



## Freie Universität Berlin Graduate Student Exchange Program Guidelines for the **2026-2027** Fellowship Year

**Internal Emory applications due: February 15, 2026**

The Laney Graduate School has a graduate student exchange program with the Freie Universität Berlin (FUB). The program seeks to promote strong academic and cultural ties between the two institutions. **One** student may be selected to represent Emory at the FUB for the academic year (**October 1, 2026 - July 31, 2027**). Selection is based on a competitive process.

### Eligibility

To be considered for the fellowship, applicants:

- must be full time students in a doctoral program, in good standing both in the graduate school and in their programs;
- must currently be in their second or higher year of graduate study at Emory. Applicants who are not in candidacy at the time of application should include a letter from the DGS describing a plan of study showing that the student can both accept the fellowship and achieve candidacy within standard time limits;
- can be from any discipline, but must demonstrate that their dissertation research requires significant experimental, field, or archival research in Berlin;
- must demonstrate advanced German language skills, sufficient to conduct research. Students prepared to take courses delivered in German may elect to enroll in non-degree course work.
  - Please consult FUB's Fact Sheet posted on our webpage for details
- preference will be given to a student who has not received an LGS completion fellowship previously; the fellowships were meant to be completion fellowships and so they are encouraged to complete their degree in a timely manner during the fellowship year; this limited resource opportunity with FUB is reserved for students who have not yet received additional funding (such as an LGS completion fellowship) previously.

For information about studying as at the FUB, visit: [https://www.fu-berlin.de/en/studium/international/studium\\_fu/auslandssemester/direktaustausch\\_in](https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/direktaustausch_in)

### Fellowship Terms

When applicable, the FUB Exchange Fellowship replaces other Laney Graduate School stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that funding cannot be reserved to be used in a subsequent year. **This includes the normal LGS stipend. So if the student is awarded (and subsequently accepts) this exchange program, they are agreeing to put a stop on the LGS stipend during the time they are in residence in Berlin and that funding will not be banked for future use.** Any fees for LGS students will continue to apply during the time that they are spending in Berlin. See the LGS finance website regarding student fees.

Fellows are expected to devote full time to their research and hence may not undertake other work for compensation.

1. Each visiting student will have full access to university research facilities including libraries and computer facilities as well as a faculty advisor.
2. Emory will fund the travel expenses of one round trip flight between Atlanta and Berlin provided they purchase airfare through instructions we will provide. **The awardee will work with their graduate program administrator to purchase this flight (see next page) and they will be reimbursed after they have completed the travel to Berlin and then after they have completed the travel back to Atlanta** (LGS will not cover any other costs beyond the normal ticket (such as pets, upgraded class, etc.).

**[AIRFARE INSTRUCTIONS]:** If you are selected eventually as the student to receive the award for this Berlin exchange, please first email [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) with your graduate program administrator added as CC regarding next steps to correctly purchase airfare.

**We will provide instructions on flight purchases. DO NOT purchase the flight by yourself without pre-approval/instructions. If the student purchases the flight without following guidance from our office, they may not be able to receive full reimbursement for such flight(s).**

3. Tuition and fees for one academic year will be paid by the FUB.
4. Exchange students will receive €1200 for a monthly grant, €500 health insurance allowance per semester, €270 per semester for student fees and a waiver of registration fees.
  - a. Please note that for recipients of this exchange program, the financial limit of income per month including additional gross earnings is €1,820 for PhD students. If the monthly income earned by combining this exchange support with additional gross earnings exceeds this sum, the scholarship from Berlin has to be reduced by the corresponding sum that exceeds the applicable financial limit. The student will be informed accordingly.
5. Although assistance will be available to find suitable housing, exchange students will arrange and pay for their own housing.
6. An annual report may be required by the student participant. These reports should be submitted to the person designated by the home institution.

#### **Application Package**

1. **Application Coversheet** (See below)
2. **Application for Admission to Exchange Program** (if selected this will need to be filled out online separately)
3. **1 photocopy of the certificate of the university you are enrolled at** (i.e. transcript, record, grade report, relevé de notes)
4. **Photocopy(ies) of your B. A., M. A. or other final degrees** (if already available)
5. **1 photocopy of your passport** (page with photograph)
6. **Curriculum Vitae**
7. **Short study proposal**
8. **Letter of recommendation** (this must be sent directly to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) by the deadline).

**Please combine all documents in one PDF in the exact order listed above (in correct orientation; not sideways) and submit to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu).** Students with missing materials and/or in incorrect format/order may be removed from consideration. (Exception: Item #2 above).

Successful applicants will need to fill out an FUB application, submit two passport size photos, and submit a statement granting permission to the FUB to disclose to the Graduate School an evaluation of the candidate's academic performance within 30 days of the end of the academic year. Please see the Fact Sheet for Entry Visa requirements. The awardee will also need to complete the International Travel Clearance form (via LaneyConnect). More instructions to follow to the awardee.

#### **Review**

Applications will be reviewed by a faculty committee convened by the Laney Graduate School.

#### **Award Notifications**

Applicants will be notified by March 31, 2026.

#### **Questions?**

Please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu).

**Laney Graduate School – Fellowship Application Coversheet**  
**Applicant Information**

Last Name:

EmplID:

First Name:

Email:

Degree Program:

When did you start your graduate studies at LGS? Fall/Spring (circle one) \_\_\_\_\_ (year)

When did you enter candidacy? \_\_\_\_\_ (month) \_\_\_\_\_ (year)

If you have had an official leave of absence, please indicate how many semesters: \_\_\_\_\_

**Dissertation Information**

Project title:

Committee Chair(s):

Anticipated completion date: \_\_\_\_\_ (month) \_\_\_\_\_ (year)

**Support Information**

Counting this current academic year, how many years of LGS financial support have you received? \_\_\_\_\_

Are you supported by PI funding? Yes/No (circle one)

Have you received other advanced student fellowship from Emory? Yes/No (circle one) If yes, which one?

Please list any other funding for which you have applied to support your dissertation work

SOURCE	AMOUNT APPLIED FOR	STATUS