HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

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

As a student at Osnabrück University of Applied Sciences, you can use your Campus Card to check out books and get discounted meals in the cafeteria. You can also use the public transportation ticket (Deutschlandsemesterticket) to ride all buses and local trains in Germany. To be able to do all this, you need to take these **9 steps**:

Step 1

Complete your application in the Mobility Online application portal

If your home university has nominated you as a visiting student, the International Faculty Office will email you information on how to apply and a link to the Mobility Online application portal.

You can find our application deadlines on our 'Application' page.

Step 2

Take out health insurance

Important: **Only the digital notification** from a German public health insurance company about your insurance status is valid for us. This digital notification **must be sent to us directly by the health insurance company.** We **do not** accept documents that you submit to us yourself.

Make sure that …

- … the **spelling of your name** (e.g. special characters) on your application for health insurance is identical to the spelling on your application in Mobility Online
- … you inform the health insurance company that you will be studying at **Osnabrück University of Applied Sciences – Hochschule Osnabrück** (not at Osnabrück University – Universität Osnabrück).

Only then can the university receive the digital notification and assign it to you.

There are two options for your health insurance:

- **You have a European Health Insurance Card (EHIC)**
  You must have your EHIC checked by a German public health insurance company. You can do this …
  - … at one of the branches in Osnabrück.
  - … digitally from abroad, e.g. using the Techniker Krankenkasse online form: Confirmation of insurance for enrolment at university

  The German health insurance company must then confirm **digitally** to the university that your EHIC is valid.

  Ensure that your EHIC is valid for your **entire stay**.

- **You do not have a EHIC**
  Before you enter Germany, you must apply to a German public health insurance company. You can find out how to do this in our information on health insurance.
  You will then receive a preliminary health insurance certificate. The health insurance company must notify Osnabrück University of Applied Sciences **digitally** that you are insured.

Even if you have not yet completed your registration with the health insurance company, take a look at **steps 3 to 9**.

Step 3

Download the payment request for the semester fee

You must log in to the university intranet to access the payment request.

In July/August (for the winter semester) or January/February (for the summer semester), you will receive an email from the university's central user administration with

- a password
- a first password
- a university email address

Use your email address and password to log in to the intranet.

Change your password. Use a password that you can remember!

You can find the payment request in eCampus → Study Service → My Documents

Download the payment request for the semester fees.

Please note: A username and password are required to log in to the university intranet. You will also need both of these 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 more information about this from your International Faculty Office via email.

Step 4

Pay the semester fee

The payment request includes

- the amount you have to pay
- the university's account details
- information on what to keep in mind when making the transfer.

The way you pay depends on your bank account:

- **You have a European bank account (IBAN)**
  Pay the semester fee by the date specified in the payment request. This should be done no later than two weeks after receiving the payment request.

- **You do not have a European bank account (IBAN)**
  You use an online platform (e.g. Wise) that enables international payments. You can use this account to pay the semester fees for Osnabrück University of Applied Sciences, the housing deposit, and so on, from your home country.
  You can then use this account as your sole account in Germany. Alternatively, you can open a free account at a German bank in Osnabrück.

You can find general information about the semester fee on our website.

Step 5
Upload your passport photo

Once you have paid the semester fee and we have received digital notification of your insurance status from the health insurance company, you will receive an email from the Student Administration Office. This email will contain two important pieces of information:

- a request to upload your passport photo to the university intranet
- a link to retrieve your semester ticket on your smartphone (**Step 7**)

To upload your passport photo, click on your user icon and then on My Campus Card.

Step 6
Update your semester address

Please check your home address, enter your semester address and keep it updated! You can do this here: eCampus → Student Services → Personal Data

Step 7
Activate your Semester Ticket (Deutschlandsemesterticket)

You will find the link to activate your semester ticket in the email from the Student Administration Office (**Step 5**). You can then download the Semester Ticket (Deutschlandsemesterticket) using your username and password (**Step 3**) and save it to your smartphone (e.g., in your digital wallet).

Important: All students at Osnabrück University of Applied Sciences will receive the Deutschland semester ticket in digital format. The prerequisite for this is full registration. This ticket can be used on all local trains, such as RB, RE and S-Bahn, as well as on public transport, including buses, trams and underground trains, throughout Germany. It **cannot** be used on long-distance trains such as IC, EC and ICE, or on FlixTrain.

Step 8
Download your certificate of enrollment

After paying the semester fee, you will receive an email to your **Osnabrück university email address**. The email will inform you that your certificate of enrollment is now available on the intranet.

You can download the certificate here: eCampus → Student Services → My Documents.

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Step 9

Pick up your Campus Card

After completing **Steps 1 to 8**, you will receive an email to your Osnabrück university email address with information about when you can pick up your Campus Card at the ServiceDesk.

Center for International Mobility (cim@hs-osnabrueck.de)

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