



HWR Berlin (Berlin School of Economics and Law)

Fact Sheet for Exchange Students and Partner Institutions

General Information

HWR Berlin (Berlin School of Economics and Law) has exchange agreements with universities across the globe and welcomes a large number of exchange students to campus every year. We are delighted that you are interested in attending HWR Berlin — below you will find further information for potential exchange students.

Our Campuses

Campus Schöneberg

Department 1 for Business and Economics
Badensche Straße 52, 10825 Berlin



Christin Zimmer

Incoming Coordinator
(Overseas, Turkey, Serbia)
Email: christin.zimmer@hwr-berlin.de
Tel.: +49 (0)30 30877 -1260

Katrin Mahnkopf

Incoming Coordinator (ERASMUS)
Email: katrin.mahnkopf@hwr-berlin.de
Tel.: +49 (0)30 30877 -1354

Susan Leung

Incoming Coordinator (Double Degree)
Email: susan.leung@hwr-berlin.de
Tel.: +49 (0)30 30877 -1137

Campus Lichtenberg

Department 3,4 & 5 for Law, Public
Administration and Security Management
Alt-Friedrichsfelde 60, 10315 Berlin



Cathrine Caspari

Incoming Coordinator
(Law, Public Administration)
Email: cathrine.caspari@hwr-berlin.de
Tel.: +49 (0)30 30877-2982

Student Assistants Lichtenberg

Email: intoff-lichtenberg@hwr-berlin.de
Tel.: +49 (0)30 30877-2986

ERASMUS Code: D BERLIN06

<https://www.hwr-berlin.de/en/study/international-study/exchange-students-at-hwr-berlin>



Studying at HWR Berlin

Berlin, Germany's capital city, is renowned for its wide range of attractions, flourishing cultural scene and a way of life that's both fast-paced and relaxed. It is a city of contrasts; home to both the old and new, making it a unique and exciting place to study.

■ Summer Semester

Nomination period for partner universities Overseas / ERASMUS	August 15 – October 15
Application period for exchange students Overseas / ERASMUS	September 15 – October 31

■ Winter Semester

Nomination period for partner universities Overseas / ERASMUS	March 1 – April 15
Application period for exchange students Overseas / ERASMUS	April 1 – May 31

Application and Registration Process

After you have been nominated by your home institution we request that you complete your online application via our platform Mobility Online. In support of your application we ask that you upload the following documents:

- Transcript of records (mandatory)
- English certificate B2 (mandatory)
- Learning agreement (mandatory)
- Passport photograph (optional)
- Copy of EHIC card (Erasmus students only)

Orientation Period and Intensive German Language Course

The orientation period in March for the summer semester and September for the winter semester includes our welcome days, various information sessions, a wide range of activities and a preparatory intensive German language course for all incoming exchange students. **Attendance is highly recommended** but not mandatory.

Upon successful completion of the **intensive German language course** students will receive 3 ECTS credits. Regular German courses are also offered during the semester.

Before students arrive in Berlin they can sign up for the **buddy programme** to get a HWR student (buddy) who will assist them upon arrival and during their entire stay in Berlin.



Choose your Courses

At **Campus Schöneberg** students can choose from a wide variety of courses taught in English within the undergraduate study programmes in Business Administration, Economics and International Business Management.

At **Campus Lichtenberg** students are offered a selection of courses taught in English within the undergraduate study programmes in Law, Public Management and Security Management amounting to 30 ECTS in total (request exchange information Campus Lichtenberg from cathrine.caspari@hwr-berlin.de).

Please note that some of the courses require specific prior knowledge.

Please note that Erasmus students can only study courses in English for up to two semesters. Aside from the English stream, German is the main language of instruction. Level B2 in either English or German is required to study at HWR Berlin.

Semester Contribution

Exchange students don't pay tuition fees, however to enroll at HWR Berlin **all students** have to pay an administrative charge for their "semester ticket/student ID" (approx. €250 - €325). This ticket is mandatory for all students and provides unlimited use of Berlin's public transportation system.

Health Insurance

Unlimited health insurance coverage is required for enrollment at a German university.

- For European students: You are covered via your **European Insurance Card (EHIC)**, which you should carry with you at all times.
- For Non-EU students: We strongly recommend signing a student contract with a **German health insurance** provider *after* arriving in Berlin.
 - ➔ Cost: approx. €90/month. Validity: starting Oct. 1st for the winter semester and April 1st for the summer semester.
 - ➔ Please make sure you have personal travel insurance from your home country to bridge the period until the German health insurance becomes effective.

Accommodation

Studierendenwerk Berlin and **Studentendorf Schlachtensee** offer a limited number of places in student dorms for about €230 – €380 a month. If you are interested in applying for this accommodation, **please tick the appropriate box in your online application form** and we will consider your application.

Please note that we are unable to offer housing to all of our prospective exchange students because of the limited capacity!



Visa (for Non-EU students)

Depending on your nationality you may or may not require a visa to study in Germany. Please contact the German embassy/consulate in your home country or enquire at the **Foreigner's Registration Office** or the **German Academic Exchange Service** for further information regarding residency rules upon your arrival.

- <https://www.berlin.de/labo/willkommen-in-berlin/einreise/artikel.600049.en.php>
- <https://www.study-in.de/en/plan-your-studies/>

Cost Overview

This table gives you an idea of the costs you can expect when studying in Berlin for one semester (6 months). Please note that the figures below are rough estimates and can vary from year to year and person to person.

	Per month	Per semester (6 months)
Semester contribution		€250 – €325
German public health insurance	~ €90	€540
Visa (if applicable) for first-time applicants		~ €60 – €110
Accommodation (not student dormitory)	~ €450 – €600	€2700 – €3600
General living expenses in Berlin (food, social activities etc.)	~ €300	~ €1800
Total	~ €892 – €1063	~ €5350 – €6375

