Application and admission procedure for visiting students at the Faculty of Business Management and Social Sciences (BMSS)

1. Nomination by home university before online application

We will need the following data by **April 30 for the winter semester** and by **October 15 for the summer semester**:

- Your contact details: name, gender, e-mail-address (best your university's address, and no hotmail, gmail, outlook addresses, please!)
- Your study level: Bachelor, Master, ...
- Your study area: Business and Management, Nursing Science, Social Work, ...
- Start of exchange period: winter or summer semester
- Exchange duration: 1 or 2 semesters or period of planned internship
- Exchange purpose: study and/or internship semester or dual degree Bachelor/Master

By e-mail to the International Faculty Office (IFO):

Michaela Buchholz (Europe, Latin America): m.buchholz@hs-osnabrueck.de
Gita Lestari (North America, Africa, Asia, Australia): g.lestari@hs-osnabrueck.de

These are also the contact persons in case of queries as to the application process.

Only if you wish to take mainly modules at our faculty, your university should nominate you to us. If you plan to study mostly subjects at one of our other faculties, you must be announced and enrolled and submit your application there:

https://www.hs-osnabrueck.de/de/studium/studienangebot/internationales/incoming/#c26528

2. Online application and admission as visiting student

**Application for a first semester as visiting student**

After having received your nomination, we will e-mail you details on the application procedure via the Mobility-Online application portal. Take all required application steps – only then your application will be processed. Be aware that it can take a bit at times until the portal saves your data or loads new pages.

Registration procedure, admission and language requirements:

https://www.hs-osnabrueck.de/wiso-incoming-registration
After having submitted your application and created your personal user account, you can keep track of your application status through the application workflow of the Mobility-Online portal.

**Admission as visiting student**
We will check your application as quickly as possible after we have obtained it. Should it be incomplete, we will notify you. If all your data and documents are complete and correct, we will inform you about your admission and the necessary next steps.

**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 contact us!**

Please apply for housing, a visa (non-EU students) and the German Language school immediately after your admission.

**Applicants from EU countries**
You will only obtain an e-mail as acceptance confirmation. If your home university explicitly asks for a separate admission letter, contact your IFO coordinator.

**Applicants without an EU citizenship coming from EU partner universities**
If you already have a residence permit for an EU member state (e.g. your current country of study) according to the REST guideline 2016/801 of the European Union, you may enter and study in Germany for up to 360 days without an additional German residence permit. But we have to notify the National Contact Point at the German Federal Office for Migration and Refugees about you. Please contact your IFO coordinator to get more information.

**Applicants from non-EU countries – visa**
You will receive a PDF with your German admission letter attached to your acceptance e-mail. The letter not only confirms that we have obtained all required data for your admission and enrollment, but also includes specifications on your stay abroad: period, link to the academic calendars, accommodation, insurances, scholarships, 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 your IFO coordinator and a hardcopy will promptly be sent by DHL express to your home university.

After your acceptance please check with the German Embassy or Consulate of your home country whether you need a national visa to enter and to study in Germany. **Don't lose any time! The visa procedure can take about 8 weeks at least** (counted from the day of submitting the visa application!). Should you plan to travel through Europe, inquire if you need further visa for other countries.

**More on visa and residence permit:**
https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c803210

Or in the handbook for international students: https://www.hs-osnabrueck.de/wiso-incoming-en

**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 us to clear the details and the further procedure of the internship. Please get in touch with them immediately.
Application for an additional semester as visiting student

If you intend to stay with us for more than one semester and your university agrees, you will have to apply for re-enrollment for every following term. For this purpose, we will only need a new certificate of enrollment from your university. You can e-mail it to us.

Template for download and application periods:
https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209976

Dual degree students
You must also apply for re-enrollment to every additional semester. Even if you do not write the final thesis in Germany anymore but in your home country, a re-enrollment at our faculty will be required. Only then your Bachelor or Master thesis will be assessed and a final degree certificate be issued.

Non-EU students
Please clear the extension of your visa or residence permit with the Aliens Office Osnabrück already in good time before these expire and book an online appointment. Making an appointment will be considered as keeping the deadline. A new certificate of enrollment can be downloaded from the OSCA portal latest by the start of the semester (see also: 7. Enrollment).

How to book an online appointment (further information available in the handbook):
https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209991

3. Online application for housing
(optional, but strongly recommended)

For an accommodation or for the extension of your rent agreement, you must apply separately and online via the Housing Service Osnabrück: https://www.hs-osnabrueck.de/en/housing-service/. Please submit your registration, however, only after you have received the confirmation of your admission as visiting student from the IFO.

The staff of the Housing Service will do their best to find a room for you but cannot guarantee this as a matter of principle. Submitting an application does not guarantee a room in a residence. A room will be reserved only if your application is complete, the advance payment has been made and the signed rent agreement has been returned. If you apply after the given deadline or if the available rooms have been booked already, you will first be put on a waiting list.

You will receive only one housing offer. If you refuse it, you must make your own housing arrangements. Tips for your private room search are given in our handbook under "Accommodation alternatives": https://www.hs-osnabrueck.de/wiso-incoming-en

The Housing Service will check your application as quickly as possible after the deadline. Information on your accommodation and on the move in as well as the rent agreement will be sent to you only after all rooms have been allocated. Please clear any queries directly with: housing@hs-osnabrueck.de

Note: The rooms are always fully booked quickly and inexpensive private accommodation for students is rare due to the tense housing situation in Osnabrück. You are therefore advised to make use of our lodging service. Apply immediately after you have been admitted. Be aware that the Housing Service might almost certainly have no more vacancy shortly before the semester begins if your own search was not successful by then.

We advise against coming to Osnabrück without having booked any accommodation at all!
4. Online application for the International Language School German
(optional, but recommended)

This course will be held before the semester begins. Visiting students, who will spend an additional term in Osnabrück, can also participate during their semester break. For a place in this course, you must apply separately and online:
https://www.hs-osnabrueck.de/international-winter-language-school
https://www.hs-osnabrueck.de/international-summer-language-school

The language course is not compulsory, though recommended. Classes for beginners and advanced learners are offered, plus an attractive cultural program. And you can attain 5 ECTS credits if you attend the classes regularly. Exchange students from our partner universities benefit from a reduced course fee. For some scholarship holders the attendance is free – you will be informed accordingly.

Tip: If you decide to participate in the language school and to book a room through the Housing Service, you can transfer the language course fee altogether with the advance payment for the accommodation as one amount to the housing account and thus save money.

Questions can be answered by: intensive-german@hs-osnabrueck.de

5. Learning agreement

To get an overview of the modules that you want to study at our faculty, you must submit a learning agreement for every single semester.

Exception: You plan to do a mere internship semester and not to study additional courses at our faculty. This applies to internships which are not assessed by OS UAS. Just give us a quick note about it so that we do not wait in vain for your learning agreement.

Procedure and periods for composing the learning agreements:
https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209985

Course catalog, module requirements, workload, module descriptions, examinations:
https://www.hs-osnabrueck.de/wiso-incoming-course-catalog and following pages

Dual degree students
The information on the above websites is mostly destined for our non-degree-seeking visiting students but might be helpful to you as well. You will clear your module selection, however, not with the IFO but with the coordinator of your Bachelor or Master program:

B. A. International Management:
Anne-Christin Stockmeyer
+49/541/969-2020, room: CN 0225
a.stockmeyer@hs-osnabrueck.de

M. A. International Business and Management:
Sabine Kohlsaat
+49/541/969-3569, room: CN 0204
s.kohlsaat@hs-osnabrueck.de

6. Academic calendar

Important dates and registration periods of our faculty at a glance:
https://www.hs-osnabrueck.de/wiso-incoming-academic-calendars
7. Enrollment

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), inter alia 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 certification of our university from the OSCA portal: https://osca.hs-osnabrueck.de > click "My activities > Results > Herunterladen > Download, behind Immatrikulationsbescheinigung, under My documents". If you cannot find it there, contact Ina Müller-Schlicht of the Student Affairs Office: imueller-schlicht@hs-osnabrueck.de

Semester fee
The fee is waived for exchange students from partner universities.

Freemover students must first pay it before the student ID card may be handed out to them: https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209969
Await the request for payment from our Student Affairs Office before you transfer the money – cash payment will not be accepted.

Campus card (= student ID card)
Before you can get the card, you must first submit an evidence of a valid health insurance to the IFO. Best clear this issue already before your departure so that you can pick up the card as soon as possible after your arrival from the ServiceDesk, but wait for their notification e-mail:

ServiceDesk Office hours:
Building AB, room AB 0101A Mon - Thu 8.00 - 17.00
Phone: (05 41) 969-7100 Fri 8.00 - 15.00
Email: servicedesk@hs-osnabrueck.de
Internet: https://www.hs-osnabrueck.de/servicedesk

More details are available at: https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c824898

Extension of stay
Your log-in data for the OSCA portal, for your Mobility-Online user account and your campus card keep on being valid in all further semesters. But you must validate the card at the machine in building AB (left next to the ServiceDesk) at the start of the semester (summer: as of March 1, winter: as of September 1). Once the new semester dates had been printed onto the card, the validation was successful.

More on the card in our handbook: https://www.hs-osnabrueck.de/wiso-incoming-en and at: https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c836133

8. 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. Your IFO will send you the contact details and further instructions before you depart. Afterwards you should get in touch with your buddy immediately. If the contact cannot be established for any reason, if you do not want to get a buddy or if you have questions, please write to: incoming-wiso@hs-osnabrueck.de
We would advise you to arrange a meeting with your buddy for your arrival in Osnabrück so that you can be picked up. Hence give your arrival dates to your buddy once you have finished your travel arrangements.

More on the buddy program in the handbook: [https://www.hs-osnabruess.de/wiso-incoming-en](https://www.hs-osnabruess.de/wiso-incoming-en)

### 9. Arrival time, orientation days

**Recommended time for arrival in Osnabrück:**
- either to the start of the International Language School German
- or one week before the orientation days begin

**Further details and the date of the orientation days ([your attendance is mandatory!](https://www.hs-osnabruess.de/en/wiso/international/incoming/#c209991):**

### 10. Application timeline: winter semester

#### Nomination deadline for home university: 30/04

**Allocation of residence rooms, e-mail with details and rental agreement:**
- June – July

**German Language School:**
- mid-August – mid-September

**Placement tests:**
- Registration: August

**Application: 01/03 – 15/05**
- 1. Admission as visiting student: decision right after documentation has been checked
- 2. Housing: decision after deadline
- 3. German Language School

**Learning agreement before the mobility: 01/06 – 25/06**

**Enrollment: August**
- (or even earlier in July)

**Orientation days and start of classes:**
- mid-Sept.

**Learning agreement during the mobility: 05/10 – 25/10**

**Registration for courses:**
- beginning of Sept. ~ 25/10

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### 11. Application timeline: summer semester

#### Nomination deadline for home university: 15/10

**Allocation of residence rooms, e-mail with details and rental agreement:**
- November – December

**Placement tests:**
- Registration: January
- Tests: February – beginning of March

**Application: 01/09 – 01/11**
- 1. Admission as visiting student: decision right after documentation has been checked
- 2. Housing: decision after deadline
- 3. German Language School

**Learning agreement before the mobility: 15/11 – 05/12**

**Enrollment: January**
- (or even earlier in December)

**German Language School:**
- February

**Learning agreement during the mobility: 15/03 – 31/03**

**Start of classes:**
- beginning of March

**Registration for courses:**
- beginning of Feb. ~ 31/03
12. Further information on the Internet

Faculty website and handbook for international students with helpful tips for the preparation of your stay and for study and life in Osnabrück: https://www.hs-osnabrueck.de/wiso-incoming-en

Information on financing, costs, insurances, directions, jobs, sports and leisure, etc.: https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/

Please carefully read our webpages, the handbook and our e-mails. Make sure that you can always receive messages in your e-mail account. Keep all given deadlines to avoid any complication.

We will inform you step by step about the further registration processes: learning agreement, placement tests, course and exam registration, orientation days, social events.

If you have to withdraw from your application and cannot come to or stay in Germany, please let us know immediately.

We would love to receive your nomination and application!