






ADDITIONAL STUDENT FEES

No	Fee	Department	Fee	Remarks
1	 Semester Abroad Tuition Fees	IA	Two elements: 1. UE tuition fees – regular semester fee Variable: a. dependant on the choice of destination / university – tuition fees at host university b. For Exchange programme/universities – no tuition fees are paid to host university but an administration fee of 1,000 € extra at UE	Additionally: a. Cost of Travel b. Living Costs c. Required Insurances d. Cost of Material required e. Required visa
2	 ERASMUS-Program	IA	UE tuition fees – regular semester fee	Additionally: a. Possible tuition fees at host uni, - at Erasmus partner students are not charged tuition fees b. Cost of travel c. Living costs d. Required insurance e. Cost of material required f. Required visa g. Students receive an Erasmus Scholarship for their stay abroad
3	 International Students	IA	Student residency permit application - variable, depending on the local authority (approx. 100 €)	a. Residence Permit application b. Permit/Visa Extensions
4	Germany Language Courses	IA	70 € per course (any level)	One course per semester
5	Change of Study Program	Student Hub	No additional fees charged	Students pay the new program price relevant at the time of change

6	Student ID Replacement	Student Hub	20 €	per replacement of ID
7	Semester Ticket replacement	Student Hub Potsdam, Hamburg & Berlin	20 €	
8	Postage of Certificates	Student Hub		Inland 5 €/ EU 15 € / International 20 €
9	Graduation Ceremony	Student Hub	60 € per graduate	Additional guests – 10 € per person
10	Standard Period of Study (Already in Study Contract)	EO	Variable depending on credits not achieved in the regular period of study	Achievements before and after normal study time. Costs for extra Semesters depending on Type of contract signed and any Credit points „Leistungen vor/nach der Regelstudienzeit“
11	Reprint of Certificates on request due to loss by student	EO	30 € Reprint of Certificate only 50 € Reprint of all Documents	Includes cost to print & send for signature Postage is charged separately
12	 Printing / scanning	Student Hub	A4 B&W, one sided – 0.04 € double sided – 0.05 € A4 Colour, one sided – 0.08 € double sided – 0.10 € A3 B&W, one Sided – 0.08 € double sided – 0.10 € A3 Colour, one sided – 0.16 € double sided – 0.20 €	
13	 A&D Faculty printing (Berlin)	Printlab.berlinqu e-germany.de Prof. Michael Danner	A0 (M)atte - 35 € and (L)uster – 40 € A1 M –18 € and L – 20 € A2 M _ 10 € and L – 12 € A3 M – 6 € and L – 10 € A4 M – 3 € and L – 4 €	