FACTSHEET
+
EXCHANGE APPLICATION PROCEDURE FOR PARTNERS 2024/25

FACTS

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OFFICE HOURS AND ONLINE CONSULTATIONS
https://www.udk-berlin.de/en/service/international-office/contact/international-office/

SEMESTER DATES

WINTER SEMESTER 2024/25
9th October 2024 to 15th February 2025
Holidays from 23rd December 2024 to 4th January 2025
Orientation Meeting: 9th October 2024

PUBLIC HOLIDAYS in Berlin
3rd October 2024 (Day of German unity)
25th + 26th December 2024 (Christmas)
1st January 2025 (New Year)
8th March 2025 (International Women’s Day)

SUMMER SEMESTER 2025
9th April 2024 to 19th July 2025
Orientation Meeting: 9th April 2025

PUBLIC HOLIDAYS in Berlin
18th April 2025 (Good Friday)
20th + 21st April 2025 (Easter)
1st May 2025 (Labour Day)
29th May 2025 (Ascension Day)
9th June 2025 (Whit Monday)


NOMINATION + APPLICATION DATES

1. NOMINATION DEADLINE
31st March for winter semester
31st October for summer semester

2. STUDENT APPLICATION PERIOD:
ONLINE APPLICATION
15th March - 15th April for winter semester (for courses of study in Music, Vocal Studies, Music Theater and Jazz: the deadline is for winter AND summer semesters)
15th October - 15th November for summer semester

PLEASE NOTE THAT DUE TO ISSUES OF CAPACITY IT IS NOT POSSIBLE TO EXTEND A PERIOD OF EXCHANGE IN FINE ARTS FROM ONE SEMESTER TO THE NEXT.
APPLICATION PROCEDURE

APPLICATIONS TO ALL COURSES OF STUDY EXCEPT MUSIC / VOICE / MUSIC THEATER / JAZZ

1. NOMINATION BY PARTNER UNIVERSITIES
Deadline: 31st March or 31st October

PARTNER UNIVERSITIES should formally nominate their students by e-mail indicating the NAME, STUDY PROGRAMME, LEVEL AND THE E-MAIL ADDRESS of their nominees. Please note that students cannot access our online application form without your prior nomination.

2. STUDENT APPLICATION PERIOD:
ONLINE APPLICATION

After your nomination, students will be contacted by us and are required to fill out and submit an online application form. Applications submitted after the deadline cannot be considered. We only accept completed applications with all required documents. The following documents also need to be uploaded during the application process:

ALL APPLICANTS:
• CURRICULUM VITAE
• LETTER OF MOTIVATION

ARCHITECTURE, ART AND MEDIA, ART IN CONTEXT, COSTUME DESIGN, FASHION DESIGN, FINE ARTS, PRODUCT DESIGN, VISUAL COMMUNICATION, STAGE DESIGN
• PORTFOLIO (PDF only, we do not accept files larger than 10 MB!)

COMMUNICATION IN SOCIAL AND ECONOMIC CONTEXTS (GWK)
• PROVISIONAL STUDY PLAN
• GERMAN LANGUAGE CERTIFICATE B1

CREATIVE WRITING FOR THE STAGE
• PLAYSCRIPTS

DANCE
• AUDITION RECORDING (max. 10 min.)

STUDENTS WILL BE ACCEPTED ON THE BASIS OF THE QUALITY OF THEIR PORTFOLIO/PERFORMANCE.


APPLICATIONS FOR COURSES OF STUDY IN MUSIC, VOCAL STUDIES, MUSIC THEATER AND JAZZ

1. LINK APPLICATION

PARTNER UNIVERSITIES will receive via email the link for the application form and forward it to the nominated students.

2. STUDENT APPLICATION PERIOD:
ONLINE APPLICATION
15th April is the deadline for winter AND summer semester.

Applications submitted after the deadline cannot be considered. We only accept completed applications with all required documents. The following documents also need to be uploaded during the application process:

ALL APPLICANTS:
• CURRICULUM VITAE

JAZZ
• AUDITION AUDIO OR VIDEO OF 3 PIECES preferably in different styles
• AN OWN, NEW COMPOSITION

MUSIC INSTRUMENTALISTS, VOICE, RHYTHMICS
• AUDITION AUDIO OR VIDEO OF 3 PIECES Preferably of different styles

MUSIC COMPOSITION
• SCORES

MUSIC CONDUCTING
• VIDEO