

**Make sure that you can tick most of the below boxes to have a smooth start in Osnabrück!**

### Buddy program: contact to buddy?

In case of any problem, get in touch with the tutor of the International Faculty Office (IFO).

- I have received the contact details of my buddy from the IFO tutor.
- I am in contact with my buddy.

**Buddy program:** [www.hs-osnabrueck.de/wiso-incoming-buddy-program](http://www.hs-osnabrueck.de/wiso-incoming-buddy-program)

### Arrival dates

- I have informed my buddy and the IFO tutor about my arrival in Osnabrück (day, time, place).
- My buddy has confirmed to pick me up from the bus stop/train station/airport upon my arrival.
- My buddy won't be available when I arrive but she/he/the IFO tutor has arranged a replacement.

### Move into dormitory

- I know the address of my accommodation in Osnabrück and have informed my buddy about it.
- Latest 3 weeks before my arrival, I have called the caretaker, arranged an appointment for the move in and given the dates also to my buddy so that she/he can accompany me.
- I have asked my buddy to call the caretaker for me.

### Initial formalities, course registration

In case of any problem, ask your buddy or the IFO.

- I have arranged further meetings with my buddy to clear the initial formalities after my arrival, if I can't attend the group appointments arranged by the university: bank account, semester fee, campus card, health insurance, Citizen Center Osnabrück.
- I have received my university log-in data from the ServiceDesk ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)) and signed up for my modules and courses (two steps!).

**Any query or further help needed?** Contact us.

### International Faculty Office (IFO), Faculty of Business Management and Social Sciences

IFO tutor:	<a href="mailto:incoming-wiso@hs-osnabrueck.de">incoming-wiso@hs-osnabrueck.de</a>	Phone: +49/5 41/9 69-22 08
Michaela Buchholz:	<a href="mailto:m.buchholz@hs-osnabrueck.de">m.buchholz@hs-osnabrueck.de</a>	Phone: +49/5 41/9 69-20 76
Nathalie Banehr:	<a href="mailto:incoming-overseas-wiso@hs-osnabrueck.de">incoming-overseas-wiso@hs-osnabrueck.de</a>	Phone: +49/5 41/9 69-70 94
Gita Lestari-Kötting:	<a href="mailto:g.lestari-koetting@hs-osnabrueck.de">g.lestari-koetting@hs-osnabrueck.de</a>	Phone: +49/5 41/9 69-35 69

### Housing Service, Center for International Mobility (CIM):

Kerstin Kramme:	<a href="mailto:housing@hs-osnabrueck.de">housing@hs-osnabrueck.de</a>	Phone: +49/5 41/9 69-32 28
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### International Winter/Summer Language School German, CIM:

Nina Chapman:	<a href="mailto:intensive-german@hs-osnabrueck.de">intensive-german@hs-osnabrueck.de</a>	Phone: +49/5 41/9 69-75 12
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### German Language School, orientation days

Best arrive a few days before the following events start, provided that you attend these.

**Language School German:** [www.hs-osnabrueck.de/international-winter-language-school](http://www.hs-osnabrueck.de/international-winter-language-school)

**Orientation days (mandatory for visiting students!):**

[www.hs-osnabrueck.de/wiso-incoming-orientation-days](http://www.hs-osnabrueck.de/wiso-incoming-orientation-days)

**Check the further procedure, dates and preparatory arrangements on the below websites:**

**Academic calendars:** [www.hs-osnabrueck.de/wiso-incoming-academic-calendars](http://www.hs-osnabrueck.de/wiso-incoming-academic-calendars)

**IFO website for incoming students and handbook for international students:**

[www.hs-osnabrueck.de/wiso-incoming-en](http://www.hs-osnabrueck.de/wiso-incoming-en)