

# 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

9<sup>th</sup> October 2024 to 15<sup>th</sup> Februar 2025

Holidays from 23<sup>rd</sup> December 2024 to 4<sup>th</sup> January 2025

Orientation Meeting: 9<sup>th</sup> October 2024

### PUBLIC HOLIDAYS in Berlin

3<sup>rd</sup> October 2024 (Day of German unity)

25<sup>th</sup>+26<sup>th</sup> December 2024 (Christmas)

1<sup>st</sup> January 2025 (New Year)

8<sup>th</sup> March 2025 (International Women's Day)

## SUMMER SEMESTER 2025

9<sup>th</sup> April 2024 to 19<sup>th</sup> July 2025

Orientation Meeting: 9<sup>th</sup> April 2025

### PUBLIC HOLIDAYS in Berlin

18<sup>th</sup> April 2025 (Good Friday)

20<sup>th</sup> + 21<sup>st</sup> April 2025 (Easter)

1<sup>st</sup> May 2025 (Labour Day)

29<sup>th</sup> May 2025 (Ascension Day)

9<sup>th</sup> June 2025 (Whit Monday)

Updated calendar: <https://www.udk-berlin.de/en/university/course-catalog-and-lecture-periods/>

# NOMINATION + APPLICATION DATES

## 1. NOMINATION DEADLINE

31<sup>st</sup> March for winter semester

31<sup>st</sup> October for summer semester

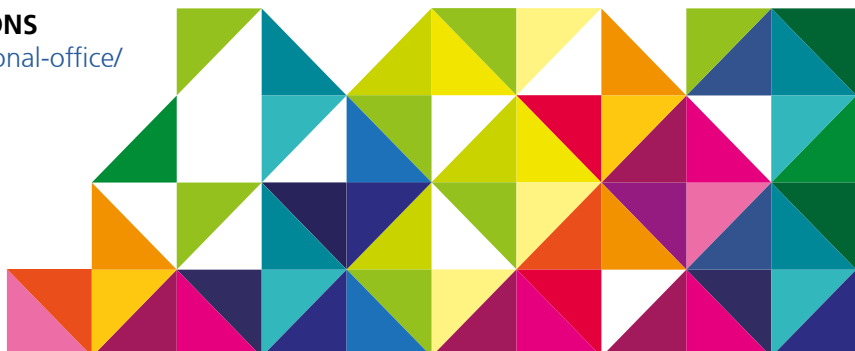
## 2. STUDENT APPLICATION PERIOD:

### ONLINE APPLICATION

15<sup>th</sup> March - 15<sup>th</sup> April for winter semester (for courses of study in Music, Vocal Studies, Music Theater and Jazz: the deadline is for winter AND summer semesters)

15<sup>th</sup> October - 15<sup>th</sup> 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.



Last updated: February 2024

# APPLICATION PROCEDURE

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

### 1. NOMINATION BY PARTNER UNIVERSITIES

Deadline: 31<sup>st</sup> March or 31<sup>st</sup> 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

15<sup>th</sup> March – 15<sup>th</sup> April // 15<sup>th</sup> October – 15<sup>th</sup> November

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

- PLAYSRIPTS

#### DANCE

- AUDITION RECORDING (max. 10 min.)

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

More Information about the application process: <https://www.udk-berlin.de/en/service/international-office/exchange/student-exchange-programme/studying-in-berlin/application-process/>

## 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

15<sup>th</sup> 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

