

Eight steps to be enrolled at Osnabrück University of Applied Sciences as a visiting student

Only once you have been fully enrolled as a visiting student at Osnabrück University of Applied Sciences can you

- Receive and download your certificate of enrollment
- Collect your CampusCard (Student ID)
- And activate public transport ticket ("Deutschlandticket")

In order to be fully enrolled you need to do the following:

Step 1 - Complete your application in the Mobility Online application portal.

If your home university has nominated you as a visiting student, you will receive an email from the International Faculty Office with information on how to apply as a guest student and the link to the Mobility Online application portal. For application deadlines please check [What is the deadline for applications?](#)

Step 2 - Take out health insurance - Please read the [information on health insurance](#)!

As proof of insurance, Osnabrück University of Applied Sciences only accepts the digital notification of a German public health insurance company about your insurance status with them. This notification is made digitally between the health insurance company and the university. No documents will be accepted that the student submits him/herself.

Students who have a European Health Insurance Card (EHIC) need to have their EHIC checked by a German health insurance company. The health insurance company can then send the digital notification to our university. You can do this here in Osnabrück by visiting one of the local branches or you can do this from abroad by using an online form as is provided by Techniker Krankenkasse for example: [Confirmation of insurance for enrolment at university](#)

Important: The validity of the EHIC must cover the entire period of stay.

Students without EHIC contact a German public health insurance company already from abroad in order to take out insurance. You will first receive a preliminary health insurance certificate. As soon as you know your address in Osnabrück, you forward this to the health insurance company. The health insurance company will then digitally notify Osnabrück University of Applied Sciences that you are insured. In order for the university to be able to assign the digital notification to your person, **please make sure that the spelling of your name (also with regard to special characters) is identical in your application in Mobility Online and in your application for health insurance** and that you inform the health insurance company that you will be studying at Hochschule Osnabrück (not at Universität Osnabrück).

Please complete the following steps even if the registration with the health insurance company has not yet been completed:

Step 3 - Login to the intranet portal of the university, set password and download payment request for the semester fee.

Approx. in July/August (for the winter semester) or in January/February (for the summer semester) you will receive an email from the university's Central User Administration with your initial password and university email address. This will allow you to access the university's intranet portal

(<https://intranet.hs-osnabrueck.de>). Please log in there and change the initial password. Then download the payment request for semester fee (eCampus/STUDY SERVICE/My Documents). Please note: The ID is the prerequisite for logging into the university intranet and this also gives you the opportunity to register for your courses in eCampus shortly before the start of the semester (eCampus/My COURSES/Registration for modules und courses). You will receive further information from your International Faculty Office by e-mail.

Step 4 - Pay the semester fee

Students who already have a European bank account (IBAN account) pay the semester fee on the date specified in the payment request (at the latest within two weeks of receiving the payment request).

Students who do not yet have a European bank account (IBAN account) can decide to use an online platform and open an account (e.g. [Wise](#)) that enables users to transfer money abroad at a certain exchange rate. You can use that account to transfer the semester fee, the housing deposit, etc. from home before you enter Germany. You can use the online account as your sole account in Germany or decide to open a free bank account with a German bank once you have arrived.

General information about the semester fee can be found [here](#). The exact amount, the university's account details and what you have to consider when transferring the money can be found in the payment request.

Step 5 - Upload photo

As soon as your enrollment is complete, you will receive an email (to your private email address) from the Office of the University Registrar with the request to upload your passport photo in the university's intranet portal

( /My Profile/CampusCard)

Step 6 – Activate “Deutschlandsemesterticket” – public transport ticket

Together with the email asking you to upload your photo you will also receive a link, which will allow you to log in with your Hochschule login data and download the ticket to your device and save it in your digital wallet.

From the winter semester 2024/25, all students of Osnabrück University of Applied Sciences receive the “Deutschlandticket” as a digital public transport ticket. It can be used **throughout Germany** on all local trains such as RB, RE, S-Bahn trains (**not** on IC, EC, ICE, FlixTrain) and also on public transport such as buses, trams, subways, etc. Requirement for obtaining the ticket is the successful completion of the enrolment process. Important: As of September 1, 2024 the CampusCard cannot be used as a public transport ticket anymore as it will be replaced by the digital Deutschlandsemesterticket.

Step 7 - Download the Certificate of Enrollment

As soon as the semester fee has been received in full on the university's account, your certificate of enrollment will be issued. You will receive a mail (to your Hochschule mail address) informing you that you can find your certificate of enrollment in the intranet portal (eCampus/STUDY SERVICE/My Documents).

Step 8 - Pick up your CampusCard

The prerequisite for receiving your CampusCard is that the semester fee has been received in full, you have uploaded your photo, and that the digital notification of a German public health insurance company about your insurance status has been received by the university.

You will then receive an email (to your Hochschule email address) with information on when to pick up your CampusCard at the ServiceDesk.

Center for International Mobility

March 7, 2025