

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

In order to be fully enrolled as a visiting student at Osnabrück University of Applied Sciences and to receive your certificate of enrollment and your CampusCard (student ID), you need to do the following things:

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) upload it in the Mobility Online Portal during the application process. The university forwards these documents to a German health insurance company for verification and the company notifies the university digitally that the student is exempt from compulsory insurance with a German health insurance company. **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 OSCA (intranet portal of the university), set password and download payment request for the semester fee.

Approx. in July (for the winter semester) or in January (for the summer semester) you will receive an email from the university's Central User Administration with your password and university email address. This will allow you to access the university's OSCA portal. Please log in there and change the initial password. Then download the payment request for semester fees (in the user profile under 'my documents').

Please note: Shortly before the start of the semester you will be able to register for your courses through the OSCA portal. You will receive further information on this from your International Faculty

Office by mail.**Step 4**

Upload photo

Approx. in July (for the winter semester) or in January (for the summer semester) you will receive an email (to your Hochschule Osnabrück email address) from the Office of the University Registrar with the request to upload your passport photo in the OSCA portal.

Step 5

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) are requested to transfer the amount immediately after opening an account in Germany.

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 6

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 OSCA portal (in the user profile under 'my documents').

Step 7

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 where and when to pick up your CampusCard at the Office of the University Registrar.

Note for students who study online in the Global Classroom and do not enter Germany:

You do not have to pay the semester fee, upload a photo, or provide proof of health insurance. You will not receive a CampusCard. Upon receipt of the log-in data, you can immediately use the university's services in the OSCA portal, register for events, and have access to learning and team rooms.