

FU-BEST Application and registration instructions: please read carefully!

Specific instructions for University of Maryland (College Park) students

1. Be sure to download and read the General Terms and Conditions of Business (AGB) for the FU-BEST program before completing and submitting your application!

2. Please be sure to provide full and correct information throughout the forms. **MAKE A PHOTOCOPY FOR YOUR OWN RECORDS!!! We request that you do not submit an application form completed with pen or pencil; complete the form online, please, and then print it out. University of Maryland students, please note: you must submit your completed application materials to the Study Abroad office on the UM campus. Do not submit the application directly to the FU-BEST office in Berlin!**

3. Note that successful transfer of credits earned through this program back to your own university, college or program in many cases requires you to obtain home institution approval prior to enrolment in FU-BEST. It is your personal responsibility to secure such approval.

4. Please note all deadlines listed on the forms or at the program's website. Failure to observe these deadlines can jeopardize your participation in the FU-BEST program. **The deadline for Maryland students to apply for Fall 2009 is March 25, 2009.**

5. **Be sure to provide a full, prioritized selection of at least 10 courses, so that we can carry out all course placement options here, if needed. Indicate whether you wish to take 2, 3 or 4 non-language content courses! 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). Maryland students, please note: you must enroll in both of the courses taught in Berlin by the visiting UM faculty member, including FU-BEST 17, plus German language and at least one additional content course from the FU-BEST menu.

6. You are required to submit a **copy of your transcript and two formal passport-sized photos** with your application. Your application will not be considered complete without these items.

7. Not applicable to Maryland students who apply for the Fall semester.

8. 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.

9. If you are opting for a homestay, be sure to submit a 1-2 page self-introductory statement along with the rest of your application.

10. Applicability of financial aid from your home institution to this program is not a matter that we decide. Please check with your own school.

11. **Each applicant will have a non-refundable 50 Euro application/registration fee and 500 Euro deposit charged to their credit card after their admission to the program, unless they notify us within 10 days after formal admission of their intention not to participate.** If your school pays your FU-BEST bill on your behalf, they will also take care of these fees. **Maryland students pay the application fee and deposit to the University of Maryland.**

12. **Please note:** if you opt for an apartment as housing, you will be required to provide credit card information to us as a security deposit. **Maryland students as well.**

13. **Important immigration notice:** 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, using the admission letter we provide via e-mail. Be sure to take care of this matter in a timely manner! **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 5 Euros.**

14. ~~Completed applications should be sent to:~~
FU-BEST Program, FU Berlin, Brentanostrasse 50, 12163 Berlin, Germany.
Maryland students must submit their complete FU-BEST applications to:

**Study Abroad Office
University of Maryland
1101 Holzapfel Hall
College Park, MD 20742**

The Study Abroad Office will forward complete applications to FU-BEST.