HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

# Application procedure for visiting students at the Faculty of Engineering and Computer Science

## 1. Nomination by home university before submitting the online application

Before you submit your online registration, we expect your nomination by home university by e-mail:

- Michaela Parise, m.parise@hs-osnabrueck.de

We will need your basic data on your study or internship stay: your contact details, your study level (Bachelor / Master), study area, exchange period (winter / summer semester), duration, exchange purpose (study or internship semester or thesis).

## 2. Online application for admission as visiting student

If your home university has nominated you as a guest student, we will automatically send you a link to your personal application. Fill in the online registration form and upload your application documents.

Soon after your application has reached us, your documents and data will be checked. Should anything be missing with your documentation or not meet the requirements, you will get further instructions from us. If all data and documents are complete and correct, you will be informed about your admission by e-mail.

**Should you have not received an admission e-mail or any other notification from us within two weeks after you have submitted your online application, please write us an e-mail!** We will then send you the confirmation of your acceptance once again to be sure that you will receive all relevant information for the next steps in the application procedure (visa, accommodation, insurances, etc.).

Students from non-EU countries, who are applying for their first semester, will additionally obtain an admission letter. If a visa is needed, please immediately apply for a visa with the embassy or German consulate of your home country.

Students applying for a second term in Osnabrück should first get the consent from their home universities.

## 3. Application for housing

Apart from your application for admission as visiting student at our faculty, you can apply for an accommodation in the same online form.

Website of the Housing Service of our university: www.hs-osnabrueck.de/en/housing-service/.

## 4. Application for International Language School German

For a place in the International Winter / Summer Language Schools German, which are held before the lectures begin, you must apply separately and online, too:

www.hs-osnabrueck.de/en/study/study-offerings/international/summer-and-winter-programs/german-language-school/

www.hs-osnabrueck.de/en/study/study-offerings/international/summer-and-winter-programs/international-summer-language-school-german/