



University of Potsdam



fern|weh

[fernve:]

(\*) an ache for distant places, yearn for the  
being homesick for a place you have not been

# FACTSHEET 2025/2026



**FULL LEGAL NAME OF INSTITUTION**

Universität Potsdam | University of Potsdam

**INSTITUTIONAL CONTACT**

International Office  
Am Neuen Palais 10  
14469 Potsdam  
Deutschland / Germany

**Ms. Pia Kettmann**

Erasmus+ & SEMP Institutional Coordinator  
E-Mail: pia.kettmann@uni-potsdam.de  
Phone: +49 331 977 4055

**Ms. Larisa Subašić**

University Partnerships (non-EU)  
E-Mail: larisa.subasic@uni-potsdam.de  
Phone: +49 331 977 1433

**INCOMING STUDENTS CONTACT PERSON****Ms. Ute Minckert & Mr. Fabian Wähler**

Incoming  
E-Mail: incoming-mobility@uni-potsdam.de  
[www.uni-potsdam.de/de/international/incoming/students/exchange/partner](http://www.uni-potsdam.de/de/international/incoming/students/exchange/partner)  
Phone: +49 331 977 4257

**Mr. Aiko Vredenburg**

Housing  
E-Mail: housing-for-incomings@uni-potsdam.de  
Phone: +49 331 977 153076

**OUTGOING STUDENTS CONTACT PERSON****Ms. Pia Kettmann & Ms. Julia Willfurth**

Erasmus+ & SEMP  
E-Mail: erasmus-outgoing@uni-potsdam.de  
Phone: +49 331 977 1503

**Ms. Larisa Subašić**

University Partnerships (non-EU)  
E-Mail: larisa.subasic@uni-potsdam.de  
Phone: +49 331 977 1433

**NOMINATION DEADLINE**

Winter semester/one academic year: April 15

Summer semester: October 15

**NOMINATION FORM**

Please nominate your students via our form in our nomination portal:  
<https://potsdam.moveon4.de/locallogin/672cb62a03a0b22bcbod353f/eng>

**APPLICATION DEADLINE FOR STUDENTS**

Winter semester/one academic year: June 15

Summer semester: December 15

**LANGUAGE REQUIREMENTS**

German: Generally B1 | Digital Engineering Faculty (HPI): C1 | Law Faculty: B2

## General Dates and Deadlines

	WINTER SEMESTER	SUMMER SEMESTER
<b>Start and end date</b>	01.10.2025 – 31.03.2026	01.04.2026 – 30.09.2026
<b>End of lecture period</b>	06.02.2026	24.07.2026
<b>Exam period*</b>	09.02.2026 – 27.02.2026	27.07.2026 – 14.08.2026
<b>Nomination deadline</b>	<b>15.04.2025</b>	<b>15.10.2025</b>
<i>Deadline for application to the university</i>	15.06.2025	15.12.2025
<i>Deadline for application for a dorm room to Studentenwerk</i>	mid June, 2025	mid November, 2025
<i>Deadline for application for 2-week preparatory German course</i>	15.07.2025 (extension on request)	15.01.2026 (extension on request)
<b>2-week preparatory German course</b>	last 2 weeks of September	last 2 weeks of March
<i>Arrival day</i>	to be announced	to be announced
<i>Orientation weeks</i>	first 2 weeks of October	first 2 weeks of April
<b>Recommended departure</b>	not before mid-February	not before end of July

\* The examination period usually ends in mid-February, but there is no universal end-of-exam date for all students. Occasionally, examinations still take place after mid-February.

**Important for university staff – important for students**

## UPprepare

- UPprepare is our web-based information portal where nominated students are provided with all information to prepare their studies in Potsdam. Registration is obligatory. The portal is divided into “Tasks” and “Content.” While “Content” is information to be checked on a voluntary basis, the “Tasks” have to be fulfilled by the students and serve as a guide for all steps to do until their departure. One of the “Tasks” is to fill out and send the application form within the deadline.  
UPprepare portal: [distributed-campus.org/upprepare](https://distributed-campus.org/upprepare)
- As only nominated students will get access to UPprepare, we kindly ask you to nominate your students within the deadline. Since all relevant information is given to your students via UPprepare, students need an e-mail address and at least every now and then to check and fulfil the tasks.

## Nomination and Application Procedure

- Partner university nominates its students via our nomination form:  
<https://potsdam.moveon4.de/locallogin/672cb62a03a0b22bcbod353f/eng>  
Please register and log in to access the nomination form. For future nominations (e.g., next semester), use the same login credentials. If needed, you can reset your password.
- University of Potsdam (UP) sends information about UPprepare to the nominated student
- Nominated student has to register for UPprepare and fulfil the tasks
- Student has to send application within the deadline
- Student can apply for a dorm room to the Studentenwerk Potsdam (Potsdam’s Association for Student Affairs)

- UP sends information e-mail and confirmation of admission to accepted students by the end of June (for the following winter semester)/by the end of January (for the following summer semester) – confirmation of admission is not sent to the home university but to the student

## Student Dormitories

- Students should arrange accommodation as early as possible! It is extremely difficult to find reasonable accommodation close to semester start.
- Best housing option for exchange students are the student dorms of Studierendenwerk:West Brandenburg. It is very important to register for a dorm room as early as possible.
- The application windows for the semesters start already at the beginning of the previous semester! For the winter semester 2025/2026, the application phase starts at the beginning of April 2025. For the summer semester 2026, it will start at the beginning of October 2025. Exact dates are to be determined in the weeks ahead by [www.stwwb.de/en/housing/our-halls-of-residence#](http://www.stwwb.de/en/housing/our-halls-of-residence#)
- Information about student dorms, application criteria, and the application process can be found in UPrepare and on the respective website of Studierendenwerk:West Brandenburg ([www.stwwb.de](http://www.stwwb.de)).
- Move-in is not possible before October 1 (winter semester) or before April 1 (summer semester). Only participants of the German course prior to the semester start can move into their rooms in mid-September/mid-March.

## Language of Instruction

- Our bachelor's degree programs are mainly conducted in German; only a selected number of courses is offered in English.
- We offer a large number of English-language degree programs at the master's level that can be found at: [www.uni-potsdam.de/en/studium/what-to-study/english-language-courses-and-degree-programs](http://www.uni-potsdam.de/en/studium/what-to-study/english-language-courses-and-degree-programs)

## German Language Courses

- Language courses of all levels as well as subject-specific German courses are offered during the semester. Placement tests and registration take place during the orientation weeks.
- Special courses for foreign students of German Language and Literature are offered by the Department of German Studies. The registration takes place during the orientation weeks.
- A 2-week preparatory course prior to the semester start is offered to exchange students; the number of vacancies varies from semester to semester. Detailed information about the course and the application can be found in UPrepare.
- An overview of all German courses offered at the University of Potsdam: [www.uni-potsdam.de/en/international/incoming/learnde](http://www.uni-potsdam.de/en/international/incoming/learnde)

## Learning Agreement

- Learning Agreements are signed by the departmental exchange coordinators
- Nominated Erasmus students are encouraged to use the Online Learning Agreement (OLA) and will be informed about the contact data required to fill out the OLA.

## Certificate of Attendance

From 2024/25 onwards we use automatized systems to electronically provide students with the Erasmus+ documents. We kindly ask you to accept our Erasmus+ documents and appreciate your understanding that students will not bring back your filled forms.

## Presence periods 2025/26

Please use these time periods as the basis for calculating the Erasmus+ scholarship.

WINTER SEMESTER	SUMMER SEMESTER
<b>Start:</b> 01.10.2025	<b>Start:</b> 01.04.2026
<b>End of lecture period:</b> 06.02.2026	<b>End of lecture period:</b> 24.07.2026
<b>End of examination period:</b> 27.02.2026	<b>End of examination period:</b> 14.08.2026

## Transcript of Records

- There's currently no electronic record of grades for exchange students at the UP.
- Students are informed by the IO what to do in order to receive a Transcript of Records.
- If students show proof of their results at the IO, a Transcript can be issued and is sent to the students.

## Semester Fee

All international exchange students (also scholarship holders) have to pay a fee of approximately €270 per semester, which includes the semester ticket for free public transport all over Germany. Neither tuition fees nor enrolment fees are charged.

## Cost of Living

Monthly living expenditures for students at the University of Potsdam vary strongly; on average they amount to €935/month. The meals in the university canteens cost between €2 and €5. A public German health insurance costs around €140/month.

## Buddy Program

Upon interest, international students can sign up for our Buddy Program. Our buddies are experienced students at the University of Potsdam, who assist international students before and during their stay in Potsdam.

More information about our Buddy Program: [www.uni-potsdam.de/en/international/service/buddy](http://www.uni-potsdam.de/en/international/service/buddy)

## UP free of discrimination

UP – a university for all: Equal opportunities and diversity are fundamental principles of the University of Potsdam. UP is dedicated to providing a fair and inclusive environment where students, teachers, and employees are treated equally and protected from discrimination based on age, ethnic background, disability or impairment, gender, sexual identity, religion or belief, or nationality. Various counseling services are available to support members of the UP community.

[www.uni-potsdam.de/en/discrimination-free-university/consulting-and-support/counseling-services-at-the-university-of-potsdam/counseling-offers-for-students](http://www.uni-potsdam.de/en/discrimination-free-university/consulting-and-support/counseling-services-at-the-university-of-potsdam/counseling-offers-for-students)

## Holidays

Semester dates and holidays that change from year to year can be found at:

[www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies](http://www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies)

October 3	German Unity Day
October 31	Reformation Day
December 24	Christmas Eve
December 25	1st Christmas Day
December 26	2nd Christmas Day
January 1	New Year
May 1	Labour Day

## VISA

Students who are neither citizens of an EU country nor of Iceland, Norway or Liechtenstein need a student visa for their studies in Germany and must apply for such at the German Embassy or at the German Consulate in their home country at least 6 weeks before arrival. Students coming from Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, Switzerland, South Korea, the UK and the USA can enter Germany without a visa, but have to apply for a student residence permit at the foreigners' registration office within 90 days upon arrival in the EU. To receive a visa or a residence permit for Germany, students have to prove that they possess sufficient means to finance themselves during their planned stay. For a one-year stay in Germany, they are currently expected to demonstrate funds of around €11,904.

## Health Insurance

All students who are under 30 years of age are obliged to present proof of a valid health insurance for enrolment at a university in Germany. Students should arrange their health insurance for Germany while still based in their home country (for example, by obtaining the European Health Insurance Card or registering with a German health insurance company).

## The Campus

The University can be reached easily by bus, S-Bahn (regional train) or train. Apart from the main university libraries, each department or faculty has its own library. There are student residences, cafeterias and canteens at the 3 main university locations:

### Campus I, Am Neuen Palais

- Right next to Sanssouci Park
- History, Languages and Literatures, Media Studies, Sports, Philosophy, Religious Studies
- University library
- The entire university administration including the president's office

### Campus II, Golm

- Right next to the Science Park Golm and the train station
- Education Sciences, Earth Sciences, Geography, Biology, Biochemistry, Chemistry, Psychology, Music, Linguistics, Mathematics, Physics, Computer Science

### Campus III, Griebnitzsee

- S-Bahn and train station Griebnitzsee
- Law, Economics, Social Sciences, Digital Engineering

More information at: [www.uni-potsdam.de/lageplaene](http://www.uni-potsdam.de/lageplaene)



## Contact Us

**University of Potsdam  
International Office**

Am Neuen Palais 10 | Building 8  
14469 Potsdam | Germany

Telephone: +49 331 977-1760

E-Mail: [international-office@uni-potsdam.de](mailto:international-office@uni-potsdam.de)  
[www.uni-potsdam.de/en/international/incoming/international-students](http://www.uni-potsdam.de/en/international/incoming/international-students)

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