



Hochschule für Wirtschaft und Recht Berlin  
Berlin School of Economics and Law - **Campus Schöneberg**

**Fact Sheet**

**Exchange in Bachelor of Arts Programs**  
Department of Business and Economics



*Information for Exchange Students*



**General information**

- **ERASMUS Code:** D BERLIN06
- **Website:**

<http://www.hwr-berlin.de>

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

HWR Berlin / BSEL  
International Office, Campus Schöneberg  
Badensche Straße 52, 10825 Berlin



**Language of Instruction**

HWR Berlin offers a wide variety of English-taught courses. Erasmus students can in fact study in English only for up to two semesters. Besides the English Stream, German is the main language of instruction. Level B2 in either English or German is required.



**German Language Course**

Exchange students can participate in an **Intensive German Language Course** that takes place before the start of the regular semester. Students receive 3 ECTS upon successful completion. Regular German courses are also offered during the rest of the semester.

- March for the summer semester
- September for the winter semester



## Choose your courses

Exchange students are free to choose any of the courses offered within the undergraduate study programs in Business Administration, Economics and International Business Management. The list of English taught courses for exchange students, **English Stream**, is updated in March and in September.

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



## Academic Calendar

### Summer semester:

- 1st of April – end of July (exams are included)

### Winter semester:

- 1st of October – end of February (exams are included)

Please consider these dates when planning your stay. Exams have to be taken on-site at BSEL.



## Orientation Period + Buddy Program

In March and September of each year, a Welcome Day and Orientation period is organized for all Incoming students. Attendance is highly recommended.

Every exchange student will have the option to apply for a German student (**Buddy**) as a constant contact person for day-to-day questions.



## Application + Registration

Contact your International Office at your home university to see if you are eligible to be nominated to the program. Application deadlines:

- **Winter semester:** 1st May – 30th May
- **Summer semester:** 15th October – 15th of November

Online application form:

<https://hwr-berlin.moveonnet.eu/moveonline/incoming/welcome.php>

Postgraduate students follow a different application procedure.





## Accommodation

**Studentenwerk Berlin** and **Studentendorf Schlachtensee** offer a limited number of student dorms for about € 230 – € 380 a month. If you are interested in applying, **please tick the appropriate box in your online application form** and we will consider your application. For further information please check:  
<http://www.hwr-berlin.de/en/study-at-hwr-berlin/exchange-students/schoeneberg-campus/registration/accommodation-in-berlin/>

Unfortunately we are unable to offer housing to all of our prospective exchange students because of the limited number of openings.

## Visa

### ■ Non-EU Exchange Students:

Whether or not you will need a visa, depends on what country you are from. All information about studying in Germany, visas and passports can be found on: <https://www.study-in.de/en/>

### ■ Aliens Registration Office:

Apply for residency after entering Germany:  
<https://www.berlin.de/labo/willkommen-in-berlin/dienstleistungen/service.271950.php/dienstleistung/305244/en>

## Health Insurance

Every student must hold valid and sufficient health insurance. EU-Students must bring their **European Insurance Card (EHIC)**.

We recommend non-EU students to sign a contract with a **German health insurance** company after their arrival in Berlin. International health insurance documents obtained in the home country are expensive and usually not sufficient.

## Student Services Fee + Public Transportation

**All students** have to pay an administrative charge for the so called semester ticket/student ID (app. €250). It is compulsory for all students and enables them to use Berlin's public transportation system. The transportation pass is part of your BSEL Berlin student ID card.

Exchange students don't pay tuition fees.



## Activity Program

Every semester we offer a wide range of activities that are adapted to the season. Regular events that take place at the beginning of each semester are e.g. a pub-crawl, sightseeing and museum tours, a cocktail night with “buddies”. More information about these activities will be provided during the semesters.



## About Berlin

Berlin, the German capital, is renowned for its exceptional variety of attractions, its flourishing cultural scene and a way of life that's both fast-paced and relaxed. Contrasts between historical buildings and modern architecture, between the traditional and the modern are what set the city apart from the rest.

## Exchange Contact Information

### International Office Incoming Service

**Antje Trettau, Incoming Officer (Overseas, Turkey, Serbia, Double Degree)**

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### Map & Directions



<http://www.hwr-berlin.de/en/service/contacts/campuses-and-maps/schoeneberg-campus/>