

## New visiting students: next steps after admission

Congratulations on your admission at the Faculty of Engineering and Computer Sciences!

### Enrollment – campus card – academic calendar

#### Enrollment

After the registration procedure has been finished, you will be enrolled by our Student Affairs Office. Afterwards you will receive an e-mail from our ServiceDesk ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)), with the log-in data for OSCA, the campus management system of our university.

Latest by the start of the semester, you can download an enrollment confirmation of our university from OSCA: <https://osca.hs-osnabrueck.de> > click "My activities > Results > Herunterladen > Download, behind Immatrikulationsbescheinigung, under My documents". If you cannot find it there, contact Elke Cherek of the Student Affairs Office: [e.cherek@hs-osnabrueck.de](mailto:e.cherek@hs-osnabrueck.de)

You will find more information on how to get enrolled [here](#).

#### Extension of enrollment

If you intend to stay with us for more than one semester, you will have to apply for re-enrollment for the following term.

Dual degree students must also apply for the extension, even if the final thesis will not be written in Germany anymore but in your home country. Only then your Bachelor or Master thesis will be assessed and a final degree certificate be issued.

#### Semester fee – campus card (= student ID card)

Before the card can be handed out to you, you must first take the following steps:

Pay the semester fee: This becomes due in every semester of your stay in Germany: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c9716632>

1. Await the request for payment from our Student Affairs Office before you transfer the money – cash payment will not be accepted.
2. Submit an evidence of a valid health insurance: Please read more at: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c9716626>. Best clear the health insurance already before your departure or quickly after your arrival in Osnabrück.

Once all formalities have been cleared, you will be notified by e-mail when you can pick up your campus card from the ServiceDesk:

**ServiceDesk**

Building AB, room AB 0101A

Phone: (05 41) 969-7100

E-mail: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/servicedesk>

**Office hours:**

Mon - Thu 8.00 - 17.00

Fri 8.00 - 15.00

**More about the card in the handbook for international students:**

[https://www.hs-osnabrueck.de/fileadmin/HSOS/Wir/Fakultaeten/Ingenieurwissenschaften\\_und\\_Informatik/IuI-Seiten/International/Handbook-International-Students-ECS.pdf](https://www.hs-osnabrueck.de/fileadmin/HSOS/Wir/Fakultaeten/Ingenieurwissenschaften_und_Informatik/IuI-Seiten/International/Handbook-International-Students-ECS.pdf)

## Housing

You can now apply for an accommodation via the Housing Service:

<https://www.hs-osnabrueck.de/en/housing-service/#c26648>

**Details about the rooms and rental conditions:** <https://www.hs-osnabrueck.de/en/housing-service/>

Should you have any question, please contact: [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)

We would strongly advise you to make use of the housing service. It is nearly impossible to find an inexpensive, private accommodation in our town due to the difficult housing situation. The demand for the rooms is high, so decide and apply quickly. **We advise against coming to Germany without having booked any accommodation at all!**

## International Language School German

This course will be held before the semester begins and offers classes for beginners and advanced learners, plus an attractive cultural program. Exchange students from partner universities can profit from a reduced course fee.

You can now apply for a place in this course: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/summer-and-winter-programs/>. The number of places is limited, i. e. you should decide and apply soon.

Please clear any question directly with: [intensive-german@hs-osnabrueck.de](mailto:intensive-german@hs-osnabrueck.de)

## EU students: visa/residence permit

The admission e-mail is the only acceptance confirmation that we provide for EU students. If your home university explicitly asks for a separate admission letter, contact your coordinator in the International Faculty Office (IFO).

## Non-EU students: visa/residence permit

Please immediately check with the German Embassy or Consulate of your home country whether you need a national visa to enter and to study in Germany. Do not lose any time! The visa procedure can take about 8 weeks at least. Should you plan to travel through Europe, inquire if you need further visa for other countries.

Attached to the admission e-mail, you will receive a PDF with the admission letter for your visa application. The letter is written in German and addressed to the German embassy in your country. It does not only confirm that we have obtained all required data for your admission and enrollment, but also includes specifications on your stay abroad: period, link to academic calendars, winter and summer language courses, accommodation, insurances, your ability to study in our languages of instruction. It does not contain any information about scholarships. If need be, use your separate letter of award.

Most of the embassies accept this PDF certification by e-mail or a printout. They can request us anytime to confirm the authenticity of your admission. If an original document should still be required, please contact the IFO and a hardcopy will promptly be sent by DHL express to your home university.

**More on visa and residence permit in our handbook:** [https://www.hs-osnabrueck.de/fileadmin/HSOS/Wir/Fakultaeten/Ingenieurwissenschaften\\_und\\_Informatik/IuI-Seiten/International/Handbook-International-Students-ECS.pdf](https://www.hs-osnabrueck.de/fileadmin/HSOS/Wir/Fakultaeten/Ingenieurwissenschaften_und_Informatik/IuI-Seiten/International/Handbook-International-Students-ECS.pdf)

## Learning agreement

We will provide you with the relevant instructions by a separate e-mail at a later stage.

### Internship

Students, who will be doing an internship or a combined study and internship semester, will obtain the contact details of the responsible coordinators at our university or at the practice institution from the IFO to clear the details and the further procedure of the internship. Please get in touch with them immediately.

## Buddy program

We will find you a local student who shall support you as your buddy, to help you to move into your residence, to clear the initial formalities and to orient yourself in Osnabrück. You do not have to apply for a buddy yourself. The IFO will send you the contact details and further instructions before you depart.

## Arrival time – orientation days

### Recommended time for your arrival in Germany:

- either to the start of the International Language School German
- or one week before welcome will be held

You will receive further details and the dates of the welcome at a later time.

## Insurances

For the full duration of your stay in Germany, a health insurance is compulsory: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c9716626>

We also recommend to conclude an accident and a liability insurance as well as a travel health insurance for your journey to Germany and for trips during your leisure time.

## Further information on the Internet

**Faculty website and handbook for international students** with useful tips for preparing your stay abroad and for study and life in Osnabrück:

[https://www.hs-osnabrueck.de/fileadmin/HSOS/Wir/Fakultaeten/Ingenieurwissenschaften\\_und\\_Informatik/Iu-Seiten/International/Handbook-International-Students-ECS.pdf](https://www.hs-osnabrueck.de/fileadmin/HSOS/Wir/Fakultaeten/Ingenieurwissenschaften_und_Informatik/Iu-Seiten/International/Handbook-International-Students-ECS.pdf)

**Information on financing, costs, directions, jobs, leisure activities, etc.:**

<https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/>

Latest Information on the Corona situation and regulations:

<https://www.hs-osnabrueck.de/corona/#c9438488>

**We are looking forward to welcoming you at our university!**