Arrival checklist for visiting students

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

**Contact to buddy**

- I have received the contact details of my buddy (name, e-mail address, mobile phone number) from the tutor of the International Faculty Office (IFO).
- I am in contact with my buddy (in case of any problem, get in touch with the IFO tutor).

**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 will not be available when I arrive but has arranged a replacement or the IFO tutor could find someone.

**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, orientation days, course registration**

- I have arranged further meetings with my buddy to clear the initial formalities after my arrival: bank account, campus card, possibly also health insurance, Citizen Center Osnabrück if you cannot attend the respective appointments arranged by CIM/IFO.
- I have registered my buddy and myself for the orientation days, by e-mail to the IFO tutor.
- I have received my OSCA log-in data from the ServiceDesk (servicedesk@hs-osnabrueck.de) and signed up for the courses (in case of any problem, ask your buddy or the IFO).

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

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

- IFO tutor: incoming-wiso@hs-osnabrueck.de Phone: +49/5 41/9 69-22 08
- Michaela Buchholz: m.buchholz@hs-osnabrueck.de Phone: +49/5 41/9 69-20 76
- Gita Lestari: g.lestari@hs-osnabrueck.de Phone: +49/5 41/9 69-70 52

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

- Kathrin Heukamp: housing@hs-osnabrueck.de Phone: +49/5 41/9 69-32 28

**International Winter/Summer Language School German, CIM:**

- Nina Chapman: intensive-german@hs-osnabrueck.de Phone: +49/5 41/9 69-29 91

**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) or [www.hs-osnabrueck.de/international-summer-language-school](http://www.hs-osnabrueck.de/international-summer-language-school)
- **Orientation days (mandatory for visiting students!), placement tests:** [www.hs-osnabrueck.de/en/wiso/international/incoming/#c209991](http://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209991)

**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)
- **Further details on study and life in Osnabrück:** [www.hs-osnabrueck.de/en/international/incoming/visiting-students/](http://www.hs-osnabrueck.de/en/international/incoming/visiting-students/)