europe in Crisis? European Politics and Policies	1
		How (Not) to Govern the Globe: Global Governance since 1815	2
		Rebels, Radicals, Revolutionaries: Resistance and Protest in Post-War Europe 1953 - 1989	3
		Strategies of Visualization – Art and Ideas in Modern Central Europe	4
		The Golden Age of German Cinema (1918-1933)	5
		The Human Condition and the Totalitarian Experience	6
		Berlin: History, Memory, Literature	7
		To Hell and Back: Modern German History in European Context	8
	Spring only	Tragedy and New Beginnings. 19th and 20th Century German Philosophy and its Legacies	9
		Cultural Coexistence or Continuous Challenge? Jewish and Muslim Life in Contemporary Berlin	10
		Doing Business in Europe – Intercultural Competences and Strategies	11
		The Architecture of a Metropolis: Berlin from the 19th Century to Today	12
		Movies, Music, Manipulation: Studying the Mechanics of Film Music	13
	Fall only	The Promise of German Philosophy: Kant to Hegel	14
		Deutschland und seine Kunst – eine Nation in Bildern <i>(taught in German; only for students at Intermediate 3/Advanced levels)</i>	15
		Europe and its legal traditions	17
		Environmental Politics and Policy in Europe	18
		Art and Dictatorship	19
		Pop Culture: European-American Trends	20
		European Sociology and Contemporary Societies	21

## 2. Subject courses (cont.)

Your ranking	Remarks	Course title	Course #
		Media Politics: Structures and Case-Studies in Germany and Europe	22
		Promises and limits of EU economic integration. How it works and what is accomplished.	24
		Bounded Sex? Gender, Sexuality and Identity in and beyond European borders	27
	Fall only	Music in the Digital Age	29
		Energizing Europe: The EU energy and climate crises	30
		Deutsch, Deutscher, Deutschland: Identität(en), Geschichte, Politik <i>(taught in German; only for students at Intermediate 3/Advanced levels)</i>	31
		Green Business: German and European Sustainable Entrepreneurship	33
		Migration, borders and race in Europe and Berlin	34

## 3. Academic Accommodations

I receive specific academic accommodations at my home institution and wish for them to be considered at FU-BEST. (Please check if applicable and attach appropriate documentation, e.g. a letter/form from your home institution's accessibility services office.)

**Disclaimer:** FU-BEST cannot guarantee that all services offered at your home institution will be matched. We will try to accommodate you as much as possible. FU-BEST facilities may not be equipped to handle special physical or other requirements as stipulated by the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973. The Office of Civil Rights, United States Department of Education has opined that ADA and Section 504 do not apply extraterritorially. Accordingly, please understand that our asking you for further information does not imply what, if any, accommodation may be provided to you by FU-BEST.



## Before you start...

- Please complete the following forms carefully and be sure to submit them along with the rest of your FU-BEST application.
- Forms without specific instructions (see below) should be self-explanatory. If you have questions, please contact us.

## Instructions for...

### Declaration of Financial Support:

- It is generally best to **list your parents/guardians as source of support**, even if all or part of your funds come(s) from other sources (including personal funds). Putting down “parents/scholarship” is also fine, in order to account for financial aid sources. Although this is a largely pro-forma statement for the immigration office, it **must** be submitted **signed by a parent or guardian**.
- If you are fully self-supporting, please contact us at [info@fubest.fu-berlin.de](mailto:info@fubest.fu-berlin.de).

### DAK Insurance Waiver:

- All FU-BEST participants will be enrolled in our German Insurance Package and therefore have to apply for an exemption from the mandatory public German health insurance. Please make sure to sign the form so the program can take care of this on your behalf. Your personal information (name and date of birth) should carry over from a previous page.

## When you're done...

- **All forms** need to be **signed**.

Freie Universität Berlin European Studies Program (FU-BEST)  
Malteserstraße 74-100, Haus S, D-12249 Berlin

**Freie Universität Berlin  
European Studies Program (FU-BEST)**

vertreten durch/ represented by  
ERG Universitätsservice GmbH  
Malteserstraße 74-100, Haus S  
D-12249 Berlin

Dr. Kristina Rödder  
Academic Director

Telefon +49 30 838 – 57587  
Fax +49 30 838 – 457587  
e-Mail [info@fubest.fu-berlin.de](mailto:info@fubest.fu-berlin.de)  
URL [www.fubest.org](http://www.fubest.org)

**DECLARATION OF PERSONAL LIABILITY**

Participation in the FU-BEST Program entails the assumption of personal legal and financial liability, as constituted in the Bürgerliches Gesetzbuch (BGB) of the Federal Republic of Germany, with regards to personal behavior that may result in a) damage to or destruction of property, b) damage or injury to others, or c) damage to or disruption of the program and its host institution, Freie Universität Berlin.

**A) Damage to or destruction of property:**

This includes the program facilities at Malteserstraße 74-100, Haus S and L, other facilities of Freie Universität Berlin, apartments rented on behalf of the program, the homes of host families as well as all other property that is not the participant's own, inside or outside Germany.

**B) Damage or injury to others:**

FU-BEST is not responsible for any damage or injury that the student causes to another person while he/she is participating in the FU-BEST Program.

**C) Damage to or disruption of the program:**

A determination in this regard shall be made by the Academic Director of the program, in consultation with other Freie Universität Berlin administrators as well as representatives from the participant's home institution.

Gross and repeated misbehavior in any or all of the above categories may result in dismissal from the program, without refund of any fees. Legal and financial liability for repairs, replacement, treatment, compensation, etc. shall apply in each and every instance.

**I have read this statement of legal and financial liability and accept its conditions. I have also reviewed the document entitled [“Academic Regulations and Code of Conduct.”](#) posted on the program's website.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
First and last name (please print)

\_\_\_\_\_  
Signature

Freie Universität Berlin European Studies Program (FU-BEST)  
Malteserstraße 74-100, Haus S, D-12249 Berlin

An das Landesamt für Einwanderung (LEA)  
Hochschulservice  
Keplerstraße 2  
10589 Berlin

**Freie Universität Berlin  
European Studies Program (FU-BEST)**

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URL [www.fubest.org](http://www.fubest.org)

**DECLARATION OF FINANCIAL SUPPORT**

To whom it may concern,

This is to certify that I support \_\_\_\_\_ (name of student) with a monthly payment of \_\_\_\_\_ € \* for the duration of the FU-BEST Program of Freie Universität Berlin and the continuation of his/her stay in Germany.

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address (street, city, postal code, country): \_\_\_\_\_

\_\_\_\_\_

Dates of financial support \*\*: from \_\_\_\_\_ through \_\_\_\_\_

Date and place: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*Monthly support must be at least 1000€.**

**\*\*Fall Semester: August through December  
Spring Semester: February through May**

# ANTRAG AUF BEFREIUNG VON DER KRANKENVERSICHERUNGSPFLICHT FÜR STUDIERENDE

## PERSÖNLICHE DATEN

Name
Vorname
Straße, Nr.
PLZ, Ort
Geburtsdatum

Ja, ich möchte mich von der Krankenversicherungspflicht nach § 8 Abs. 1 Nr. 5 Sozialgesetzbuch V befreien lassen.

## DATEN ZUR BEFREIUNG

Ich studiere ab/seit
Name der Hochschule
Anschrift der Hochschule
PLZ, Ort

Eine Befreiung ist nur möglich, wenn Sie anderweitig krankenversichert sind. Bitte fügen Sie einen Nachweis über Ihre private Krankenversicherung sowie über die Zulassung oder Immatrikulation bei. Bei fehlender Immatrikulationsbescheinigung versichern Sie, dass ein Studium aufgenommen wird.

## KONTAKTDATEN

Telefonnummer
E-Mail

Die Angaben zu Ihrer Telefonnummer und E-Mail sind freiwillig. Bei Rückfragen zu Ihrem Antrag können wir Sie auf diesem Wege schnell und einfach kontaktieren.

## WICHTIGE HINWEISE

Der Antrag ist innerhalb von drei Monaten nach Beginn der Versicherungspflicht zu stellen. Die ausgesprochene Befreiung kann nicht widerrufen werden und gilt für die Dauer des Studiums. Die Befreiung gilt auch gegenüber anderen Krankenkassen. Während der Befreiung ist keine Familienversicherung möglich.

Mit Ihrer Unterschrift bestätigen Sie die Richtigkeit Ihrer Angaben. Falls sich Ihre Lebensumstände ändern, teilen Sie uns die Änderung so schnell wie möglich mit.



Datum, Unterschrift (bei Minderjährigen Unterschrift einer erziehungsberechtigten Person)

Ihre persönlichen Daten (Sozialdaten) benötigen wir, um unsere Aufgaben für Sie richtig zu erledigen. Die Grundlage dafür ist § 284 Sozialgesetzbuch V (SGB V) in Verbindung mit § 206 SGB V oder § 28 o SGB IV und § 94 SGB XI in Verbindung mit § 50 SGB XI. Dateneempfänger – neben der DAK-Gesundheit – sind Dienstleister, die im Auftrag der DAK-Gesundheit die Daten zu den oben genannten Zwecken verarbeiten. Weitere Informationen zum Datenschutz und zu Ihren Rechten nach Art. 13 DSGVO finden Sie auf [dak.de/dsgvo](http://dak.de/dsgvo). Bei Fragen wenden Sie sich bitte an die **DAK-Gesundheit, Postzentrum, 22788 Hamburg** oder [service@dak.de](mailto:service@dak.de). Unseren Datenschutzbeauftragten erreichen Sie unter [datenschutz@dak.de](mailto:datenschutz@dak.de)

# FU/BEST Additional Housing Forms

## Before you start...

- Please read the following forms carefully and be sure to submit them, if applicable to the housing option you selected, along with the rest of your FU-BEST application.
- Forms without specific instructions (see below) should be self-explanatory. If you have questions, please contact us.

## When you're done...

- **Applicable forms** need to be **signed**.

# FU/BEST Conditions of Residence at Student Village & The Social Hub

1. Housing provided by Student Village/ The Social Hub is a single-occupancy unit. Guests are not allowed.
2. All contents of the unit are to be treated with care. Each resident assumes full legal and financial liability concerning any damage caused by him/her or by those visiting his/her apartment. All damage is to be reported to the building manager. No participant is allowed to insert nails or screws or to affix tape to any of the doors or walls for (re)decoration or other purposes. The installation and subsequent termination of a telephone connection, if desired, and all costs associated therewith, are fully the personal responsibility of the FU-BEST participant.
3. No furniture may be moved around between or among units or placed anywhere outside the unit.
4. Hallways and stairwells may not be used for meetings, "hanging out", etc.
5. Trash may not be left in any public area (Student Village/ The Social Hub grounds, laundry room, foyer, stairwells, hallways, etc.). It should be sorted and disposed of properly in the designated area of the building complex.a
6. Noise is to be avoided in all public areas (Student Village/ The Social Hub grounds, laundry room, foyer, stairwells, hallways, etc.). Loud individual or group behavior is to be avoided at all times. The building complex is not a dormitory facility and not intended to be a site for excessive parties and other events.
7. Two or more specific complaints concerning noise, trash, etc. lodged against a FU-BEST participant by the Student Village/ The Social Hub complex manager or the other residents in the complex may, depending on the severity of the complaints, lead to the participant's eviction from the unit, with no refund of the housing portion of the FU-BEST Program Fee. If such a situation arises, the evicted FU-BEST participant will be responsible to find his/her own alternative housing in the city at his/her personal expense. Any FU-BEST participant against whom a first complaint is lodged will be notified and warned accordingly.
8. At the end of the semester, each FU-BEST resident is responsible for setting up a checking-out appointment with the building management at an appropriate and mutually agreed time prior to his/her departure (excluding weekends and evenings). At the conclusion of the building management's inspection of the unit, the departing resident is required to sign an Auszugsprotokoll ("moving-out declaration"). If an appointment with the building manager cannot be arranged, the student is required to leave the unit in orderly condition and deposit the key as directed by the building manager before departing from Berlin.
9. After the resident's departure, the credit card submitted as financial guarantee will be used to cover any necessary repairs or replacements that have not yet been paid for separately. No FU-BEST participant who resided in Student Village/ The Social Hub housing will receive a FU-BEST transcript until all repair and/or replacement bills that may pertain to his/her period of residence have been fully paid.

**I hereby declare that I have read and that I accept the conditions above pertaining to my residence in Student Village/ The Social Hub housing rented on my behalf by the FU-BEST program.**

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Date

---

First and last name (please print)

---

Signature

# FU/BEST Homestays: Rules, Regulations, Expectations

## Staying with a family

- Please remember that you are living with a family, which means that there are certain social obligations involved vis-à-vis other family members. Be friendly and polite to everybody. Try to adapt as best as possible to new folkways and habits. And please remember: you have not booked a hotel, nor are you a simple renter. You are staying with a family and may be expected to make a contribution in the family household. Offer your help wherever you can.

## Moving in

- As you move into your homestay, join your hosts in checking your room, making sure that everything is in proper condition. Ask questions if you are uncertain about anything. This way, you can avoid problems or disagreements regarding anything missing or broken later on.

## Conflicts and differences

- Conflicting interests and various sorts of differences are a part of everyday life and must by no means have just negative consequences. The learning effect can be of great significance for the student as well as the host-family. Be ready to deal with potential conflicts or differences in an open and honest manner from the beginning. Do not let the situation reach the crisis stage. Discuss problems with your hosts first, before turning toward outside help. If you believe, however, that outside help is needed, the people to contact are Homestay Coordinator Carola Deutsch ([carola.deutsch@freenet.de](mailto:carola.deutsch@freenet.de) or tel. 030-8027857) or the Academic Director, Dr. Kristina Rödder ([kristina.roedder@fu-berlin.de](mailto:kristina.roedder@fu-berlin.de) or tel. 030-83857587). Under no circumstances allow an issue or problem to fester unaddressed.

## Meals and beverages

- As you know, breakfast and dinner (incl. beverages) are included in the FU-BEST homestay option. Additional food and beverages are not provided by the family and are thus a matter you are expected to take care of yourself. Perhaps you can be given some room in the family's refrigerator, etc. Please discuss these matters with your family and do not simply use their food and beverages without clearing things first.

## Telephone use

- Most of you are likely to have a cell phone, so you have independent communication means. If you do not have a cell phone: please note that many German families have but one telephone. Please ask your family whether you are allowed to use it. Calls after 10.00 p.m. are to be avoided unless absolutely necessary. Do not use the family telephone for extended conversations, i.e., do not "hog" the phone. At the end of the month you may have to pay for your calls. Since calling overseas from a German cell phone is very expensive, you will need to get permission to use the family's regular telephone; in such a case, have the overseas person(s) call you back, so as to avoid unnecessary charges on the host-family's phone.

## Internet

- Please do note the following: computer equipment and/or W-LAN access at your homestay must not be used for commercial purposes or in any way that infringes on state/federal/international laws regarding libel or copyright. The illegal download and storage of music and movies as well as the use of tools to access peer-to-peer networks at your homestay is not permitted. In sum: any illegal internet activity at your host-family's home is thus explicitly and fully prohibited. You carry full legal and financial liability with respect to any and all use of the internet via your homestay, including use by others who may join you during such use. Your homestay hosts assume no liability with regard to any damage or loss (e.g. due to a virus) resulting from use of their equipment. Use of the host-family's computer and/or wireless access is only possible if explicitly permitted by your hosts, and is subject to their conditions.

## Energy/Laundry

- Energy is considerably more expensive in Germany than in the United States, so be prudent when using it. Please do not take unduly long showers (once a day), and switch off the light and turn down the heating in your room when leaving the house. You may be allowed to use the laundry machine on your own or the family will do the laundry for you. Again: think of the energy costs, so coordinate your laundry needs with your hosts.

## Hygiene

- Please do not leave the bathroom (bathtub/toilet!) in a messy condition. Remove hair etc.. Clean up after using it. The same goes for your room. Make sure it is kept clean and tidy.

## Communication regarding your presence and absence

- On a regular basis, when you leave the home, it is vital for the hosts to know when to expect your return. This is particularly important with regard to evening meals and when the family has other plans for the evening. Thus, please notify the family if you will be late or if you are planning to spend the evening elsewhere. Above all, let the family know in advance if you are spending the night somewhere else. Inform them about any (extended) personal travel plans as well.

## Inviting friends/relatives and staying longer

- Inviting friends/relatives over for a visit is always possible, of course, as long as the matter is properly communicated and cleared with your hosts; this includes having friends/relatives participate in meals, but be aware that your financial contribution in such a situation may under certain circumstances be expected. In case anyone stays with you overnight, please note that this would be subject to prior approval by your hosts and that you are expected to pay a compensation of 22 Euro per overnight stay (incl. meals such as breakfast). Your homestay ends on the Sunday after the semester's conclusion. If you wish to stay a few days longer, clear this with your hosts first and expect to pay 22 Euro per extra day (incl. meals).

## Family activities

- Some families are eager to explain their culture, traditions etc. Follow up on such invitations and, circumstances permitting, use your initiative in suggesting ways to become better acquainted with the local culture. Although you are by no means required to accept every invitation, please remember that you are not simply a renter and that the social and cultural experience is a crucial dimension of any homestay. Similarly, sharing your own culture with your hosts (including perhaps offering to cook a particular kind of food for them) is an essential aspect to consider.

## Language

- Living in a family provides an excellent opportunity to apply those language skills learned in the classroom. Simple politeness demands that you quickly learn and use words and phrases such as thank you, please, excuse me, may I etc. Try to speak as much German as possible.

## Liability and Code of Conduct

- Please note that your homestay is subject to the conditions spelled out in the Declaration of Personal Liability you signed as part of your application as well as in the program's Code of Conduct (posted on our website).

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You have chosen to live in a family in a foreign culture: that takes some courage and motivation, so we congratulate you! The key concept, as in any society, is consideration of others. One cannot expect others to respect his/her own culture without readiness to make a serious effort to understand the culture of the country which one has chosen to live in. So, with that principle kept in mind, we wish you and your hosts a wonderful experience!

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**I hereby declare that I have read and accept the information and conditions laid down in this document.**

\_\_\_\_\_  
Your name (please print)

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Today's date