

APPLICATION FOR INTERNATIONAL EXCHANGE PHD STUDENTS (FREEMOVERS)

Why become a PhD Freemover?

You get the [PUCK](#) student ID which

- Comes along with the [Deutschlandsemesterticket](#)
- serves as an electronic wallet for small amounts to make payments in canteens and libraries
- comes along with an university account
- you can use for copying and printing
- serves as a library card
- entitles you to reduced student prices in the canteen, for sport courses and cultural events

Semester dates

Winter semester: October 1 – March 31 | Summer semester: April 1 – September 30

Enrollment periods

Enrollment for the winter semester is possible until November 15.

Enrollment for the summer semester is possible until May 15.

Registration for enrollment

In order to enroll for the winter semester 2025/26 please register online at:

<https://potsdam.moveon4.de/form/668be841d1062298ee0486ae/eng>

To complete the registration, you need to upload the following documents:

- Copy of your valid passport/ ID card
- Invitation letter from your host/ supervisor in Potsdam
- Proof of enrollment at home institution in German or English
- Last university degree obtained (Bachelor or Master degree)
- Membership confirmation by your health insurance
- Biometric passport photo
- If applicable, scholarship letter if you are funded from *German* public funds
- If applicable, certificate of exmatriculation if you have studied in Germany before

Paying the semester fee

After you have submitted your application online, you'll receive an e-mail with the payment details in the following days. Upon receipt of your fees, your student ID card will be issued and sent to the postal address you stated in the application form. In case you want to get the student ID card posted to an alternative address, please let us know: ana.ruiz@uni-potsdam.de

Composition of the semester fee

- Most of the fee is for the [Deutschlandsemesterticket](#). This ticket allows you to use public transport throughout Germany for one semester (except for long-distance trains). Compared to the general Deutschlandticket, the Deutschlandsemesterticket gives you a discount of about € 20/ month
- Part of the fees is for the "Studentenwerk". The Studentenwerk is a public institution which offers a lot of services for students.
- Furthermore, the AStA ("Allgemeiner Studierendenausschuss") is being supported. The AStA is the students' union of the University of Potsdam. It represents the students' interests.
- Details about the composition of the semester fee can be found [on this website](#).

Buddy-Program

The University of Potsdam offers a Buddy-Program in which University of Potsdam students assist newly-arrived international students. The goal of the program is to facilitate the integration of international students into German society and life at the University of Potsdam, and to develop ties between international and local students.

Please check the [website for more information and to register](#).

Contact at the International Office / Welcome Center Potsdam

Please direct all inquiries regarding the enrollment process to: ana.ruiz@uni-potsdam.de

For all other questions on your stay at the University of Potsdam please contact:
welcome-center@uni-potsdam.de