

**HOCHSCHULE OSNABRÜCK**  
UNIVERSITY OF APPLIED SCIENCES



# **HANDBOOK FOR INTERNATIONAL STUDENTS**

International Faculty Office (IFO)

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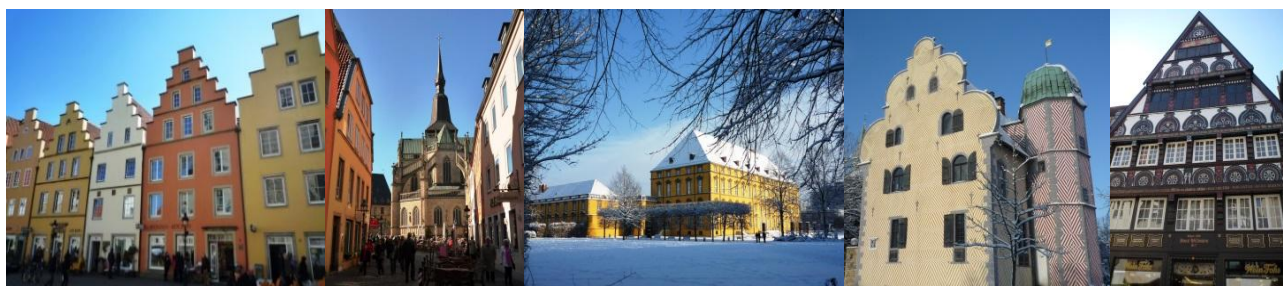
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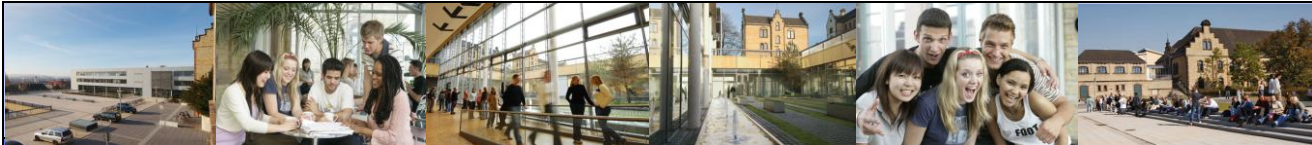
This handbook shall be a guideline for international visiting students. The contents are for information purposes only and should not be viewed as the basis of a contract between the student and the university. All details given here are correct at time of going to press. No guarantee can be given that the information may not be altered later on.

Lastest version of this handbook on our website for incoming students:  
<https://www.hs-osnabrueck.de/wiso-incoming-en>

As of: 26 June 2025



# 1. Key data of Osnabrück University of Applied Sciences (OUAS)

	
<b>University Details</b>	
Full legal name of the institution	Hochschule Osnabrück (HS OS) English: Osnabrück University of Applied Sciences (OUAS)
ERASMUS code OID, PIC, EUC	D OSNABRU 02 OID: E10208677, PIC: 999846416, EUC: 29857-LA-1-2014-1-DE-E4AKA1-ECHE
President	Professor Dr.-Ing. Alexander Schmeemann Phone: +49/541/969-2100 Email: <a href="mailto:praesident@hs-osnabrueck.de">praesident@hs-osnabrueck.de</a>
Website of OUAS	<a href="https://www.hs-osnabrueck.de">https://www.hs-osnabrueck.de</a>
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## 2. International Faculty Office (IFO)

A warm welcome from the staff of the International Faculty Office (IFO). We are organizing and coordinating all the **international activities and the incoming and outgoing mobility at the Faculty of Business Management and Social Sciences**. The IFO should not be mistaken for the Center for International Mobility (CIM) or the Center for International Students (CIS) which are responsible for all international issues, programs and degree-seeking students on university level. More details on their areas of activity are given in this handbook.

**Our service for you as an international visiting student** is to give you all the **information, support and advice** you require **for studying and living in Osnabrück**. Just contact us or drop by our offices if you need help. Don't be shy and really come early so that we have a good chance to solve especially difficult situations that you cannot clear yourself. On the next page, you can find the IFO contact persons who are responsible for the incoming visiting students at our faculty. Our website for incoming students is: <https://www.hs-osnabrueck.de/wiso-incoming-en>

This handbook shall aid to well prepare your study stay in Germany so that you can settle in quickly after your arrival. Besides the IFO staff, a team of tutors and buddies as well as various service centers will be there to assist you.

We wish you to have a rewarding and pleasant time in Osnabrück and are looking forward to meeting you soon in person!

## 2.1 Contact persons for incoming visiting students



### **Michaela Buchholz**

*Incoming Student Advisor – Europe: Counseling, Application and Admission, Learning Agreements*

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### **IFO postal address**

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International Faculty Office (IFO)  
Faculty of Business Management  
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P. O. Box 19 40, 49009 Osnabrück  
Germany

### **IFO visitors' address**

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49076 Osnabrück  
Germany

### 3. Germany – a short introduction

#### 3.1 About Germany

The Federal Republic of Germany is located in the heart of Europe, linking the West with the East, the North with the South. As the most densely populated country in Europe, Germany has been flanked by nine neighbouring states since the unification of the two German states in 1990. As an integral part of the EU (European Union) and NATO (North Atlantic Treaty Organization), Germany is a partner for the central and Eastern European states that are en route to becoming part of a united Europe.

The Federal Republic of Germany covers an area of ca. 357,000 km<sup>2</sup>. The longest distance from the North to the South as the crow flies is 876 km, and from the West to the East 640 kilometres. There are about 82 million people living in Germany, incl. more than 7 million people of other nationalities. The country boasts a great cultural diversity and particular region-specific qualities, charming towns and attractive landscapes. The Federal Republic of Germany is a democratic, socially responsible federal country with a liberal, free-market economy, religious freedom and freedom of the press.



#### 3.2 Some facts at a glance

- **Capital:** Berlin, seat of the federal government.
- **Administrative divisions:** 16 federal states with their own regional constitutions
- **Population:** ca. 84 million residents, incl. around 24 million with a foreign nationality
- **Member of international organizations:** European Union, United Nations, NATO, OSZE, G8
- **Size:** 357,000 km<sup>2</sup>
- **Coastline:** 2,389 km
- **Terrain:** lowlands in the North, uplands in the center, Bavarian Alps in the South
- **Climate:** temperate, average temperatures in summer: 20 to 30°C, in winter: 0°C to -10°C
- **Time zone:** Central European Time (CET). Clocks are put forward one hour between the end of March and the end of October (summer time).
- **National holiday:** Unity Day, 3 October (1990)
- **International telephone code:** 0049
- **Currency:** euro (abbreviation: EUR or €)
- **Voltage:** 230 AC, 50 Hz
- **Weights/measures (metric system):** 1 kg = 1,000 g, 1 km = 1,000 m, 1 m = 100 cm = 1000 mm
- **Further details about Germany:** <https://www.auswaertiges-amt.de>, <https://en.wikipedia.org/wiki/Germany>

### 4. Osnabrück

#### 4.1 A city for young people

Osnabrück, with its 166,960 inhabitants from 140 nations, is the third-largest city in the federal state of Lower Saxony. Around 28,000 students enrolled at the Osnabrück universities live in the ancient cathedral town and bishopric with its 1,200-year-old history. The medieval town center with its carefully restored half-timbered houses offers a distinctive atmosphere for the catering and art trade. Only a short walk away modern arcades and pedestrian precincts are ideal for walks and shopping trips.

Osnabrück is situated at the junction of important North-South and East-West connections. Cities like Hanover, Hamburg, Amsterdam or Berlin can be reached within a few hours by train or car. It takes only 30 minutes by car to reach the Airport FMO Münster-Osnabrück. The most popular means of transport in Osnabrück is the bicycle. The town, however, also offers an excellent bus network that students can use with their public transportation ticket. At weekends the night buses ensure a safe journey home even late in the evening.

Osnabrück offers everything that makes a student's life enjoyable: More than 400 pubs, bars and restaurants cater for all tastes and serve a variety of meals which range from traditional to exotic and from fast food to vegetarian. Cultural events play an important role in this city on the river "Hase": Several theaters stage dramas, operas and ballets, various museums offer changing art exhibitions and a variety of festivals range from modern (European Media Art Festival) to traditional ("Mai-Woche"). Very popular among students is the "Lagerhalle", an old warehouse which now serves as a meeting place with cafeteria, bar and a stage for live music and theater. The zoo and the planetarium, cinemas and sports facilities offer the students opportunities to take well-earned breaks from their studies.

Further details on Osnabrück: <https://www.osnabrueck.de/english>

## 4.2 How to get to Osnabrück

### By air

The nearest airport is FMO Flughafen Münster/Osnabrück (<https://www.fmo.de>) which is situated about 30 km to the South of Osnabrück. From there it is easy to reach Osnabrück on the motorway A1 or by train. Further appropriate airports:

Düsseldorf: <https://www.dus.com/en>  
 Bremen: <https://www.bremen-airport.com/en/>  
 Hanover: <https://www.hannover-airport.de/en/information-for-passengers-visitors/>  
 Amsterdam/Netherlands: <https://www.schiphol.nl/en/>



### By train

Deutsche Bahn provides excellent connections from Hamburg/Bremen, the Ruhr- and the Rhine-Main region, Berlin/Hanover and from Amsterdam to Osnabrück – the central train station is „Osnabrück Hauptbahnhof“. For train connections please check: <https://www.bahn.de/> or the English page: <https://int.bahn.de/en>

### By car

The A1, A30 and A33 motorways (Autobahn) lead to the Osnabrück region. Further important routes include the A roads 51, 68, 214 und 218.

## 5. Osnabrück University of Applied Sciences (OUAS)

### 5.1 Our profile at a glance

Founded in 1971, Osnabrück University of Applied Sciences (OUAS) became a foundation in 2003. At present, 13,377 students are studying and doing research at our university, 5,256 at the Faculty of Business Management and Social Sciences. Around 300 international visiting and degree-seeking students enrich our campuses every semester, coming from all over the world: Europe, Asia, Africa, Australia, North, Central and South America. For a more detailed portrait and figures, go to: <https://www.hs-osnabrueck.de/en/university/introducing-ourselves/wir-portrait>.

The university is divided into the following four faculties and one institute:

#### Faculty of Engineering and Computer Science

- Electrical Engineering and Computer Science
- Mechanical Engineering
- Dental Technology, Materials Science and Process Engineering

#### Faculty of Agricultural Sciences and Landscape Architecture

- Agriculture
- Landscape Architecture

#### Faculty of Business Management and Social Sciences

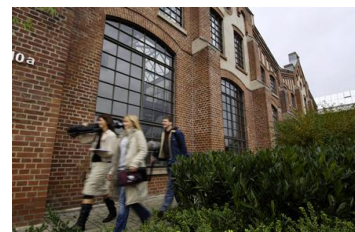
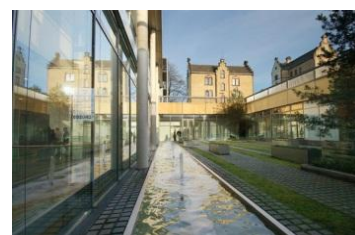
- Business and Management
- International Programs
- Health and Social Sciences (incl. Institute of Applied Physiotherapy Osnabrück – INAP/O)
- Public Management
- Business Law

#### Faculty of Management, Culture and Technology (Campus Lingen)

- Institute of Cooperative Degree Programs
- Institute of Communication Management
- Institute of Management and Technology
- Institute of Theater Pedagogy

#### Institute of Music

- Music Education



## Rankings and awards

Students rate OUAS as one of the most popular universities: <https://www.studycheck.de/hochschulranking>.

We are also perpetually receiving **excellent ranking results** by renowned institutions, like the German Center for University Development (CHE), for the syllabi, internationality and employability of the Bachelor's and Master's programs in International Business and Management, Business Law, Nursing Science, Social Work – just to name a few. Moreover, the library is one of the five best in Germany (no. 1 in the Lower Saxony) and has been ranked top in a national comparison in three categories: service offers, usability/customer orientation and cost effectiveness/efficiency.



In 2025, the study program **International Management (B.A.)** (<https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-management-ba/>) was **internationally accredited and awarded with the renowned EFMD Accredited seal of excellence**: <https://www.efmdglobal.org/accreditations-assessments/business-schools/efmd-accredited/>

These top rankings and awards confirm our strategy of offering a high-quality, balanced, practice-oriented academic education which students require for their professional career after graduation.



**European Quality Label „E-Quality“** awarded several times by the German Academic Exchange Service (DAAD) to OUAS as best university in terms of international mobility, especially within the ERASMUS student and teaching staff exchange.

## Memberships



**European Foundation of Management Development:** <https://www.efmdglobal.org>

As a member university of the EFMD network, we offer our students access to HigherEd (<https://gethighered.com/en/jobs>), an international platform for internships, jobs and career management.



**European University Association:** <http://www.eua.be>



**Consortium of seven German Universities of Applied Sciences:**  
<http://www.uas7.de>

## 5.2 Three campus locations

### Westerberg campus

Osnabrück University of Applied Sciences (OUAS) has several bigger or smaller campuses in the city of Osnabrück, and a branch campus in the city of Lingen. The main campus, called „Westerberg“, is situated in one of the most beautiful parts of Osnabrück: Though in walking distance to the inner city, the university grounds are located right next to the Botanical Gardens, and a recreational area with woods and lakes lies in the immediate vicinity. The Westerberg campus is home both to the Faculty of Business Management and Social Sciences and the Faculty of Engineering and Computer Science. Other faculties are for example located in a former gambling casino or in former military barracks.

### Haste campus

The campus of the Faculty of Agriculture and Landscape Architecture, called „Haste“, is located on the Northern edge of Osnabrück (in the suburb of „Haste“), and is just as beautiful: The lecture venues and seminar rooms, the laboratories and green houses are situated in a large park of approx. 5 ha. The campus is completed by two experimental farms. A 10 minute bus ride will take you from the city center to the main campus and you will need 20 minutes to get from downtown Osnabrück to our campus in Haste.

### Lingen campus

The city of Lingen is approx. 70 km West of Osnabrück and very close to the Dutch border. In 2012, most institutes moved into the new campus building which is architecturally unique: Several houses were built into an old industrial hall that had once been used to repair trains. In each house, there are classrooms, offices, and learning facilities – all under one roof and in the center of this city with approx. 56,000 inhabitants.

## 6. International student categories

International students at Osnabrück University of Applied Sciences (OUAS) are classified into international degree-seeking Bachelor or Master students, visiting students and visiting scientists. Visiting students are additionally divided into exchange students from partner universities – incl. dual degree students who aim to attain a Bachelor's or Master's degree of OUAS – and freemover students. The following chart shows the differences between these groups:

International Bachelor/ Master students	Visiting exchange students	Visiting freemover students	Visiting scientists
<b>Degree:</b> <ul style="list-style-type: none"> <li>• Bachelor (BA, BSc or LL.B.)</li> <li>• Master (MA, MBA or LL.M.)</li> </ul>	<b>Degree:</b> <ul style="list-style-type: none"> <li>• no degree<sup>1</sup> exception: dual degree students</li> </ul>	<b>Degree:</b> <ul style="list-style-type: none"> <li>• no degree<sup>1</sup></li> </ul>	<b>Degree:</b> <ul style="list-style-type: none"> <li>• no degree<sup>1</sup></li> </ul>
<b>Duration:</b> <ul style="list-style-type: none"> <li>• Bachelor: 3 years (6 semesters)</li> <li>• Master: 2 years (4 semesters)</li> </ul>	<b>Duration<sup>2</sup>:</b> <ul style="list-style-type: none"> <li>• min. 6 months (1 semester) max.: 1 year (1 to 2 semesters) exception: dual degree students</li> <li>• Erasmus study: min.: 3 months max.: 1 year (1 to 2 semesters)</li> <li>• Erasmus internship: min.: 2 months, enrollment only possible for min. 3 months</li> </ul>	<b>Duration<sup>2</sup>:</b> <ul style="list-style-type: none"> <li>• minimum: 6 months maximum: 1 year (1 to 2 semesters)</li> </ul>	<b>Duration:</b> <ul style="list-style-type: none"> <li>• individual periods, no enrollment possible</li> </ul>
<b>Costs:</b> <ul style="list-style-type: none"> <li>• full semester fee<sup>3</sup></li> </ul>	<b>Costs:</b> <ul style="list-style-type: none"> <li>• semester fee without administrative charge<sup>4</sup></li> </ul>	<b>Costs:</b> <ul style="list-style-type: none"> <li>• full semester fee<sup>4</sup></li> </ul>	<b>Costs:</b> <ul style="list-style-type: none"> <li>• no fees</li> </ul>

<sup>1</sup> Students must ask for recognition of the modules attended at OUAS from their home universities (exception: dual degree students).

<sup>2</sup> A third semester in Osnabrück for visiting students is only possible in exceptional cases, e. g. for the retake of examinations. This must be clarified afore with the IFO. Some dual degree students may also study longer than 2 semesters in Osnabrück. This depends on the agreement concluded with the partner university. In all other cases, the study stay can only be extended within one of the regular full-time programs of OUAS for which you must apply separately.

<sup>3</sup> Some M.A. or M.B.A. programs can additionally charge tuition fees.

<sup>4</sup> Visiting students do not have to pay any tuition fees at our university, either, but the semester fee for every term they stay in Osnabrück (reduced for exchange students from partner universities):  
<https://www.hs-osnabrueck.de/visiting-students-semester-fees>

## International degree-seeking Bachelor/Master students

Prospective degree-seeking students of this group come from abroad to complete a full Bachelor or Master program to gain a degree at OUAS. They can choose from a wide course offer at the Faculty of Business Management and Social Sciences (BMSS). An overview of our Bachelor and Master programs is given at:

Bachelor: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/bachelor/>

Master: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/master/>

Details on the admission requirements, the application procedures and periods as well as the contact persons can be found on the homepages of the degree programs or at: <https://www.hs-osnabrueck.de/en/study/all-about-studying/application/#c239>. The requirements may differ from program to program in some respects. Moreover, the study period of some programs can vary from the duration stated in the above chart.

## Visiting exchange students (study, internship or dual degree)



Exchange students come from partner universities to study or to do an internship or a combination of both in Osnabrück. In general, they stay for up to two semesters (one year), but cannot attain a degree of OUAS. Students, who come to us within a dual degree agreement and who aim to achieve a Bachelor's or Master's degree at our university, are the exception. They partly stay longer than two terms.

An enrollment at our university is possible for a minimum of 3 months only. Students, who stay for a shorter term, cannot get a student ID card and the reduced public transportation ticket from us, but we offer the following services instead (in Osnabrück only, not in other towns): accommodation, access to student canteens, library and university computers, authorization card for buying reduced student bus tickets.

## Visiting freemover students (study, internship)

These are students who are enrolled at a university outside Germany which has not concluded any cooperation agreement with OUAS. They can study up to two semesters (one year) at our university and cannot attain a degree. If they are interested in doing an internship in Germany, they can do so in the second term.

Students coming from a partner university, however outside the agreed student mobility numbers, can also be considered as freemover students. The IFO will be free to decide whether this regulation is applied for the next intake or if further students from a partner university can be accepted as non-fee-paying exchange students.

The number of freemover students, that can be admitted in every term, will be fixed by the IFO shortly after the application deadline.

Freemover students do not have to pay any tuition fee, either, but the full semester fee in every term and they must prove their language skills by means of internationally recognized language certificates.

## Visiting scientists (doctoral studies, research projects)

In exceptional cases, OUAS accepts students who want to pursue doctoral studies or research projects. The IFO cannot organize any academic guidance, this must be arranged by yourself. Even though we may not enroll you as a visiting student and provide you with a free public transportation ticket, we can still offer you a few services: an accommodation, a buddy, a guest login for using our infrastructure (computers, library, etc.), access to our student canteens, a card authorizing you to buy reduced student bus tickets. You can also save money when you get yourself an international student ID card: <https://www.isic.de/home-en/>. This will allow you to eat in our canteens not at guest but at reduced student prices, and you can profit from further student discounts in Germany during your leisure time.



## Stay as visiting student at other faculties of OUAS

If you want to be admitted as a visiting student at other faculties and institutes of OUAS, please do not submit your application as visiting student to the faculty BMSS. The admission requirements and the application procedure might differ. We would advise you to get in touch with the contact persons there or with the Center for International Mobility (CIM) of OUAS: <https://www.hs-osnabrueck.de/en/study/international/for-international-visiting-students/>

## Partner and cooperation universities

The following website provides an overview of OUAS partnerships: <https://www.hs-osnabrueck.de/en/partners/international-partners/partner-universities/>

## 7. How to become a visiting student

For the full admission requirements, the application periods and details on the online registration procedure at the Faculty of Business Management and Social Science (BMSS), please go to: <https://www.hs-osnabrueck.de/wiso-incoming-registration>

**Students from countries not belonging to the European Union** should keep the given deadlines by all means to have enough time to clear their visas. The International Faculty Office (IFO) can admit students and send an admission letter for the visa application only if all documents are complete and contain all required signatures and stamps. This is of special importance for **students from China, India and Vietnam**, whose visa applications will also have to be checked by the Academic Testing Service (Akademische Prüfstelle – APS).

After your admission as a visiting student you will receive further instructions from the IFO on the following steps (enrollment, learning agreement, etc.).

## 8. Studying with disabilities or chronic diseases



You have any kind of disability, a restricted mobility or a chronic disease or other health deficiencies? OUAS is ready to help you to well manage your study period in Osnabrück.

Often special arrangements need to be taken at an early stage. **Visiting and dual degree students** or their university should therefore **inform their IFO coordinator as soon as possible about their health issues and if they need any technical aids or assistance, best when they are nominated.**

Our Registrar's Office will need **a medical certification in English or German specifying your disability** and what kind of technical aids or support you require for the classes, examinations and life in Osnabrück. This can be a translation of your official disability certificate or a document from your university. Depending on the degree of your disability, you also might get a **waiver for the public transportation fee** which is included in the semester fee. As it must be paid upon enrollment, this should be cleared with the Registrar's Office before this process starts in August (winter semester) or December (summer semester).

Especially our Housing Service needs to know about your type of disability at least six months in advance, i. e. if you require a wheelchair-accessible accommodation or a room close to the campus or an extra refrigerator in your room for your medicine or the like.

Most of the buildings on our campuses are barrier-free and have elevators, see map at: <https://www.hs-osnabrueck.de/de/wir/wir-stellen-uns-vor/wir-in-osnabrueck-und-lingen-standort-und-gebaeudeplaene/#c748542>

The student bodies "AStA" and "Fachschaft WiSo" can also give you advice and assistance in many ways: <https://hochschulfreun.de>. Learn more on their services below in this handbook.

## Compensation for disadvantages during studies and examinations



### Contact in the Registrar's Office:

#### Angela Schubert

Caprivi campus, Caprivistr. 30 A

Room: CB 0019

49076 Osnabrück

Phone: +49 (0) 5 41/9 69-36 08

Email: [a.schubert@hs-osnabrueck.de](mailto:a.schubert@hs-osnabrueck.de)

She will check if your disability requires a compensation for your examinations. What does that mean? If you need additional help to meet the exam requirements, special arrangements can be made, such as:

- extra time for written examinations
- extensions to essay and thesis deadlines
- changing the type of examination
- use of technical aids, e. g. a computer as a writing aid
- examination assistance, e. g. writing assistance

Afterwards, she will notice the faculty management and your teachers about the granted compensation. They will clear what needs to be arranged for you. In addition, you should inform the faculty's examination planners on the type of compensation and all the exams you plan to take, **latest by the end of the exam registration period:** [pruefungsplanung-wiso@hs-osnabrueck.de](mailto:pruefungsplanung-wiso@hs-osnabrueck.de). For semester exams (e. g. assignments, presentations), the application must be sent in **latest one month before** this performance is to be held. So sort this out even before the lecture period begins.

The current regulations are also available on the Intranet: <https://intranet.hs-osnabrueck.de/en/information-desk/office-of-the-university-registrar/compensation-for-disadvantages-during-exams-nachteilsausgleich/>

### Student Services Osnabrück – housing, financing, counseling, student restaurants

Internet: <https://www.studentenwerk-osnabrueck.de/en/counselling/studying-with-disabilities.html>

### Bathroom key in public buildings

Many bathrooms for disabled persons at our university and in Germany in general require a special Euro WC key ("Euro-Toilettenschlüssel") which needs to be ordered at a club for disabled people in Darmstadt:

CBF Darmstadt e.V.

Euro-Toilettenschlüssel

Pallaswiesenstr. 123a

64293 Darmstadt

Internet: <https://www.cbf-da.de/euroschluessel.html> (in German)

The key currently costs 23 euros and is available after having submitted a written proof of your handicap.

## 9. International course coordinators

Specific information and advice on the international Bachelor, Master and dual degree programs at our faculty are given by the following course coordinators:

### **Coordinator B.A. International Management**

**Samantha Beyerlein-Drengk**

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0206

Phone: +49 (0) 5 41/9 69-20 89

Email: [im@hs-osnabrueck.de](mailto:im@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-management-ba/>

### **Coordinator B.A. International Business and Management**

**Anne-Christin Stockmeyer**

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0225

Phone: +49 (0) 5 41/9 69-20 20

Email: [ibm@hs-osnabrueck.de](mailto:ibm@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-business-and-management-ba/>

### **Coordinator M.A. International Business and Management**

**Gita Lestari-Kötting**

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0204

Phone: +49 (0) 5 41/9 69-35 69

Email: [ibm-ma@hs-osnabrueck.de](mailto:ibm-ma@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/master/international-business-and-management-ma/>

### **Coordinator B.A. International Economics and Sustainability**

**Eva Brüggemann**

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0219

Phone: +49 (0) 5 41/9 69-22 18

Email: [e.brueggemann@hs-osnabrueck.de](mailto:e.brueggemann@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/economics-ba/>

### **Dual Degree Coordinator China**

**Olga Tautfest**

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0206

Phone: +49 (0) 5 41/9 69-20 89

Email: [olga.tautfest@hs-osnabrueck.de](mailto:olga.tautfest@hs-osnabrueck.de)

### **Coordinator B.A. International Event Management Shanghai (IEMS)**

**Clare Gray**

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0031

Phone: +49 (0) 5 41/9 69-32 12

Email: [iems@hs-osnabrueck.de](mailto:iems@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-event-management-shanghai-ba/>

## 10. German courses

Though many people in Germany can communicate in English, it would not be amiss to know some German when living here for several months or years in order to study or to complete an internship. Thus it would be most advisable to start learning German or to improve your previous knowledge already before your departure.

Many universities around the world are teaching German, but also private or public institutions offer German courses at different levels. Contact the language centers or the German embassies and consulates in your home country to get further information. Students, who want to optimize their command of German, can here find a choice of various institutions offering German courses:

### German courses at Osnabrück University of Applied Sciences

#### International Language Schools German

The Center for International Mobility (CIM) offers two intensive German language courses which are a good preparation for studies – especially for freshmen from abroad. These are held every year in February and August/September during the semester breaks, before the classes start:

<https://www.hs-osnabrueck.de/en/study/international/summer-and-winter-programs/german-language-school/>



**Tip:** International degree-seeking Bachelor and Master students of OUAS and exchange students from our partner universities can benefit from a reduced course fee.

The courses comprise German language training on different levels: from beginners' to top level. Your current proficiency will be tested at the beginning so that you can be allocated to the appropriate study group. All participants will exercise the ability to communicate and will get an insight into the cultural lifestyle habits in Germany. An attractive supporting program is an integral part, too.

After a final examination at the end, you will receive your test result stating the level which you may study in a follow-up course, either at the Faculty of Business Management and Social Sciences (BMSS) or at the Center for International Students (CIS).

#### German language modules and tutorials during the semester

Being enrolled as a student at our university, you can also take language modules and tutorials in German (beginner or advanced level) at the faculty BMSS or at the Center for International Students (CIS) during the semester. More details are available at:

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/individual-choice-of-modules/#c16302670>

#### Volkshochschule Osnabrück

Volkshochschule Osnabrück offers a multifaceted system of German language courses at different times of a day: <https://www.vhs-os.de/fachbereich/sprachen#/>. The courses are attended by people from many countries. All participants can only communicate with each other in German.

Furthermore, there are a couple of private language schools in Osnabrück. Search in the local yellow pages for „Sprachenunterricht“: <https://www.gelbeseiten.de/>

## Goethe Institute

The Goethe Institute offers German courses all over the world. Moreover, there is the option to participate in distance learning courses if personal attendance on location is not possible. German courses can be booked by beginners and advanced learners. Further details at: <https://www.goethe.de/lrn/www/nindex.htm>

## DAAD – German Academic Exchange Service

The DAAD has more than 300 language courses on offer. Plenty of these courses are held in summer time during the semester break, but some are also offered in the winter months. You can search for language courses on offer through the DAAD website: <https://www.daad.de/deutschland/studienangebote/sommerkurse/en/>

## Deutsche Welle

Deutsche Welle offers German courses for free which can be done by e-learning at the computer with the aid of video clips, audio courses, and podcasts on different levels: <https://learn german.dw.com/de/deutsch-lernen/s-9095>

## Further tips for improving the language skills

Many students who plan a stay in Germany are asking themselves: Do my language skills in German, or English, suffice for studying or doing an internship in Osnabrück?



The main languages of instruction at OUAS and in the practice institutions are German and English. You should therefore not only be very comfortable in writing and speaking as well as in comprehending in the language of instruction of the modules that you want to study. Students at OUAS are expected to contribute actively to the classes. You should be able to discuss with the teachers and your fellow students on the lecture topics and to partake in project and group work.

Interns, e. g. in Health and Social Sciences, must be able to communicate with patients and therefore need to have basic or advanced knowledge of German.

If you still feel insecure about your language proficiency, we would advise you to do everything to improve your language skills:

### Before coming to Osnabrück:

- Use all kind of media (Internet, TV, radio, journals etc.) in the foreign language.
- Talk in German or English with your friends and family or join conversation classes at your home university.
- Try to find friends of other nationalities so that you can practice speaking and understand other accents. There will be students of different nationalities in the classroom and you should be able to understand them all.
- Practice as much as you can already at home.

### After your arrival in Osnabrück:

- If possible, attend the International Winter/Summer Language School German.
- Study a semester language course at our faculty. These are offered on different levels for beginners and advanced learners free of charge.

- Ask for a language tutor at the faculty BMSS so that you can practice communication and grammar in conversation classes.
- Join the social events of the International Faculty Office (IFO) or of the Explore Germany Program (<https://www.hs-osnabrueck.de/en/explore-germany/>) of the Center for International Mobility (CIM) to establish contact to other international and German students. If you stay with your fellow students from your own country only, your language skills will not improve.
- Meet your fellow students and your buddy as often as you can. Talk to local people in the supermarkets, shops, cafés, during sports ... The more you have the chance to practice German or English in a pleasant atmosphere, the more secure you will become. And don't be afraid making mistakes, try to ignore that. An occasional mistake bothers nobody, for sure.

## 11. Costs and financing

The below chart provides an overview of the incurring costs during a stay in Germany (subject to change):

### One-time costs before start of studies

<b>Visa for non-EU students</b>
60 euros for all types of visas
<b>Residence permit for non-EU students</b>
100 euros for one year (100 euros for more than one year)
96 euros for an extension of 3 months (93 euros for an extension of more than 3 months)
<b>International Language School German (during semester break)<sup>1</sup></b>
Winter School: 490 euros (= reduced fee for exchange and degree-seeking students)
Summer School: 690 euros (= reduced fee for exchange and degree-seeking students)
<b>Housing</b>
Deposit: 400 euros for a rental period of more than 3 months, 250 euros for less than 3 months, will be returned at end of stay if room is left in good condition
First equipment (bedding, towels, dishes): ca. 150 euros

### Costs per semester

<b>Tuition fee</b>
Degree-seeking Bachelor/Master students: 0 euro <sup>2</sup>
Freemover students: 0 euro
Exchange and dual degree students from partner universities: 0 euro
<b>Semester fee (public transportation, student services)<sup>3</sup></b>
Degree-seeking Bachelor/Master students: ca. 380 euros
Freemover students: ca. 380 euros
Exchange and dual degree students from partner universities: ca. 300 euros

### Costs per month

<b>Cost of living</b>
Overall costs: ca. 992 euros; depending on your personal needs and habits, further expenses should be figured in, read also: <a href="https://www.study-in-germany.de/en/plan-your-studies/preparation/funding/">https://www.study-in-germany.de/en/plan-your-studies/preparation/funding/</a>
Rental for accommodation: 300 to 565 euros
Broadcasting fee for radio/tv <sup>4</sup> : ca. 18 euros per flat, must be paid for the whole rental period by all students living in one apartment
Meals: ca. 50 to 90 euros in university canteens, plus ca. 80 to 130 euros at home
Health insurance with a German public insurer: 105 to 115 euros, compulsory for non-EU students, EU students must bring a European Health Insurance Card from home instead
Leisure activities (cinema, theater, museum, etc.): ca. 100 euros
<b>Study material</b>
Study material: ca. 60 euros

- <sup>1</sup> German Language School fees: <https://www.hs-osnabrueck.de/international-winter-language-school>
- <sup>2</sup> Some M.A. or M.B.A. programs can additionally charge tuition fees.
- <sup>3</sup> Current semester fees: <https://www.hs-osnabrueck.de/visiting-students-semester-fees>
- <sup>4</sup> The broadcasting fee in Germany is for the use of public radio and TV which are still financed mostly by the German state, not by commercials. The fee is due for every apartment, no matter how many people are living in it or how many appliances are used (also via the Internet, a cell phone, or a laptop) or if these services are used at all. It has to be paid by students as well. Only in very few exceptional cases, a reduced fee is granted. Ask your fellow lodgers in your residence if your apartment has already been registered. You do not have to pay the fee on your own for your apartment and can share it with the other students, but one of you must register with the „Beitragsservice“ – the institution which is collecting the fees. For more details please go to: <https://www.rundfunkbeitrag.de>

### 11.1 Scholarships and funding programs

Should your home university or the government of your country do not offer any programs to finance the mobility, e. g. via Erasmus+ in case of EU students, or if you do not have sufficient private sources, there are different options where you can apply for financial support. Please check the information on our website: <https://www.hs-osnabrueck.de/wiso-incoming-financing>

### 11.2 SOS – financial aid program for non-EU students

**SOS – Social fund for Osnabrück students e.V.**



International students from non-EU countries, who get into financial distress while studying in Germany, e. g. because they cannot bear their cost of living or the fees for their health insurance any longer, can apply for financial support through the SOS – Social fund for Osnabrück students: <https://www.sos.uni-osnabrueck.de>. Contact the Center for International Students (CIS) to get more information: [gethelp@studentsos.de](mailto:gethelp@studentsos.de), phone: (05 41) 9 69-31 85.

### 11.3 Jobs

Student jobs can be a good opportunity to earn some extra money besides studying. In contrast to German students, there are however particular regulations for students from abroad. For salaried jobs, you must pay for some insurances, e. g. for a German health policy. Therefore, you should well calculate before if the job is really profitable after deducting all required dues.

During lecture periods, students are only allowed to work up to 20 hours a week. Students from non-EU countries may work 140 full days or 280 half-days a year (and usually have a corresponding remark in their residence permit).

If you want to complete a voluntary internship which is not an obligatory part of your degree program at your home university and which shall last more than 3 months, a minimum wage must be paid to you, you require a work permit and the 140-day rule applies. Please check if your university can confirm to you that your internship is compulsory for your studies. More details on internships at: <https://www.hs-osnabrueck.de/wiso-incoming-internships>



**Tian Mu, China**

The professors at OUAS teach using different methods and offer various approaches to solve problems in their lectures. Unlike lessons in China, not only one solution to a problem is put forward. Also the various solution scenarios are discussed in the course, which I think is really good. It facilitates more individuality.

**Before you start working, you should well inform yourself about the current legal regulations on the below websites and clear all formalities! Moreover, please ask your health insurance company in what way your insurance cover might be affected by taking up a job/internship.**

**Central pages for visiting students of our university:**

<https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c9716650>

**Deutsches Studentenwerk:**

<https://www.internationale-studierende.de/en/during-your-studies/jobbing>

**German Academic Exchange Service (DAAD):**

<https://www.daad.de/deutschland/in-deutschland/arbeit/en/9148-side-jobs/>

**The Federal Government:**

<https://www.make-it-in-germany.com/en/visa-residence/skilled-immigration-act>



## Where to find jobs

### Agentur für Arbeit (Job Agency)

Johannistorwall 56

49080 Osnabrück

Phone: (05 41) 98 00 oder (0 18 01) 55 51 11

Email: [osnabrueck@arbeitsagentur.de](mailto:osnabrueck@arbeitsagentur.de)

### Job agency/job board:

<https://www.arbeitsagentur.de/en/welcome>

<https://www.arbeitsagentur.de/en/job-board>

Here are a few ideas where else you can find jobs:

- Job offers at university notice boards
- Internship and Job Portal „Praxiko“ of our university: <https://www.hs-osnabrueck.de/de/praxiko/>
- Professors or coordinators, especially of the international degree programs, are constantly in need of students who can support them in their work: copying, writing, preparing presentations etc.:  
<https://www.hs-osnabrueck.de/de/studium/studienangebot/bachelor/international-management-ba/>  
<https://www.hs-osnabrueck.de/de/studium/studienangebot/master/international-business-and-management-ma/>
- Center for International Mobility (CIM) or Center for International Students (CIS) of OUAS:  
<https://www.hs-osnabrueck.de/wir/organisation/organisationseinheiten/center-for-international-mobility/>
- International companies in our region: listed under “Internships” in this handbook
- Supermarkets and drugstores are often looking for people, e. g. to refill shelves.
- Logistics industry: Since a large number of people order online, many logistics companies and parcel services are looking for additional employees.
- Harvest helpers: Agricultural companies are often in need of extra manpower.
- Nursing services and homes for the elderly

## Language tutor at the Faculty of Business Management and Social Sciences

Every semester, the faculty BMSS is looking for native speakers who can give language lessons in conversation classes for German and international students in Osnabrück. If a tutor is found, the tutor and the students, who want to improve the language skills, will meet on a regular basis and practice the language together.

To find out for which languages tutors are needed, how to apply or if you are searching for a tutor yourself to optimize your own language proficiency, please address to: [sprachtutorien-wiso@hs-osnabrueck.de](mailto:sprachtutorien-wiso@hs-osnabrueck.de).  
**Best apply right at the start of the semester.**

## Job perspectives after graduation



Unless you want to return home after your studies, be aware that international graduates of OUAS have good chances to find a qualified job on the German labour market due to the distinctive practical orientation of our degree programs. Regional companies are constantly cooperating with OUAS and offer attractive employment opportunities during your studies and after your graduation. German trade, industry and service institutions are permanently searching for well-trained specialists.

And of course our university is also constantly searching new staff: <https://www.hs-osnabrueck.de/wir/jobs-und-karriere/stellenangebote/> (in German)

EU graduates have free access to the German job market. Non-EU graduates may extend their residence permit and look for a job up to 18 months after having finished their studies and are allowed to work without any time restriction during that time to finance their living. More details are given on the DAAD homepage: <https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/career-planning/>

## 12. Internships

To inform yourself about the internship options for visiting students of our faculty, please visit: <https://www.hs-osnabrueck.de/wiso-incoming-internships>

### Where to find an internship places in the region

Here is a short list of internationally operating companies in our town/region. You can inquire with them if they take international interns for an internship in the study areas business, management or economics:

LM IT Services AG:	<a href="https://www.lm-ag.de/en/career/">https://www.lm-ag.de/en/career/</a>
Hellmann Worldwide Logistics:	<a href="https://www.hellmann.com/en/career">https://www.hellmann.com/en/career</a>
Koch International:	<a href="https://www.koch-karriere.de/">https://www.koch-karriere.de/</a>
KME:	<a href="https://www.kme.com/en/career/">https://www.kme.com/en/career/</a>
FRIMO, Lotte:	<a href="https://www.frimo.com/en/career.html">https://www.frimo.com/en/career.html</a>
Kämmerer GmbH:	<a href="https://www.kaemmerer-paper.com/en/careers/training/">https://www.kaemmerer-paper.com/en/careers/training/</a>
Coppenrath & Wiese:	<a href="https://www.coppenrath-wiese.de/karriere.aspx">https://www.coppenrath-wiese.de/karriere.aspx</a>
Felix Schoeller Group:	<a href="https://www.felix-schoeller.com/en/home">https://www.felix-schoeller.com/en/home</a>
Leysieffer GmbH & Co. KG:	<a href="https://leysieffer.com/Leysieffer/Ihre-Karriere/">https://leysieffer.com/Leysieffer/Ihre-Karriere/</a>
Meyer & Meyer Holding SE & Co. KG:	<a href="https://www.meyermeyer.com/en/careers/">https://www.meyermeyer.com/en/careers/</a>
Froneri Ice Cream Deutschland GmbH:	<a href="https://froneri.de/karriere/">https://froneri.de/karriere/</a>
AMAZONEN-WERKE:	<a href="https://amazone.de/de-de/karriere/stellenangebote">https://amazone.de/de-de/karriere/stellenangebote</a>
CLAAS E-Systems KGaA mbH & Co KG:	<a href="http://www.claas.de/unternehmen/karriere">http://www.claas.de/unternehmen/karriere</a>

## 13. Insurances

International students must clear their insurance cover early on to avoid any delays in further processes after their arrival in Osnabrück. The health insurance in particular, which is mandatory for students in Germany, can decide if a student from abroad is permitted to study at OUAS and to receive the student ID card, a visa and a residence permit.

We recommend to effect the following insurances:

### 13.1 Health insurance (compulsory)

**All international students must prove to have a valid health insurance already before they travel to Germany!**

**Why?**

**You will neither be enrolled nor obtain your student ID card without the proof of a recognized insurance policy!** The insurance provides the certainty that the costs of medical care and medications do not have to be paid privately in the event of an accident or acute illness. Otherwise, international students can rapidly get into financial distress.

**Who needs the evidence?**



**Non-EU students:**

- Embassy/Federal Foreign Office: for granting the visa
- Foreigners' Department Osnabrück: for granting the residence permit

**EU- and non-EU students:**

- Registrar's Office of OUAS: for the enrollment and for handing over the student ID card (= campus card)

**What is a valid/acceptable health insurance?**

- The policy must provide unlimited insurance cover for the costs of medical and dental treatment.
- The duration of the contract must cover the whole period of your stay in Germany.

**Read more at: <https://www.hs-osnabrueck.de/visiting-students-health-insurance>**

**Foreign or private insurance**

Theoretically, foreign and private insurances can be accepted. **But the experience has shown that these are rarely recognized! You would risk to**

- **be forced to buy a German policy in addition**
- **pay double insurance rates as a consequence**
- **cause a delay in getting your student ID card** which you need for the public transportation, the washing machines in the dormitories, the canteens etc.

Do you already have a foreign or private insurance? **It is an absolute requirement then to ask an Osnabrück insurer to check it, i. e. if it can be accepted as an equivalent to the German health insurance coverage!**

We would advise you to conclude additionally a private accident and third-party liability insurance to make sure that you are insured against all possible risks.

**Please do not forget to cancel any insurance that you concluded here in Germany before you leave Osnabrück!**

**Before buying a private insurance, please keep in mind:** It can become very expensive if you have an accident or acute disease and need any kind of medical service – what we do not hope to happen, of course. Private insurances seem to be cheaper at first sight, but they do not always offer as many services and cover all costs and you must first pay the bills by yourself which many international students cannot afford. That can easily be several hundreds or thousands of euros. And you cannot switch from a private insurance to a statutory one at a later date!

**Students above 30:** You are not eligible for a public health insurance. For you, a private policy actually is an option. The German Student Services provide information and recommend a private insurance at: <https://www.internationale-studierende.de/en/on-arrival/health-insurance>. You can of course also insure yourself with any other private insurer. Have e. g. a look at the yellow pages: <https://www.gelbeseiten.de> – search for “Private Krankenversicherungen”.

**Please also note:** Once you have signed any insurance contract, you will be liable for all incurring fees! Do not ignore any reminder letters from the insurance company!



### Who can check your insurance policy?

As mentioned above, **only the Osnabrück insurance companies are entitled to verify any policies and to certify that they are sufficient for Germany.** Neither the IFO, nor the Registrar's Office, nor the ServiceDesk, nor anybody else at our university may do this. You are free to have your policy checked by several insurers – ideally sort this out before your departure. For more details please go to:

<https://www.hs-osnabrueck.de/visiting-students-health-insurance>

## Travel health insurance

**For the transitional period, until your German insurance comes into effect – usually on the first day of the semester (winter: September 1, summer: March 1) –, you are advised to insure yourself via the German insurers for that time, too, or to effect an additional travel health insurance.** It can also be used for the visa application and if you plan to travel in Europe during your leisure time. The normal German statutory health insurances do not always cover all costs occurring outside Germany, e. g. the return transport of patients.

The travel health insurance should cover a minimal insurance sum of 30,000 euros.

## 13.2 Accident insurance

### University accident insurance

Students who are enrolled at OUAS are insured against accidents through the land Lower Saxony. This accident insurance refers to personal damages occurring in connection with any study- or internship-related event. That means

- when the accident happens on the direct way to the university or practice institution and back home to the accommodation
- when it happens on the university grounds or when using the university sports offer

**Please note:** Some sport offers require an additional accident insurance, so please read the description of your course very carefully. On the premises of the practice institutions, their public accident insurance takes effect.

Since OUAS is obliged to **report on the accident within three days** after it becomes known, **students – only those who have concluded a German health insurance –** are requested to inform their responsible officer of the Registrar's Office immediately.

## Private accident insurance

Personal damages in the private environment, e. g. during leisure activities or in the student residence, are not insured by the public accident insurance. In this case, students must decide themselves if they want to effect an additional private accident insurance.

We would advise you to solicit quotations and to check and compare the insurance rates and services carefully before making a decision. A choice of insurance companies can be found on the Yellow Pages: <https://www.gelbeseiten.de> (enter „Versicherungen“ in the search section).



### 13.3 Third-party liability insurance

Very useful and inexpensive at the same time, the private liability insurance pays for all damages to persons or property caused by one's own fault. And it can happen quickly: You break something in your friend's apartment, you drop a glass of red wine onto a white carpet, or cause an accident while riding your bike. The costs incurred can be considerable, especially if people get injured.

Students should check if they have third-party liability insurance cover in their home country or if they are insured through their parents. It is however most advisable to clarify with the insurance company in advance if the insurance cover abroad has a time or regional limit. If you do not have any equivalent policy, we would strongly advise you to conclude a private liability insurance with a German insurer. Check the Yellow Pages again: <https://www.gelbeseiten.de>

**Tip:** In most cases, students can reduce the insurance rates if they agree on a deductible for a small part of the damage with the insurance company.

## 14. Visa, residence permit, registration

The section on visa, residence permit and registration is meant to give you an overview only. Since regulations can change, students who would like to study at OUAS are obligated to find out for themselves what regulations are valid in their individual cases.

In order to study and live in Osnabrück legally, the following steps need to be taken:

### 1. Visa

Depending on the bilateral agreement your country has with Germany, you may or may not need a visa to enter. Students with a European citizenship do not require a visa. For all **non-EU-students**, the safest way to determine whether you need a visa is by means of the German Federal Foreign Office's website: <https://www.auswaertiges-amt.de/en/visa-service>

Some students will first get a permission to stay for 90 days and may apply for a residence permit for 6 or 12 months at the Citizen Center Osnabrück after their arrival. It can however also happen that your embassy grants you already a visa for 6 months so that you do not have to apply for a residence permit in Osnabrück anymore if you want to stay for maximally one semester.



Be aware that there are **different kinds of visa for different purposes**. If you are participating in a short program of less than 90 days (e. g. a summer university or a German language course), you can apply for a „Schengen Visa“ which allows you to travel in all the „Schengen countries“. However, after 90 days you must leave the country. Therefore, if you are going to spend a semester or an entire degree program with

us, please make sure that you apply for a „National Visa“ which is valid for more than 90 days. And take into account that a „tourist visa“ cannot be converted into a „student visa“. As a tourist, you are not eligible to study in Germany.

For more information, also on the documents required for the visa application, please have a look at the website of the German Academic Exchange Service (DAAD):

[https://www.study-in-germany.de/en/plan-your-studies/requirements/visa\\_26604.php](https://www.study-in-germany.de/en/plan-your-studies/requirements/visa_26604.php)

#### **Digital application via Consular Services Portal:**

<https://digital.diplo.de/studium>

#### **Students from Vietnam, China and India**

Their visa applications must be checked by their Academic Testing Services („Akademische Prüfstelle“ – APS):

**Hanoi:** [https://vietnam.diplo.de/Vertretung/vietnam/de/06-Kultur\\_20und\\_20Bildung/06-03\\_20studieren-in-deutschland/09-03-01\\_20APS\\_20Hanoi/APS.html](https://vietnam.diplo.de/Vertretung/vietnam/de/06-Kultur_20und_20Bildung/06-03_20studieren-in-deutschland/09-03-01_20APS_20Hanoi/APS.html)

**Beijing:** <https://www.aps.org.cn/verfahren-und-services-deutschland>

**New Delhi:** <https://aps-india.de/>

For the visiting students from China, the International Faculty Office (IFO) must send a copy of the cooperation agreement and of the selection protocols to the APS for the application of a visa within the partnership procedure (P procedure) or the exchange procedure (A procedure). It might also be necessary to apply for a group number if several students from one university want to study in Osnabrück. If there is no academic selection by Osnabrück University of Applied Sciences (OUAS), the Chinese students must take part in the C procedure of the APS.

**Students are obliged to inform themselves about the latest visa regulations in the German embassy or consulate of their home country, IMMEDIATELY after they have received the confirmation of their admission from OUAS.**



**Visiting students from non-EU countries** will obtain a PDF admission letter with their acceptance e-mail from the IFO which is needed for the visa application. Most of the embassies meanwhile accept this PDF. Moreover, the embassy can request us at any time to confirm the authenticity of your admission. If your embassy still insists on getting an original certification, contact us. We will then promptly send an original hardcopy by DHL express to your university.

#### **Rest directive**

**Students without an EU citizenship coming from EU partner universities**, who already have a residence permit for an EU member state according to the **REST directive 2016/801** of the European Union, may enter and study in Germany for up to 360 days without an additional German residence permit. But our Center for International Mobility will have to notify the German Federal Office for Migration and Refugees latest 30 days before you arrive and therefore will get in touch with you after your admission.

**Be aware: If you do not have a residence permit which is explicitly designated for study purposes at that time or if it does not cover the whole period of your mobility, immediately try to get a new one or apply for a visa already! Without the right residence permit, the Federal Office will reject your application and you will eventually have to apply for a visa. But you risk running out of time then, i. e. you risk missing the start of our semester or your whole mobility with us. The Federal Office is very strict and our IFO does not have any influence on their decision or on the embassies.**

**Do not loose any time – the visa application procedure can take several months!** Students are personally responsible for obtaining the appropriate documentation for their stay in Germany and must follow the embassy's instructions. OUAS can neither influence nor accelerate the visa process. The embassy will ask **non-EU students** to prove how they plan to finance their study stay in Germany. Usually a **financial declaration** from your parents, other relatives or sponsors will be required, alternatively a scholarship, bank guarantee or the like.

Nowadays, the embassies often expect the applicants to open a so-called **blocked or restricted account** where a certain amount of money must be deposited and blocked until your arrival in Germany before a visa will be granted. The amount will be defined by the embassy. It usually is a sum of several thousand euros, covering the cost of living for six or twelve months or a longer period (depending on your planned study period – ca. 11,900 euros for one year), and cannot be paid on a monthly basis but must be provided at once as one amount. You will have access again to the money after your arrival in Germany.

More details at:

<https://www.studying-in-germany.org/germany-blocked-account-foreign-students/#germany-proof-of-financial-resources-checker>

<https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node/sperrkonto-seite>

**Fintiba** (<https://fintiba.com/>) and **expatrio** (<https://www.expatrio.com/>) are companies through which you can obtain a blocked account plus a student health insurance. They will provide you with a proof of funding and health insurance which is required for the visa application.

## 2. Residence permit

All students from non-EU-countries, whether they needed a visa or not to enter, have to apply for a residence permit at the Osnabrück Foreigners' Department after their arrival. Exception: You have obtained a visa from your embassy which is already valid for the full period of your stay in Germany.

## 3. Registration at the Citizen Center Osnabrück

All students, international and domestic students alike, have to register at the Citizen Center in Osnabrück when moving to our town. International students must register at the Residents' Registration Department („Bürgeramt“) or at the Foreigners' Department („Ausländerbehörde“). More details on this procedure can be gathered from the item „Register at the Citizen Center Osnabrück“ below in this handbook.

The regulations can vary every now and then, but the IFO is always aiming to provide you with the information you require to manage this registration process. Should there be a sudden change of the regulations or procedure, you will be informed by the IFO staff in due time and you should follow the given instructions.

### Carlotta Nardiello, Italy

I love all the university facilities and buildings – everything is new, modern and clean. There is a variety of courses you can choose, and the professors are very good in teaching. You can do a lot of project work where you can learn about different cultures and have fun learning at the same time.

I think Osnabrück (Germany) is the perfect place to spend 6 or 12 months as an exchange student. I feel very comfortable and safe here. I can say it is a peaceful place. The town is very quiet and full of green, flowers and trees. The colors of the four seasons are beautiful.

I would say thank you Osnabrück – here I spent the best year of my life!



## 15. Housing

### 15.1 Accommodation via the OUAS Housing Service

The Housing Service helps students in finding an affordable accommodation in Osnabrück. They have a quota of furnished rooms, primarily made available by the Student Services, called „Studentenwerk Osnabrück“, which manages most of the student residences in town.

These rooms are primarily destined for international students to ease their start in Germany as the housing situation in Osnabrück is difficult, and inexpensive private lodging for students in Osnabrück is hard to find. Every semester, thousands of study beginners of both universities in Osnabrück are searching an accommodation. For this reason, we would highly advise you to consider booking a room via our Housing Service. Best decide and apply quickly. **By no means come to Osnabrück without having booked any accommodation at all!**

Any question regarding the registration procedure, the housing conditions, the location of the single residences, etc. can be answered by the housing website or the housing coordinator:



#### Kerstin Kramme

Housing Service

Room: AB 0013

Phone: +49 (0) 5 41/9 69-32 28

Email: [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/housing-service/>

#### Postal address:

Osnabrück University of Applied Sciences

Center for International Mobility (CIM)

Housing Service

Albrechtstr. 30, 49076 Osnabrück

P. O. Box 1940, 49009 Osnabrück

If you apply after the given deadline or if the rooms have all been booked already, you will first be put on a waiting list. The staff of the Housing Service will do their best to find a room for you, can however not guarantee this as a matter of principle. 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. The Housing Service will only make one offer. If you do not accept that room, you must look for an accommodation on your own. The IFO is unable to arrange rooms.

The Housing Service will check your application and confirm your housing reservation as quickly as possible after the deadline. You will be notified in any case on your acceptance or rejection. 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. Should you have any question in the meantime, please feel free to contact the housing staff.

#### Application periods

- Winter semester (September to February): **March 1 to May 15**
- Summer semester (March to August): **September 1 to November 1**

**To secure yourself a residence room, we strongly recommend to apply for an accommodation already in the online application form for the admission as a visiting student. Keep in mind that, if you apply later, there could be no more vacancies.**

## 15.2 Accommodation alternatives

International students should FIRST try to get a furnished room through the Housing Service of OUAS. Only if they do not have any vacancy anymore, you should check out the other options mentioned below.

Studentenwerk Osnabrück can offer further inexpensive lodging beyond the OUAS contingent, but these are mostly unfurnished rooms. If you are interested in one of these or if you would like to get information about private accommodation in Osnabrück, you should contact:



### **Wohnraumzentrale des Studentenwerks**

Ritterstr. 10

49074 Osnabrück

Phone: +49 (0) 5 41/3 31 07 30

Email: [wohnen@sw-os.de](mailto:wohnen@sw-os.de)

Internet: <https://www.studentenwerk-osnabrueck.de/en/housing.html>  
<https://www.studentenwerk-osnabrueck.de/en/housing/private-accomodation.html>

### **Tutors for international students:**

<https://www.studentenwerk-osnabrueck.de/en/housing/tutors-for-internationals.html>

Or inquire with the private residence hall:

### **prime Studentenwohnen (is currently being renovated and not available)**

Hermann-Ehlers-Haus Osnabrück

Martinsburg 29

49078 Osnabrück

Phone: +49 (0) 15 73/1 09 64 43

Email: [osnabrueck@primestudentenwohnen.de](mailto:osnabrueck@primestudentenwohnen.de)

Internet: <http://www.primestudentenwohnen.de/>, [http://www.primestudentenwohnen.de/en/get\\_in\\_touch/](http://www.primestudentenwohnen.de/en/get_in_touch/)

Due to a high demand at the beginning of the semester, the places in the residence halls are booked quite quickly. New students must take into account that they might have to wait before being offered a room in one of the halls of residence.

**Therefore you should start your search for accommodation in good time and be ready for compromises, i. e. to accept unattractive lodgings for your first period of stay in Osnabrück. By no means come to Osnabrück without having booked any accommodation at all!**

## **Online housing offers**

Accommodation options on the Internet:

<https://www.wg-gesucht.de/en/> (flat shares)

<https://www.studenten-wg.de> (flat shares)

<https://www.kleinanzeigen.de/s-osnabrueck/wohnung/k013117>

<https://www.immobilienscout24.de/>

<https://www.immowelt.de/>

## **Newspapers and Internet**

You can also check the housing advertisements in the local press on Wednesdays and Saturdays or put an advert into the newspaper yourself:



### Neue Osnabrücker Zeitung

Große Str. 17 - 19, Breiter Gang 10 - 16

49074 Osnabrück

Phone: +49 (0) 5 41/31 00

+49 (0) 5 41/31 03 10 (advertisements)

Email: [anzeigen@neue-oz.de](mailto:anzeigen@neue-oz.de) or [info@neue-oz.de](mailto:info@neue-oz.de)

Internet: <https://immobilien.noz.de>

## Housing agencies

Housing agencies („Mitwohnzentralen“) help finding apartments and rooms as well. A commission is charged, depending on the size of the apartment and the period of tenancy. Special wishes (non-smoking, pets, etc.) can be fulfilled. Housing for limited periods is e. g. offered via:



### Mitwohnbüro Osnabrück

Am Pappelgraben 9

49080 Osnabrück

Phone: +49 (0) 5 41/2 24 66

Email: [info@zweitraum-osnabrueck.de](mailto:info@zweitraum-osnabrueck.de)

Internet: <https://www.zweitraum-osnabrueck.de>

## Housing societies

The following companies offer housing facilities for a membership fee.

### Vonovia

Phone: +49 (0) 2 34/4 14 70 00 00

Internet: <https://www.vonovia.de/>

### Wohnungsbaugenossenschaft Osnabrück eG

Katharinenstr. 10

49074 Osnabrück

Phone: +49 (0) 5 41/3 35 34-0

Email: [info@wgo24.de](mailto:info@wgo24.de)

Internet: <http://www.wgo24.de>

### Stephanswerk Wohnungsbaugesellschaft mbH

Klusstr. 3

49074 Osnabrück

Phone: +49 (0) 5 41/3 57 98-0

Email: [info@stephanswerk.de](mailto:info@stephanswerk.de)

Internet: <https://www.stephanswerk.de>

### GARANT (Property Management for Student Accommodation)

Wiesenstr. 5

49074 Osnabrück

Phone: +49 (0) 54 05/6 10 01 54 or 01 76/24 22 84 98

Email: [garant-verwaltung@web.de](mailto:garant-verwaltung@web.de)

Internet: <http://www.garant-private-vermoegensverwaltung.de/page11>

## Transitional Accommodation

For the **transitional period**, i. e. until you find a long-term accommodation in Osnabrück, you can live at:

### Jugendgästehaus (youth hostel)

Iburger Str. 183 A

49082 Osnabrück

Phone: +49 (0) 5 41/5 42 84

Email: [osnabrueck@jugendherberge.de](mailto:osnabrueck@jugendherberge.de)

Internet: <https://www.jugendherberge.de/jh/osnabrueck>

Bed & breakfast: ca. 21 to 27 euros per night

A youth hostel membership card (valid in 60 countries) is required for the Jugendgästehaus. It is recommended to make a reservation by phone.

**Short-term accommodation via Airbnb:** <https://www.airbnb.de>

## 16. Buddy program



International students have to face many extra challenges when going abroad for a study or internship stay. After having arrived in the foreign country, they must cope in particular with initial language hurdles and different mentalities and customs. The buddy program at the Faculty of Business Management and Social Sciences (BMSS) helps you to have an easier start and a smooth transition to the German student life. Moreover, it shall connect international and local students during various social events.

Please be aware that the buddy program is not synonymous with the mentoring program of our faculty. The main difference is that the contact and the support through your buddy already begin before the semester starts in Osnabrück and ideally last during the whole period of your stay in Germany.

### Who are the buddies?

Buddies are experienced local students of mostly higher semesters who shall help you to clear the initial formalities and to settle in quickly. They participate on a voluntary basis and provide you with insider information about the student life in Osnabrück and the German culture in general.

In most cases, our buddies will take care of several international students, e. g. if there are not enough buddy candidates or if small study groups from partner universities shall be looked after together.

### How can you get in touch with your buddy?

The IFO will send out the contact details of your buddy by e-mail as soon as the buddies have been allocated.



### Periods for the allocation of buddies:

- Winter semester: August
- Summer semester: January

Please do not forget to check your e-mails also over the summer and Christmas holidays since the buddy details and other important information (placement tests, course registration, etc.) will be sent to you. If the contact cannot be established by either side, the IFO should be informed immediately: [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de)

### How can your buddy assist you?

#### Before arrival:

- Get in contact by e-mail: give tips for the travel arrangements, answer questions about the university, city or country.

- Arrange an appointment for a first meeting after your arrival in Osnabrück.
- Call the caretaker of the students' residence to announce your arrival and fix a date for moving in. Arrange an alternative appointment in case you do not arrive on the fixed dates or late in the evening or at the weekend.
- Help finding a room in a youth hostel or hotel if it might become necessary to bridge the time until you can actually move into the residence room.

Be aware though that you, not your buddy, bear the full responsibility for organizing yourself an accommodation, either for the whole semester via the Housing Service or by searching a private room on your own, or for the transit period in a hostel/hotel until you can move into the student residence. Your buddy is only supposed to give you a helping hand. **By no means come to Osnabrück without having booked any accommodation at all!**

#### After arrival:

- Pick you up from the Osnabrück main station or, if possible, even from the nearest airport in Münster, but this only on a voluntary basis. Therefore, the buddy and the IFO tutor should be informed about day, time and place of your arrival (incl. flight/train no.) before your departure, otherwise there will be no one to pick you up and you will have to find your accommodation on your own.
- Assist you in moving in, e. g. translate and explain important rules that have to be observed in the residence.
- Support you in clearing any initial formalities and accompany you to any appointments with authorities, banks, etc.
- Jointly participate in the orientation days of the faculty, e. g. to connect already to other buddy teams.
- Assist you in working with the university online portals.
- Introduce you to the Osnabrück student community and even to the personal family and friends, if you both have a chemistry.
- Be a tour guide, show shopping facilities and sights in Osnabrück, give advice for leisure activities.
- Show the campus and important places at the university: student restaurants, library, etc.
- Point to and explain the service centers if further information, advice, or support is needed: Learning Center with Career Services, Student Representative Committee, General Students' Committee, University Sports Center, Psychological/Women's Advice Centers, etc.
- Be a contact person and helper throughout the whole semester giving advice and guidance on the everyday student life and the life in Osnabrück in general.
- Help learning German or improving the language skills (tandem learning).
- Support with departure formalities: fixing an appointment with the caretaker for the move out, deregistering at the Citizen Center, closing down the German bank account, cancelling the insurances or other contracts concluded in Germany, returning books on loan to the library, etc.



## Who can answer questions about the program?

The IFO is responsible for the buddy program and works closely with the buddies. In case of any question or need for further information, please contact:



### IFO incoming tutor

Caprivistr. 30 A  
49076 Osnabrück  
Room: CN 0309f  
Phone: +49 (0) 5 41/9 69-22 08  
Email: [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de)

## 17. Checklist for preparations prior to your departure

Many preparations should already be done and organized before you leave your home country. We would inter alia advise you to clear your health insurance status and to open a bank account in advance. This will enable you to have an easier start and to get your student ID card quicker:

<https://www.hs-osnabrueck.de/visiting-students-health-insurance>

As far as available and necessary, please also bring along:

- **Flight/train/bus tickets**
- **Passport (incl. visa)/personal ID card**, valid for the whole period of your stay abroad (keep a copy of your ID documents in case they get lost or stolen!)
- **Emergency health cards** (blood group, allergies, etc.)
- **Vaccination card**
- **Personal medicine**
- **Youth hostel card**
- **International student ID card**
- **International driver's licence** (or a German translation)
- **Some cash (euros) or credit card** (don't forget the cancellation code if it gets lost or stolen!) for incurring fees, public transport tickets (until you can activate your digital Deutschlandticket after your enrollment) and for small purchases (residence permit, overnight stays in a hotel/youth hostel, food, equipment for your accommodation, etc. – see also the item „Costs and financing“ in this handbook)

**Best inform your buddy about day, time and place of your arrival** (incl. flight/train no.). And do not forget to make an **appointment with the caretaker of your dormitory** so that you can move into your room quickly (see also the items „Housing“ and „Buddy program“ of this handbook).

## General travel arrangements and packing



**If you travel by airplane**, please inform yourself about the latest packing and security regulations of the airline which you will be taking, e. g. check your luggage adheres (number of suitcases, weight and size).

**Never pack the following items in your luggage:** liquids, money, medicines, important papers (e. g. your passport or original certificates), memory sticks, name, address and phone numbers of your buddy, the address of your accommodation in Osnabrück, or anything else that is valuable, irreplaceable or of sentimental value. **Pack these things into your carry-on baggage.**

For living in Germany during the summer as well as the winter semester, you should **bring the whole spectrum of clothes**. Be prepared for rain and chilly wind in every season, so jumpers and rain coats are a must.

Moreover, bring heavy boots, scarves, gloves and warm clothes for the cold months (November until March) and light spring and summer clothes for the rest of the year.

**Further advisable things** you might also want to bring with you to Germany:

- **Phone numbers and e-mail addresses** of your contact persons at your home university
- **Posters, pictures** or any other information material from your university and home town for the OUAS students who plan to spend their semester abroad at your school. The IFO might ask you to tell about your university on the study abroad fair or the information evenings for outgoing students at our faculty.
- **Pocket calculator**
- **Electrical adapters** (for sockets, computers/notebooks, etc.)
- **Towels, bed linen** (pillow, duvet, pillowcase, bedcover, sheet), **crockery and cutlery** (not available in your student residence, but can also be bought at reasonable prices in some stores in Osnabrück, e. g. from IKEA)
- **Bicycle and/or biking equipment.** Cycling in Osnabrück is very popular and the quickest form of transportation. You can also hire or buy used bikes here (see also the item „Travelling by bike“).
- **Favourite or typical recipes** from your home country which you might share with your fellow lodgers or the other international students, e. g. on the occasion of the social events organized by the IFO.

**Katharina Hohnec, Slovakia**

I would really love to stay here. Professors are great and lectures are so interesting, and for the first time in my life I enjoy studying!



## 18. Initial formalities upon your arrival

Unless you attend the International Language School German, best arrive in Osnabrück latest one week before the orientation days are held so that you can quickly clear the following steps:

### 1. Open a bank account

**All international students must have an IBAN account in the EU/EEA** to be able to transfer monthly payments from their blocked account, to pay the semester fee, the rent, and the fees for the health insurance. Often monthly payments are directly debited from a bank account or standing orders must be arranged. **It is advisable, especially for non-EU students, to open an online IBAN account already BEFORE you travel to Germany.**

The payment of the semester fee (<https://www.hs-osnabrueck.de/visiting-students-semester-fees>) is an important part of the enrollment process: <https://www.hs-osnabrueck.de/visiting-students-enrollment>. The student ID card (= campus card) will otherwise not be handed out.

**Students who are accommodated in a students' residence of OUAS** have to arrange a standing order for the Housing Service so that the rent will automatically be paid every month from their account. For this purpose, enough money must always be on the account during the first days of the month. You risk dunning charges or the cancellation of your rent agreement if the payment is not effected every month! In case of any query, please ask the Housing Service: [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)

**Students who already have an IBAN account (mostly EU students)** are free to keep on using it in Osnabrück. They 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, mostly non-EU students)** can decide to use an online platform and open an account that enables users to transfer money abroad at a certain exchange rate. Perhaps Wise is an option for you: <https://wise.com/de/>. Please also check if they offer bank cards or payment apps which you might need for paying in the Osnabrück shops.

You can even use that account to transfer the semester fee, the housing deposit, etc. from home before you enter Germany. You can have the online account as your sole account in Germany or decide to open a free bank account with a local German bank once you have arrived.

**If you want to open an IBAN account at a bank in Osnabrück:** In general, the choice of the bank is up to you. Keep in mind that some banks tend to have less cashpoints than others. Best arrange a date with the main branch of a local bank as they are familiar with the situation of international students, e. g. the central branch of Sparkasse at Wittekindstraße 2 - 4. Go there with your buddy.

#### **Don't forget to take the following original documents:**

- personal identity card or passport (incl. visa)
- lessor's/housing certificate of your accommodation in Osnabrück
- tax identification number (TIN), if you are a tax resident in a country outside Germany, i. e. if you have assets or income abroad and must pay taxes on them. If you do not have a TIN, a German tax ID will be generated when you register with the Citizen Center Osnabrück. Afterwards, you are expected to communicate it to your bank.

If available already, but you can also go there without:

- OUAS campus card and/or certificate of enrollment
- registration confirmation from the Residents' Registration Department („Bürgeramt“) at the Citizen Center Osnabrück (CCO)

If a bank refuses you – asking you to register first at the CCO –, try the main branch of a bank or another one.

**Please do not forget to close down the account before you leave at the end of your stay!**

## **2. Pick up your campus card and housing documents**



**International students will receive their campus card (= student ID card) only once they have finished all the steps required for the enrollment** (inter alia: paid the semester fee, cleared the health insurance status).

Afterwards, you can download an **enrollment certificate** („Immatrikulationsbescheinigung“) from the Intranet: <https://intranet.hs-osnabrueck.de> > eCampus > Study Service > My documents.

There, you will also find a **request for payment for the semester fee** („Zahlungsaufforderung“): <https://www.hs-osnabrueck.de/visiting-students-semester-fees>. Wait for it before you transfer the money – cash payment will not be accepted.

**Once the Registrar's Office has received the fee on their account, they will release your campus card and you will be notified by e-mail when and where to pick it up.**

**Next you can activate your public transportation ticket ("Deutschlandsemesterticket") at:**  
<https://hochschulfreun.de/en/services/mobilitaet/semesterticket-rueckerstattung/semesterticket/>

If you cannot find the documents on the Intranet or have any other query in this context, please contact your officer in the Registrar's Office or the ServiceDesk.

The housing documents are handed out by the Housing Service.

#### **ServiceDesk**

Westerberg campus, Albrechtstr. 30

Room: AB 0101A

Phone: (05 41) 969-7100

Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/servicedesk/>

#### **Office hours:**

Mon - Thu 8.00 - 12.00, 13.00 - 17.00

Fri 8.00 - 14.00

#### **Housing Service:**

##### **Kerstin Kramme**

Center for International Mobility (CIM)

Westerberg campus, Albrechtstr. 30

Room: AB 0013

Phone: +49 (0) 5 41/9 69-32 28

Email: [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)

#### **Registrar's Office:**

##### **Ina Müller-Schlicht**

Caprivi campus, Caprivistr. 30 A

Room: CB 0006

Phone: +49 (0) 5 41/9 69-31 42

Email: [i.mueller-schlicht@hs-osnabrueck.de](mailto:i.mueller-schlicht@hs-osnabrueck.de)

We would advise you to get yourself an **International Student Identity Card (ISIC)** before your departure which you can use before you have received your campus card or during the times when it is not valid:  
<https://www.isic.de/home-en/>



### **3. Register at the Citizen Center Osnabrück (CCO)**

#### **Register your address**

**After arrival, every international student is obliged to register at the Residents' Registration Department („Bürgeramt“) to state a local address.**

Please arrange an online appointment for yourself before you go there. Your buddy can help and accompany you.

If you have not found an accommodation by then, you will be requested to state an interim address and to communicate your final address later on. If you are living outside Osnabrück, you must contact the responsible office of that town.

#### **Stadt Osnabrück – Bürgeramt**

Stadthaus 1

Natruper-Tor-Wall 2

49076 Osnabrück

Phone: +49 (0) 5 41/3 23-0

Email: [buergeramt@osnabrueck.de](mailto:buergeramt@osnabrueck.de)

Appointments by phone: +49 (0) 5 41/3 23-33 33

#### **Opening hours:**

Mon 7.30 - 16.00

Tue 8.00 - 18.00

Wed 7.30 - 12.00

Thu 8.00 - 18.00

Fri 7.30 - 12.00

Online appointments:

<https://timeacle.com/booking/company/stadt-osnabrueck/branch/buergeramt-osnabrueck/summary>

(click „Weiter“ at bottom of page to book a date)

How to book an online appointment – see description at:

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/services-for-visiting-students/#c16328453>



### Papers required

- original personal ID card or passport
- copy of personal ID card or passport, incl. all pages with your personal data, entry stamp and previous visas
- lessor's/housing certificate („Wohnungsgeberbestätigung“), either from our Housing Service, if you have booked a room with them, or from your private lessor

### Apply for a residence permit

**New international students, who have entered Germany without a visa or with a visa that does not cover the entire stay, additionally have to apply for their residence permit with the Foreigner's Office („Ausländerbehörde“). OUAS will arrange a group appointment on the campus.** The venue and date will be communicated to you in due time. On a follow-up meeting, you can pick up your residence permit from the Foreigner's Office directly.

**Make sure that you attend these events and that you have prepared all required documents.** Otherwise you must settle your registration at the Foreigners' Department on your own. In the latter case, you can call the Ausländerbehörde or write an e-mail with your full name, date of birth and the purpose of your request.

#### Stadt Osnabrück – Ausländerbehörde

Stadthaus 2, ground floor  
Natruper-Tor-Wall 5  
49076 Osnabrück  
Phone: +49 (0) 5 41/3 23-46 10, -45 00  
Email: [abh@osnabrueck.de](mailto:abh@osnabrueck.de)

#### Opening hours:

Mon + Fri	8.00 - 12.00
Tue	8.00 - 16.00
Thu	8.00 - 17.30

### Papers required

- original personal ID card or passport
- copy of personal ID card or passport, incl. all pages with your personal data, entry stamps and previous visas
- lessor's/housing certificate („Wohnungsgeberbestätigung“), either from our Housing Service, if you have booked a room with them, or from your private lessor
- OUAS certificate of enrollment („Immatrikulationsbescheinigung“) – if not available yet as enrollment process is still ongoing: can also be handed in on the second group meeting.
- written proof of health insurance: If you could not get the health policy yet, first show your travel health insurance or the one you used for your visa application if these are still valid.
- financial declaration: proof of sufficient financial resources: [https://www.study-in-germany.de/en/plan-your-studies/requirements/proof-of-financial-resources\\_27533.php](https://www.study-in-germany.de/en/plan-your-studies/requirements/proof-of-financial-resources_27533.php). This can be a proof of your parents', other relatives' or sponsors' income and assets (e. g. bank statements of the last 3 months), a bank guarantee, a written confirmation of your scholarship or a security payment deposited into a blocked account – see also: <https://www.studying-in-germany.org/germany-blocked-account-foreign-students/#germany-proof-of-financial-resources-checker>  
<https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node/sperrkonto-seite>

**Tip:** **Fintiba** and **expatrio** are companies through which you can obtain a blocked account plus a student health insurance. They will provide you with a proof of funding and health insurance which is required for the visa application.

In individual cases, students might be asked for further documents.



### Follow-up appointment

Once the Foreigners' Department has processed the registrations, there will be a follow-up meeting in their office, ca. two weeks after registration, when you can pick up your residence permit. This will also be coordinated by our university.

### Papers required

- 1 biometric passport photograph
- the fee for the first residence permit: currently 100.00 euros
- the OUAS certificate of enrollment, in case it was not available on the first group meeting.

### Fees for the residence permit

For the first residence permit: up to 1 year: 100.00 euros / more than 1 year: 100.00 euros  
Extension of residence permit: up to 3 months: 96.00 euros / more than 3 months: 93.00 euros

EU students and students obtaining a German grant do not have to pay fees.

### Please keep in mind:

- If you have concluded a German health insurance with a local insurer, don't forget to send them a copy of the CCO registration confirmation. Should they not receive this proof, stating your address in Germany, you will not be insured with them anymore and you will be de-registered by our university.
- You must always have a valid passport/ID (obtainable from the authorities/embassy in your home country) and a valid visa or residence permit during your stay in Germany.
- If you need an extension of your visa or residence permit, please apply for these early before they expire. Otherwise your stay in Germany will become illegal and further costs will arise. Appointments are not available on short notice these days though. But you can keep the deadline for the renewal just by booking an appointment even if your visa or residence permit expire in the meantime.
- Should you change your degree program, your address in Osnabrück or move to another city, the CCO must be informed. Otherwise you can lose your residence permit.
- After the fourth semester, a transcript of records must be submitted for another extension.

**Please do not forget to deregister from the town: Either arrange an appointment with the CCO or go to the webpage [deregistration from Osnabrück](#), at the earliest one week before you leave or latest two weeks after.**

**Students who had a blocked account must submit a copy of their bank card to the Foreigners' Department and ask them for a letter confirming the deregistration to be able to close the account.**

## 4. Non-EU students: local address and bank details for German health insurer

Unless you possess a European Health Insurance Card (EHIC) or any other document exempting you from the insurance duty in Germany, and if you had to buy a **German health insurance**, please do not forget to provide the company with your local address and your bank account details. Otherwise, you won't get your insurance card from them which you will need when consulting a doctor, collecting e-prescriptions from pharmacies, etc. Moreover, you risk the cancellation of your German policy.

## 19. Campus card – public transportation ticket

### 19.1 Campus card



The student ID card (= campus card) and the enrollment certification will be available after all required steps for the enrollment at the Faculty of Business Management and Social Sciences (BMSS) have been completed.

**Exchange, dual degree and freemover students** can pick up their campus card from the ServiceDesk of OUAS ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)) in building AB, but **ONLY AFTER** they were notified by e-mail. The enrollment certificate can be downloaded from our Intranet.

You should always carry the campus card with you as it documents your student status. Only then you can profit from any price reductions connected with this card. The campus card is non-transferable, i. e. it may not be given to other persons and may only be used by yourself! You must show your card when asked by the conductors in the buses and trains. **Please, do not alter the card in any way as it becomes invalid then!**

If your campus card contains any wrong information and you want to have a replacement, please contact:

#### ServiceDesk

AB building, room AB 0101A  
Westerberg campus, Albrechtstr. 30

Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Phone: (05 41) 9 69-71 00

Internet: <https://www.hs-osnabrueck.de/en/servicedesk/>

#### Office hours:

Mon - Thu	8.00 - 12.00, 13.00 - 17.00
Fri	8.00 - 14.00

#### Period of validity

The campus card is only valid from the first until the last day of the semester in which you are enrolled at the faculty BMSS. The semester dates are as follows:

**Winter semester: September 1 to February 28/29**

**Summer semester: March 1 to August 31**

**Outside these periods, you may NOT use it for any of its functions, e. g. as a meal card for eating at student prices in the canteens.**

We would advise you to get yourself an **International Student Identity Card (ISIC)** before your departure which you can use before you have received your campus card or during the times when it is not valid: <https://www.isic.de/home-en/>. The ISIC is also recommended if you come to us as a **visiting scientist** who may not be enrolled at our university and thus cannot obtain a campus card from us.

Do not forget to update your card at the beginning of the semester. One validation station can be found on the Westerberg campus in building AB, left next to the ServiceDesk.

#### Functions

The campus card offers you the following options (see also: <https://www.hs-osnabrueck.de/en/servicedesk/campuscard/#c8261070>):

- **Visual student ID card**

As the campus card bears your photograph, you can use it as your student ID card. You do not need another personal ID document to prove your student status (e. g. for examinations or on other occasions).

- **Payment card for student canteens ("Mensa") and cafeterias of OUAS and University of Osnabrück**

You can use your campus card to pay your meals and drinks, cashless. You can recharge your card e. g. in the Mensa building on the Westerberg campus. The maximum amount for one recharge is 50 Euro. The recharger accepts bank notes with 5, 10, 20 and 50 euros, but cannot change or pay out money. The limit of your card is 75 Euro. If you do not need your card any longer, e. g. because you will be leaving home, and if you want to get back the remaining credit balance of your card, go to one of the cafeterias where it can be paid out to you (best not during the peak times though).

- **Printing and copy card**

When you have charged your campus card with money at one of the terminals in the buildings of the student restaurants or library, you can also use it as a printing and copy card at the copy machines of our university.

- **Library card**

The reverse side of your campus card comprises your library bar code. After registration of the code in the library, you can borrow books and reserve these online, pay fees or purchase library articles.

- **Cultural ticket**

Free entrance to museums and extra events plus a theater flatrate have been arranged by the Students' Committee AStA: <https://hochschulfreun.de/en/services/kulturticket/>. For this option you must identify yourself with your campus card plus a photo ID card.

## Loss of campus card

Should you need a **replacement of your campus card**, please contact or go to the ServiceDesk ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)) in building AB and state your OUAS registration number („Matrikelnummer“). Their full contact details and office hours are given above.

In case of abuse, damage, loss or theft, you will have to pay a fee for the issue of a new card though. Also be aware that a new campus card cannot be handed out to you immediately. It will surely take a certain time until the new one will be available. It is similar to a credit or insurance card, so please keep an eye on it and try to avoid losing it by all means. Lost or stolen cards can also be blocked by the ServiceDesk, but please make sure that you really do not have your card anymore as the blocking is laborious and expensive.



Should you have **lost further important documents or other belongings**, you should not forget the following:

- personal ID card, passport: Apply for a provisional or new one with the responsible authority/embassy of your home country.
- bank/credit cards: Inform your bank or call them so that your cards get blocked and nobody else can misuse them.

Ask the staff in the following offices if your lost documents or objects have already been found. Should you need help, ask your buddy to assist you.

- Dean's Office of the faculty BMSS: CB building, room CB 0214
- Caretakers of Caprivi campus: CB building, room CB -0102
- General Students' Committee AStA: AE building, Barbarastr. 7 A
- Osnabrück Lost and Found Office: Stadthaus 1, Natruper-Tor-Wall 2, 49076 Osnabrück, phone: (05 41) 3 23-24 23, [fundbuero@osnabrueck.de](mailto:fundbuero@osnabrueck.de)

Opening times:

Mon to Tue: 8.00 - 12.30 and 13.30 - 16.00

Wed, Fri: 8.00 - 12.00

Thu: 8.00 - 12.30 and 13.30 - 17.30

Online search: <https://fundbuero.osnabrueck.de/fundbuer>



## 19.2 Public transportation ticket: Deutschlandsemesterticket



The **semester fee**, which all students of our university have to pay in every term to be enrolled, includes a **digital public transportation ticket**, also called "**Deutschlandsemesterticket**".

**This ticket enables you to use regional RE/RB trains, buses, trams, subways, etc. all over Germany without buying an extra ticket. You may not take the long-distance traffic of Deutsche Bahn (IC, EC, ICE) or the Flixbuses/buses.**

More details are given on the Deutsche Bahn webpage (see also FAQ on which trains or other public transport the ticket may be used):

[https://int.bahn.de/en/offers/regional/deutschland-ticket?dbkanal\\_007=teaserBlock\\_2-1\\_button\\_Deutschlandticket](https://int.bahn.de/en/offers/regional/deutschland-ticket?dbkanal_007=teaserBlock_2-1_button_Deutschlandticket)

Our students are getting a discount on the regular price which can only be realized if all students pay in solidarity, i. e. you cannot refuse to pay the ticket. **Outside the semester period, you must buy bus and train tickets. The semester ticket is only valid as long as you are enrolled.**

**After our Registrar's Office has received the semester fee from you on their account, they will release your campus card. You will get an e-mail from the ServiceDesk when and where to pick up the card and how to activate your "Deutschlandsemesterticket" at:**

<https://hochschulfreun.de/en/services/mobilitaet/semesterticket-rueckerstattung/semesterticket/>

Best save it in the wallet of your cell phone so that you can also use it offline.

For the time of the International Winter/Summer Language Schools German, you can get reduced bus tickets from the Center for International Mobility (CIM): [intensive-german@hs-osnabrueck.de](mailto:intensive-german@hs-osnabrueck.de)

**Bus line network Osnabrück:** <https://www.stadtwerke-osnabrueck.de/mobilitaet/bus/fahrplanauskunft>

**Train schedules:** <https://int.bahn.de/en>

### Refund of public transportation ticket

Students who will not make use of the public transportation ticket as they will be not be in Germany for at least 120 days in a row – e. g. because of an internship, a retake or writing the thesis in their home country –, can apply for a **reimbursement of the ticket price** with the Students' Committee AStA via: <https://hochschulfreun.de/en/services/mobilitaet/semesterticket-rueckerstattung/rueckerstattung/>.

**But only within the stated periods!**

Further details on the semester ticket is available on the AStA webpage:

<https://hochschulfreun.de/en/services/mobilitaet/semesterticket-rueckerstattung/semesterticket/>

Contact: [mobilitaet@hochschulfreun.de](mailto:mobilitaet@hochschulfreun.de) or [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de)

## 20. Orientation days



In the week before the classes begin, the International Faculty Office (IFO) wants to give all international study beginners a warm welcome at the Faculty of Business Management and Social Sciences (BMSS). During the orientation days, we will introduce you to our university and service centers, show you the campuses and clear some registration processes with you. Moreover, the „meet and greet“ event is a good opportunity to get to know the other international students and their buddies: <https://www.hs-osnabrueck.de/wiso-incoming-orientation-days>

The program of the orientation days can slightly vary every semester. The itinerary with the exact dates for the upcoming semester will be e-mailed by the IFO shortly before the semester begins. The dates of the future orientation days can be gathered from the academic calendars:

<https://www.hs-osnabrueck.de/wiso-incoming-academic-calendars>

## 21. Academic studies

### 21.1 Academic calendar (semester dates)



The **current academic calendar** of our faculty with all relevant term dates can always be gathered from: <https://www.hs-osnabrueck.de/wiso-incoming-academic-calendars>

Visiting students are expected not to miss any of the classes during the lecture period and may leave OUAS once they have taken their last examination. That means you do not have to stay at our university until the end of the semester breaks, but you are welcome to do so, unless you have other plans of course. Return tickets shall not be booked though before the examination dates have been announced and securely confirmed.

### 21.2 Course catalog for visiting students

Visiting students may select from a large variety of lectures that are offered at the Faculty of Business Management and Social Sciences every semester. Even though you will be enrolled in a specific degree program, you may choose modules from different Bachelor and Master programs and combine these with language modules. You can design your own timetable according to your individual needs and interests, i. e. you will not get completed schedules from the IFO.



**Course catalog, module requirements/descriptions, workload, learning agreement:**

<https://www.hs-osnabrueck.de/wiso-incoming-course-catalog>

## 21.3 Intranet of OUAS

The university Intranet is one of the main tools for enrolled students to manage their personal study profile and to get information on various faculty processes.

**All student services around your individual study organization – such as module/exam registration, timetables, transcripts, enrollment certificates etc. – can be found under “eCampus”.**

Every student will obtain an e-mail account from our university for which the address is composed as follows:

**firstname.surname@hs-osnabrueck.de.** If you have more than one first name, only the first one will be indicated.

If your first names are hyphenated, your e-mail address will be:  
**firstname-secondfirstname.surname@hs-osnabrueck.de**

In case you have several surnames, they will be hyphenated:  
**firstname.surname-secondsurname@hs-osnabrueck.de**

**All general information and official notifications from OUAS and our teachers will be sent to this address. Thus you should check this mailbox regularly.**



### How to log in

Direct link: <https://intranet.hs-osnabrueck.de>  
Access is only granted to students whose enrollment process has already been started by the Registrar's Office.

Enter your OUAS user ID („Benutzername“) and your password which will be e-mailed to you by our ServiceDesk ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)). Contact them if you still miss your log-in data shortly before the orientation days or lecture periods begin.

In case of **technical or log-in problems**, contact the **ServiceDesk**: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

### Information desk of the International Faculty Office (IFO)

At the Faculty of Business Management and Social Sciences (German acronym: WiSo), enrolled visiting students can find important information on various study processes and regulations on the Intranet in a section called „Information desk“. Our IFO there provides instructions and background information on the structure of the Bachelor and Master lectures as well as on the registration for the modules, courses, block week events and exams, incl. the exam schedules:

<https://intranet.hs-osnabrueck.de/en/infothek/fakultaet-wiso/international/incoming-visiting-students/>

### Information desk of the Center for International Students (CIS)

The CIS runs a separate page for the international students of the entire university providing interesting information on various topics, such as funding or video competitions, at:

<https://intranet.hs-osnabrueck.de/en/infothek/international/>

## 21.4 Digital learning platform ILIAS



**ILIAS** is the digital learning platform where the students – after having been fully enrolled and having successfully signed up for their courses on the Intranet/eCampus – interact with their teachers and the students of their study group in the virtual classrooms, download documents/exercises, upload own documents, receive news/announcements from the teachers.

Direct link: <https://lms.hs-osnabrueck.de>  
The log-in data is the same as for the Intranet.

Further details: <https://wiki.hs-osnabrueck.de/display/public/SDKB/ILIAS+FAQ>  
[https://lms.hs-osnabrueck.de/ilias.php?baseClass=ilrepositorygui&ref\\_id=6020](https://lms.hs-osnabrueck.de/ilias.php?baseClass=ilrepositorygui&ref_id=6020)

## 22. Everyday student life

### 22.1 Study and IT facilities

#### Computer classrooms, self-study areas, Caprivi lounge, staff mail boxes

For details on the **computer classrooms and self-study areas** at the Faculty of Business Management and Social Sciences, please check:

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/organisational-structure/wiso-it/lecture-rooms-and-learning-zones/>



These facilities are usually accessible from Mon - Fri 7.00 - 20.00 and can also be used for self-study purposes outside lecture times. The **CN building** can be entered from Mon - Fri 7.30 - 20.00, Sat 8.00 - 15.00. All you need for using the computers is your OÜAS user ID and password.

**Further workstations with Internet access** are available in the CD building (under roof). **Self-study areas can be found** in the buildings CL (incl. breastfeeding/playroom for children) and SL and in the library on the Westerberg campus.

If you need a place for relaxation inbetween your classes, you can check out the room of mindfulness ("Raum der Achtsamkeit", SL 0220) or the **Caprivi Lounge (CaLo)** in building CK on the Caprivi campus where you can read freely accessible books, newspapers, and journals or talk to other students in a cozy atmosphere. It is also a venue for any kind of cultural events, such as cinema evenings: <https://www.unifilm.de/studentenkinos/Osnabrueck>

**Mail boxes of the staff and teachers** can be found in the buildings CN, CB, CF, CH (ground floors).

### 22.2 Internet access: Wi-Fi / WLAN

If you use a notebook or smartphone on our campuses, you have **free Wi-Fi access** in many places and buildings of our university. In Germany, we call it **wireless LAN (WLAN)**. The name of our university's network is „**eduroam**” (Education Roaming):

<https://wiki.hs-osnabrueck.de/display/public/SDKB/WLAN+%28eduroam%29%3A+allgemeine+Infos>



It is a worldwide network of universities and research institutions. If you use eduroam already at your home university, you should be able to log in automatically here with us. Otherwise, you can log in with your **OUAS user identification** after starting an Internet browser:

- **username**@hs-osnabrueck.de (not your e-mail address!)
- your password

In the learning areas SB, SL and CL, you cannot only use Wi-Fi, but also the Internet ports if you bring your own network cable. You will need your OUAS user identification there, too. Further details:

<https://www.hs-osnabrueck.de/en/servicedesk/wifi-eduroam/>

If you have any query or need assistance, please ask your buddy or directly the ServiceDesk team for help:  
<https://www.hs-osnabrueck.de/en/servicedesk/>

## 22.3 Registrar's Office

The Registrar's Office is a central department that is in charge of the admission, enrollment and examination processes. They issue enrollment and and deregistration certificates, help you with your exam registration, if you face any problem there, and they provide the final results by publishing the grades and credits on the Intranet/eCampus and by issuing and posting the study abroad certificates to your home universities. The responsible officer for visiting and dual degree students is:

### Ina Müller-Schlicht

Caprivi campus, Caprivistr. 30 A

Room: CB 0006

Phone: (05 41) 9 69-31 42

Email: [i.mueller-schlicht@hs-osnabrueck.de](mailto:i.mueller-schlicht@hs-osnabrueck.de)

### Office hours

Tue, Thu, Fri 9.30 - 12.00

## 22.4 ServiceDesk and IT Services (BMSS)

Support with Intranet, Wi-Fi, ILIAS, user ID/password, OUAS e-mail address, campus card, technical problems:

### ServiceDesk

Westerberg campus, Albrechtstr. 30

Room: AB 0101A

Phone: (05 41) 969-71 00

Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/servicedesk/>

### Office hours:

Mon - Thu 8.00 - 12.00, 13.00 - 17.00

Fri 8.00 - 14.00

Support and advice on e-learning at our faculty (e. g. empirical research projects, video conferences), contact:

### Erling Henze

#### IT Services – Faculty of Business Management and Social Sciences (BMSS)

Caprivi campus, Caprivistr. 30 A

Room: CF 0108A

Phone: (05 41) 9 69-20 07

Email: [e.henze@hs-osnabrueck.de](mailto:e.henze@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/organisational-structure/wiso-it/>

## 22.5 Copy, print and scanner services

**Copying machines, including a printing and scanning function as well as lockers**, are available in CN 0055 (further lockers in CD under roof) and CN 0111 on the Caprivi campus. Your campus card is not only your student ID card, but also a copy and print card. It first needs to be charged with money at one of the terminals in the buildings of the student restaurants or library. Always make sure that your card has enough credit before you start any print or copy job.

You can use e. g. **the computers in the electronic classrooms** in the CN or CD building. Choose a printer and enter your OUAS username („*Benutzername*“) and password („*Passwort*“ or „*Kennwort*“) at one of the PC's. When you go to one of the printers/copiers, put your campus card into the card reader, choose the printing mode and the document you want to be printed. Alternatively, you can print from a memory stick. Finish the print job to get your campus card back.

Best ask your buddy to test the printing and copying procedure once with you so that you know how it works. Any questions or problems? Ask the ServiceDesk in the AB building (contact details: see above).

For **printing, binding, and copying** large documents students can also go to:

### „Fachschaft WiSo“ – Faculty's Student Council

CF building, Caprivi campus, room CF -0108

Email: [wiso@hochschulfreun.de](mailto:wiso@hochschulfreun.de)

Internet: <https://hochschulfreun.de/wir/fachschaftsraete/fachschaftsrat-wiso/>

### „AStA“ – General Students' Committee

AE building, Westerberg campus or

CK building, Caprivi lounge CaLo, Caprivi campus

Email: [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de)

Internet: <https://hochschulfreun.de/wir/asta/>

Further **computers, copiers and scanners** are available in the library on the Westerberg campus.

## 22.6 Libraries

The library of OUAS is one of the five best in Germany and has been ranked top in a national comparison in three categories: service offers, usability/customer orientation and cost effectiveness/efficiency. With your campus card, you can borrow books and reserve these online, pay fees and buy articles from the library. Books or other material on loan must be returned or the loan period must be renewed within the given period, otherwise reminder fees will become due from the first reminder on.

At the beginning of each semester, the library offers guided tours in German and English for an easier orientation. You can also ask your buddy or the library staff for assistance or watch their online tutorial.



### Zentralbibliothek Westerberg

Nelson-Mandela-Platz 1

Westerberg campus, 49076 Osnabrück

Phone: +49 (0) 5 41/9 69-29 31

Email: [bibinfow@hs-osnabrueck.de](mailto:bibinfow@hs-osnabrueck.de)

Internet: <https://www.bib.hs-osnabrueck.de/en/>

<https://www.bib.hs-osnabrueck.de/en/for-beginners/>

### Opening hours:

Mo - Fri 09.00 - 22.00

Sat 10.00 - 18.00

The opening hours refer to the lecture periods, they may vary during the semester breaks in February and July/August. Information about different opening hours during these months are posted in the library or on their website.

Students of OUAS can also borrow books from the University of Osnabrück. The link to their website is: <http://www.ub.uni-osnabrueck.de>

**Don't forget to return all books that you have borrowed from the libraries before you leave Germany! Otherwise you will have to pay for these and reminder fees will also incur.**

### Roberto Mata, Mexico

Life in Germany was all about sticking to the habits in the society and adapting. I learned to use my independence and the control needed in every day aspect. Personally, I found it easy to adapt. What proved to be more difficult was the self-control and management of time.

Experiencing life alone makes you more mature, aware of the privilege we actually have when we are back at home. It's a fact, there is so much more to do when being alone but the reward for all of this is the complete independence of what you can do with the rest of your time and, of course, choosing how to live. It was an experience that I would never change over anything and it was even better than I actually expected.



## 23. AStA – General Students' Committee

AStA is the „Allgemeine Studierenden-Ausschuss“ and stands for the student representation. AStA is the executive power and takes care of the student administration. AStA represents all students and consists of several representatives. Each representative takes care of specific tasks. AStA offers you assistance with social problems, BAFÖG applications, loans, your international student ID card, printing of scripts, rental of technical equipment, and much more. Even if they have no answer for your request, they will try to give you advices where to look for solutions.

### AStA Campus Westerberg

Building AE

Barbarastr. 7 A

49076 Osnabrück

Phone: +49 (0) 5 41/9 69-21 18

Email: [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de)

Internet: <https://hochschulfreun.de/wir/asta/>

### Legal advice

AStA also offers free legal advice. It is professional help that you get from AStA representatives if you have problems with accommodation allowances, lessors, labour legislation, accidents/ damages to other persons and/or their belongings, etc. Go to the AStA of the University of Osnabrück, Alte Münze 12. Check their consultation hours on the Internet (come early so that you have a chance to talk about your case on the given dates): <https://www.asta.uni-osnabrueck.de/service/rechtsberatung>



### AStA shop (LMR: stationery items at low prices)

Another service provided is the AStA store for study material where you can inexpensively buy: folders, pens, paper, calculators, etc. For their exact range of products, go to their local campus stores – the opening times can vary every semester:

Campus Westerberg: building AE

Email: [shop@hochschulfreun.de](mailto:shop@hochschulfreun.de)

Opening times: <https://hochschulfreun.de/services/asta-shop/>

## 24. Online university campus store

You would like to have any memorabilia of your time in Osnabrück? Sweatshirts, T-shirts and a number of small items with our university logo can be bought in the online campus store:

<https://www.campusstore-hs-osnabrueck.de>



## 25. Extracurricular activities and associations

### wiconnect e.V.

wiconnect is the alumni association of the Faculty of Business Management and Social Sciences at OUAS. In cooperation with the professors and employees wiconnect lobbies for students' interests and engages in the improvement of the conditions in teaching and research. An extensive seminar program which is offered not only for members but for all students and employees, covers many interesting topics and aims to improve the skills and abilities of the participants. Members of wiconnect pay reduced seminar fees. For additional details please contact or go to:

[alumni-wiconnect@hs-osnabrueck.de](mailto:alumni-wiconnect@hs-osnabrueck.de), <https://www.hs-osnabrueck.de/alumninetzwerk-wiconnect/>

### Fachschaft WiSo – Student Council



The „Fachschaft“ is a student body and represents the interests of all students of a faculty. Besides participating in different boards they also help students having questions regarding studies, they organize parties, print scripts, provide you with previous examinations, organize the exchange of books, help new students to orient themselves in the beginning and many other things. If you want to join them or if you want to know more about their activities please have a look at their webpages:

<https://hochschulfreun.de/wir/fachschaftsraete/fachschaftsrat-wiso/>

## Explore Germany

Discover Germany's history, culture, nature and mentality by joining the cultural program for international students offered by Explore Germany. Connect to other international and German students while participating in day trips to big German cities (e. g. Hamburg, Cologne or Munich), theatre visits, sightseeing in Osnabrück, etc. Read more at: <https://www.hs-osnabrueck.de/en/explore-germany/>



## STUDENTOP e.V.



STUDENTOP offers students of all faculties the opportunity to put their theoretical knowledge into practice. After having completed an interesting training program, the students themselves run a consulting business and develop individual solutions and concepts for interested companies. Further information is available at: <https://www.studentop.de/>

## SNEEP



SNEEP is an interdisciplinary student network for ethics in economics and practice in Germany. They organize related events and help finding internships/jobs. Should you be interested in a sustainable economy, business ethics and social responsibility of enterprises or if you want to contribute to the work of SNEEP, visit: <https://www.sneep.info>

## AIESEC



AIESEC, the world's largest student organization, is an international platform for young people to discover and develop their potential so as to have a positive impact on society. By providing leadership positions, delivering conferences and running an exchange program, students and graduates are enabled to live and work in another country. There are also projects organized to which foreign students are invited to join. If you are interested in getting involved, more details can be found at: <https://www.aiesec.de>

## AECEE



AECEE is an international, politically and confessionally independent non-profit student organization with members throughout Europe. Students of all faculties are welcome to produce their own ideas how international understanding, cultural exchange and cross-border friendships can be furthered. Therefore local as well as Europe-wide events are organized. Besides having a lot of fun, your language, organizing and project management skills are developed. For more information go to: <https://www.asta.uni-osnabrueck.de/initiativen/aegee>

## Fernando Sánchez, Mexico

The facilities in Osnabrück are advanced, both in terms of the infrastructure and the technology. I always felt comfortable and equipped in any university facility. I made use of the library most of the time during the exam period as it is made for an ideal study location.



## 26. Center for International Students (CIS)

The aim of the **Center for International Students (CIS)** is to foster the internationalization at our university and to support the international degree-seeking students within their whole student life cycle, before they apply for one of our degree programs to attain a degree of OUAS and after they have been admitted and enrolled by us. The CIS provides individual counseling and information tailored to the students' special needs. Moreover, they are also coordinating the offers for refugees and the German language courses, the SOS social fund for students in financial need as well as the Friend Family Program.

### **Center for International Students (CIS)**

Albrechtstr. 30, Westerberg campus, building AB

49076 Osnabrück

Room: AB 0010, AB 0011

Phone: +49 (0) 5 41/9 69-30 45, -31 85

Email: [international@hs-osnabrueck.de](mailto:international@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-students/>



## 27. Center for International Mobility (CIM)

The **Center for International Mobility (CIM)** is dealing with all incoming and outgoing mobility issues and with the partnership agreements of our university. They provide multifaceted services to students, staff and teachers: advice and support on scholarships or other sources of financing, housing facilities, the International Winter/Summer Language Schools German, the International Summer University and further summer programs as well as the international cultural program Explore Germany. The CIM and the CIS should not be mistaken for the International Faculty Office (IFO) which is a separate service unit of the Faculty of Business Management and Social Sciences.

### **Center for International Mobility (CIM)**

Albrechtstr. 30, Westerberg campus, building AB

49009 Osnabrück

Room: AB 0002A - AB 0016

Phone: +49 (0) 5 41/9 69-75 12, -39 79, -29 35, -29 88, -29 66

Email: [cim@hs-osnabrueck.de](mailto:cim@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-mobility/>

### **27.1 International Summer University (ISU)**

The International Summer University is a three-week program in July/August taught in English. The courses on offer deal with heterogeneous issues on global management, marketing, economics, social and health sciences. The courses shall be combined with a German language class and an intercultural workshop. Company visits, study trips (e. g. to Berlin and cities nearby) and cultural events complete the program. For further details, visit the ISU homepage or contact:

### **Alina Musielak**

ISU coordinator

Albrechtstr. 30, Westerberg campus

49076 Osnabrück

Room: AB 0002A

Phone: +49 (0) 5 41/9 69-29 88

Email: [isu@hs-osnabrueck.de](mailto:isu@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/international-summer-university>

## **28. China Competence Center**



**HJC** hochschulzentrum china  
德国奥斯纳布吕克应用科学大学  
对华高等教育中心  
eine initiative der hochschule osnabrück

The **China Competence Center** (Hochschulzentrum China – HJC) is coordinating all the activities with a Chinese context at OUAS. They are not only cultivating the relations to partner universities, companies and institutions in China and in the Osnabrück region but also counseling Chinese universities in setting up application-oriented educational structures.

Apart from research and teaching collaborations, the center also is a service institution for all German students who want to go to China and for all Chinese students while they are studying in Osnabrück. They organize intercultural workshops and Chinese language courses as well as various cultural events.

### **Dr. Xuanhong Kus-Guo**

CCC coordinator

Caprivistr. 30 A, Caprivi campus

49076 Osnabrück

Room: CB 0208A

Phone: +49 (0) 5 41/9 69-30 85

Email: [x.kus-guo@hs-osnabrueck.de](mailto:x.kus-guo@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/de/hjc/>



## **29. Learning Center and Career Services**

### **29.1 Learning Center**

The Learning Center is a service institution for all enrolled students of OUAS. Students are supported to master their studies in a more successful and contented way and to gain competencies exceeding by far the contents taught in the regular lectures. They offer individual counseling on learning, trainings, special seminars as well as a toolbox with helpful worksheets, texts and methods to optimize your way of learning and thinking. All seminars are held by experienced trainers and are designed that way that the students can test as much as possible themselves and transfer the learned techniques to their everyday student life.

Phone: (05 41) 9 69-72 00

Email: [learningcenter@hs-osnabrueck.de](mailto:learningcenter@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/learningcenter/>  
<https://www.hs-osnabrueck.de/learningcenter/fuer-studierende/>

Individual counseling for your learning progress or study success:

**Henning Czech**

Room: CE 0001

Phone: (05 41) 9 69-22 99

Email: [h.czech@hs-osnabrueck.de](mailto:h.czech@hs-osnabrueck.de)



## 29.2 Career Services

The Career Services are associated with the Learning Center:

<https://www.hs-osnabrueck.de/de/career-services/>.

They support all students and graduates of OUAS to prepare them for their future business life and to plan their individual careers. The aim is to facilitate the transition from study to professional life.

This service center has connections to various enterprises in the Osnabrück area and regularly receives internship and job offers from companies in Osnabrück and throughout Germany which can be gathered from the job portal "PRAXIKO": <https://www.hs-osnabrueck.de/praxiko/>

### Sarfraz Mahomed, South Africa

The semester was well organized and the orientation program was very helpful. The courses I took were very interesting and the teachers were well prepared and acknowledged the diversity of their lectures when holding classes. The teaching methods encouraged critical thinking and participation. The facilities are excellent. I have benefitted from the courses I have taken, whereby the new knowledge I have gained illustrates a more European line of thinking which I can always refer back to when making decisions in the workplace or in my future studies.



## 30. Living in Osnabrück

### 30.1 Student restaurants and cafeterias



Besides some vending machines on the campuses which satisfy your needs for a quick snack or drink, inexpensive lunch is available at the student canteens („Mensa“) and cafeterias/bistros of the Osnabrück Universities. Prices are reduced for students: approx. 2.00 to 4.00 euros daily. On the Westerberg campus, you can even find an ice-cream parlor. All these facilities are run by the Student Services and have been awarded with various prizes during the past years.

The opening hours in general are aligned with the lecture periods. They vary during the semester breaks in February and July/August, some facilities even close completely then. Check the locations, opening times and menus of the single dining halls at:

Dining halls: <https://www.studentenwerk-osnabrueck.de/en/food/dining-halls-cafeterias.html>

Menus: <https://www.studentenwerk-osnabrueck.de/en/food/menus.html>

## 30.2 Food stores

### Supermarkets

Supermarkets offer a large range of products at reasonable prices. Each city district has a supermarket. Comparing prices takes some time but may be worth it. Supermarkets often have special offers. You can buy particularly reasonably-priced food in the discount markets. They neither offer a large range of products nor brand names but the quality is nevertheless good. Supermarkets do not generally accept credit cards but most of them Eurocheque Cards (EC = electronic cash). The least expensive supermarkets in Osnabrück usually are ALDI, PLUS, LIDL, and PENNY, more expensive ones are: REWE, Edeka, allfrisch – just to name a few.

By the way: Tap water in Germany is well-controlled drinking water and of high quality. And often cheaper than mineral water from supermarkets. Still, it can cause diarrhea for students from some countries at the beginning of their stay. Therefore, you should check carefully whether your stomach tolerates tap water.



### Weekly markets

Do you really like and value fresh fruit and vegetables? Then you will find everything to suit your taste at the weekly markets. In most cases, farmers set up their stalls in the town center on the market square or a car park. They sell farm produce from the region, as well as imported goods, such as exotic fruits. Markets are held on several days a week. In Osnabrück the biggest weekly market takes place each Saturday morning next to the cathedral (it closes at 1 p.m.). Further markets are held on Tuesday afternoons in front of the St. John Church („Johanniskirche“) and Thursday mornings at the „Ledenhof“, opposite to the castle of Osnabrück.

### International stores

Perhaps you are planning to cook a specialty from your home country for your fellow students and cannot find everything you need in the supermarket. A wealth of international food stores stock imported goods from all parts of the world. In Osnabrück, there are supermarkets with products from the following regions/countries:

- Russian supermarkets
- Asian supermarkets
- Turkish supermarkets
- Italian wholesaler
- French wine-market
- African food market

Ask your buddy and international students who have been in Osnabrück for some time for recommendations.



### Health-food stores

Stores selling particularly healthy foods and a number of other organic products go by the name of „Bioladen“, „Bio-Supermarkt“, „Grüner Laden“, or „Reformhaus“ in Germany. That means that the fruits and vegetables from these stores were produced without pesticides and are not genetically modified. All bread and cake products were made with wholemeal flour. The meat and eggs come from farms where the animals are kept in a way appropriate to the species, which means that e. g. the chickens were not kept in coops or cages, but all this comes at a price. Cheaper organic goods can now also be found in some supermarkets. You can recognize these products by a green, octagonal bio seal awarded in accordance with the EEC Council Regulation on Organic Agricultural Produce.

## Opening times

### Mondays to Saturdays

Store opening hours are different at different places. In large cities, stores will open up sometime between 6.00 and 10.00 in the morning during the week and close between 16.00 and 24.00. In the countryside or in more remote parts of the towns, stores might already close earlier. Stores in small towns can be expected to close at lunch time, from around 12.00 to 15.00 (almost like the siesta in Spain).



### Sundays and holidays

Generally, stores are closed on Sundays and so, the city center is quiet on most Sundays. But there are some exceptions to the rule:

On four special Sundays all stores are allowed to open for five hours („verkaufsoffener Sonntag“). Watch out for posters announcing these events.

Bakeries are open on Sunday mornings, so you can always buy fresh rolls and bread. Also, pastry stores and flower stores are open on Sundays, too.

But what if you urgently need something else? Gas stations, stores inside railway stations, airports and ferry ports as well as snack bars are the only places that will be able to help out. You can buy food, drinks, small items and newspapers outside of normal opening hours, although at an excessively high price.

## 30.3 How to pay

### Cash

Although „plastic money“ is becoming more and more accepted, cash still is a common payment method in Germany. You can exchange cash from your home country into euros around the clock at cash machines in the city.

### Electronic cash with bank cards/smartphone/smartwatch

These days, you can also pay easily and almost everywhere by bank card, or even with your smartphone or smartwatch. You need to present your card/phone/watch at the pay desk and sometimes you are additionally asked for your signature or your PIN. The sum will be immediately debited from your account.



### Credit cards

Of course, you can pay larger sums worldwide with all well-known credit cards. The door of the store in question will have a sticker showing which credit cards are accepted. You can also draw cash with your credit card from cash dispensers/ATMs, if you have a PIN. But you will have to pay high charges for this service.

### Cash card („Geldkarte“)

The cash card is a bank card with a chip on it that can be loaded at terminals. You must have a current account at a bank if you want to use this electronic wallet. However, the „Geldkarte“ has failed to properly assert itself amongst many retailers.

### 30.4 Lost and found

If students have lost or found something, they should contact the city's Lost Property Office:



#### Fundbüro – Lost Property Office

Stadthaus 1  
Natruper-Tor-Wall 2  
49076 Osnabrück  
Phone: (05 41) 3 23-24 23  
Email: [fundbuero@osnabrueck.de](mailto:fundbuero@osnabrueck.de)  
Online search: <https://fundbuero.osnabrueck.de/fundbuer>

#### Opening times:

Mon to Tue: 8.00 - 12.30 and 13.30 - 16.00  
Wed, Fri: 8.00 - 12.00  
Thu: 8.00 - 12.30 and 13.30 - 17.30

#### Or at OUAS:

- Dean's Office of the faculty BMSS: CB building, room CB 0214
- Caprivi bistro: CM building
- Caretakers of Caprivi campus: CB building, room CB -0102
- General Students' Committee AStA: AE building, Barbarastr. 7 A

### 30.5 Public transport

With your public transportation ticket (Deutschlandticket), you may use the Osnabrück public transport network without having to buy an extra ticket. It is run by Stadtwerke Osnabrück. You can find their service center in the city center:

#### Mobilitätszentrale der Stadtwerke

Neumarkt 9 - 10  
49074 Osnabrück

Phone: (05 41) 2002-2211

Email: [mobilitaetszentrale@stw-os.de](mailto:mobilitaetszentrale@stw-os.de)

Internet: <https://www.stadtwerke-osnabrueck.de/privatkunden.html> – click „Mobilität“

#### Office hours:

Mon - Fri 8.00 - 18.00  
Sat 10.00 - 13.00

Information on **train tickets, prices and connections** are available at the **central station** (Theodor-Heuss-Platz), in most travel agencies, and on the Internet at: <https://www.bahn.de>

#### Sara Lopez, Spain

I would like to thank everyone involved in making this unforgettable experience a reality, from the tutors for always being willing to assist or just being an awesome friend. The lecturers for being so good at what they do, caring about all their students and making me feel welcome and valued. A big thank you to the international and housing department for being so efficient and friendly. This experience has broadened my outlook on life. Before this journey it seemed working abroad would be unreachable but now I believe anything is possible.



## 30.6 Bicycles



### Bike hiring

#### Radstation Osnabrück Hauptbahnhof (main train station Osnabrück)

Guarding, hire, repair/washing service

Theodor-Heuß-Platz 10

49074 Osnabrück

Phone: (05 41) 80 06 70 65

Email: [info@radstation-osnabrueck.de](mailto:info@radstation-osnabrueck.de)

Internet: <https://www.radstation-osnabrueck.de/>

#### Opening hours:

Mon - Fri 5.00 - 23.00

Sat + Sun 7.00 - 23.00

### Second-hand bikes



#### Möwe gGmbH

Repair service, sale

Hauswörmannsweg 88

49080 Osnabrück

Phone: (05 41) 50 68 8

Internet: <http://www.moewe-osnabrueck.de>

#### Opening hours:

Mon - Fri 9.00 - 18.00

Sat 9.30 - 14.00

#### Möwe gGmbH

Repair service, sale

Johannisstr. 88

Entrance also via Große Rosenstr.

49074 Osnabrück

#### Opening hours:

Mon - Fri 10.00 - 18.00

Sat 10.00 - 16.00

#### Zweirad Wilker – Rad Laube

Rehmstr. 2

49080 Osnabrück

**Bike market:** <https://fietsenboerse.de/fahrradmarkt/osnabrueck>



### Bike repairs

- **Radstation, Möwe gGmbH:** see above
- **Bike service „Schaltzentrale“:**  
<http://www.schaltzentrale.net>  
On farmer's market: Saturdays at Cathedral
- **AStA Bicycle Services:**  
<https://hochschulfreun.de/services/mobilitaet/fahrrad/>

### Bike auctions

Furthermore, the Lost Property Office of Osnabrück organizes auctions two to three times a year where bicycles and other things are auctioned. Please inquire at the Lost Property Office to find out about the exact dates and the venue (address see above).

### Daksha Sharma, India

Studying at OUAS for one year turned out to be the best year of my life. I made so many friends from all over the world. Studying here also changed my approach. It has refined me in a lot of ways.

If you are coming to Osnabrück to study, I would recommend you to take a German language course. Although everyone can speak English here but it is always a great idea to learn the language of the country where you are living.

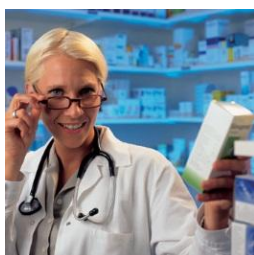
The buddy program was also very helpful, my buddy helped me in each and every issue I had. And I recommend you all to get a bike to roam around the city, although you can use the bus service for free but a bike is the best option to discover the town.



## 30.7 Health care

### Doctors, physicians and medical practitioners

Besides general practitioners, you will also find specialists (eye specialists/ophthalmologists, skin specialists/dermatologists, etc.). In most cases, you must make an appointment. However, if you are in acute pain, the doctor must treat you immediately or at least in the course of the same day. Most medical practices have closed on Wednesday afternoons. The names, addresses and phone numbers of doctors can be found in the classified directory, Yellow Pages (<https://www.gelbeseiten.de>), where they are arranged by areas of specialty. You are free to choose which doctor you wish to go to. Do not forget to take your EHIC card (EU students) or any other evidence of your health insurance (non-EU students) with you to the practitioner. Students coming from a country, which has not concluded a health insurance agreement with the Federal Republic of Germany, also might have to pay a consultation fee.



### Hospitals and clinics

Germany has state-maintained (public) hospitals, non-profit hospitals (mainly run by the churches) and private hospitals. If you are admitted to hospital, your health insurance carrier will cover the costs of that stay. However, you will be expected to contribute to the costs by paying a small day rate during the first 28 days of your stay.

### Emergency medical services

If you need urgent medical treatment in cases which are not life-threatening at times outside the normal doctors' office hours, use the medical service „Notdienstambulanz Osnabrück“. This surgery shall disburden the emergency rooms in the hospitals. Please first call before you go there:

#### Notdienstambulanz Osnabrück at Notaufnahmезentrum Klinikum Osnabrück

Am Finkenhügel 1  
49076 Osnabrück

Phone: (05 41) 96 11 11, for whole Germany: 11 61 17

Internet: <https://www.notdienstambulanz-osnabrueck.de>

#### Opening times:

Mon, Tue, Thu	19.00 - 22.00
Wed, Fri	15.00 - 22.00
Sun, public holidays	8.00 - 22.00

In acute cases requiring immediate action and if you cannot go to a doctor on your own, you can of course call the hospital outpatient unit („Ambulanz“), phone no 112.

## Emergency call 112 – emergency medical services 116117

112 is the free-of-charge phone number with which you can call an ambulance („Krankenwagen/ Rettungsdienst“). Should you experience the emergency while travelling on a major road (motorway, highway, secondary road), please check the white kilometre stones or posts. These have arrows pointing in the direction of the nearest emergency telephone.

## Alternative cures and treatments

Many registered doctors with their own practice/surgery have additionally specialized in natural (naturopathic) cures, remedies and treatments. Please check if your health insurance company recognizes treatments such as acupuncture or homoeopathy. They will pay part of the costs of homoeopathic treatment when it is carried out by a registered doctor. The costs for acupuncture may be paid by health insurance companies in the case of certain specific indications (symptoms). It is certainly worth comparing the services offered by various health insurance companies, since they differ in the extent to which they fund alternative medical treatment. We would certainly recommend that you contact your health insurance company before you start the treatment to ask whether and, if so, how much of the cost is actually covered.

## Pharmacies

In Germany, you can only get medication from a pharmacy („Apotheke“). There are two types of medication: non-prescription drugs that you can buy over the counter at the pharmacy and prescription-only medicines. You can only get the latter if a doctor has prescribed them. Prescription drugs are included in your health insurance and only require a small co-payment from you.



The German Medication Act is very strict. Some medicines which may be available without prescription in your own country (e. g. antibiotics) have to be prescribed by a doctor in Germany. You will have to pay for non-prescription drugs (e. g. simple pain-killers) yourself and will have to contribute to the cost of prescription-only drugs and medicines, unless you have been exempt from the payment of the additional charge („Zuzahlungspflicht“). If you have a private health insurance, you will first have to pay for your medication yourself, and then submit the receipts to your health insurance company for reimbursement.

### Opening hours:

Weekdays: 9.00 to 18.30 or 20.00

Saturdays: 9.00 to 13.00 or 16.00

You can also buy hygiene articles and baby food in pharmacies but you will pay less at a drug-store. Pharmacies charge an emergency duty fee outside their normal opening hours. Please note: Whether during the day or at night: Strong medicines/drugs will only be handed out against a medical prescription issued by a doctor.

Emergency duty: Pharmacies take turns in emergency duty to make sure that one can always obtain medication when needed. You can find out which pharmacy is on duty in the newspaper. You will also find the name of the pharmacy on duty posted on the door of every other pharmacy. If you need medication during the night or at weekends, then just ring the bell at the pharmacy on emergency duty. The law has introduced regulations to ensure that there is always a pharmacy open around the clock within a radius of 7 km. Look at this website to find the pharmacy of your area as well as the emergency duty rotations („Notdienste“): <https://www.aponet.de/apotheke/notdienstsuche>

## Useful hygiene provisions during winter months

To protect yourself from any infection which are in general circulating in the winter months (October to April) in Germany/North Europe, you are advised to apply the following hygiene provisions:

- Wash your hands as often as you can and very thoroughly with soap and water – minimally 20 to 30 seconds – especially after blowing the nose, coughing, sneezing.
- Cough and sneeze into the bend of your arm, not into your hands.
- Try to avoid to touch your face with your hands.
- As far as possible, keep distance to other people – at least 1.5 m – especially if they seem to have an infection.
- Do not hug or kiss other people, don't shake hands, simply avoid any body contact. Smile and wave your hands instead.
- Remind others to act this way.

The following general practitioners have their office very close to the Caprivi campus and speak English:

### Hausarztpraxis am Westerberg

Dr. Lankenfeld

Lotter Str. 82, Osnabrück

Phone: (05 41) 4 14 22

E-mail: [hausarztpraxis-am-westerberg@lankenfeld.de](mailto:hausarztpraxis-am-westerberg@lankenfeld.de)

Internet: <https://lankenfeld.de/>

**Best call and describe your symptoms before you go to any doctor's office.**

### Tammy Beram, U.S.A.

I was fascinated by a lot of aspects of German culture at OUAS. I found it really refreshing how seriously most students seemed to take their studies. Students dressed well to class each day, actively participated in lectures, and stayed late at school, often for night-time coursework, all of which I found impressive. As for the school itself, it seemed like a really professional institution to learn at – aesthetically and organizationally – and I found the staff and teachers well-informed and friendly for the most part.



## 30.8 Mobile service providers



There are several mobile service providers in Germany, some of them have shops in the city center. It is advisable for international students to buy a German sim card in order to pay less for text messages and calls inside Germany. In general, there are two possibilities – never forget to ask for student discounts:

1. You can either enter a contract for a basic monthly fee and lower rates. Contracts usually run at least one year.
2. Or stay flexible and buy a prepaid card without contractual commitment.

More advices at: <https://www.study-in-germany.de/en/germany/everyday-life/communication-services/>

## 31. Useful addresses and telephone numbers

### Emergency calls/emergency services

Police: 110

**Police, ambulance and fire brigade**

**(24/7, free of charge, anywhere in the EU): 112**

Emergency medical services (24/7, free of charge, anywhere in Germany): 116 117

Doctor on call, surgery in Osnabrück: (05 41) 96 11 11, Am Finkenhügel 1

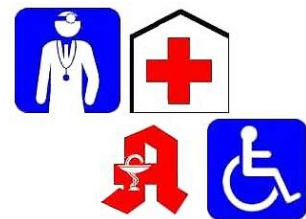
<https://www.notdienstambulanz-osnabrueck.de>

Pharmacy (after-hours service): (05 41) 4 26 40

### Pharmacies near OUAS

Westerberg-Apotheke  
Lieneschweg 8  
49076 Osnabrück  
Phone: (05 41) 4 54 24

Saarplatz Apotheke  
Lotter Str. 75  
49078 Osnabrück  
Phone: (05 41) 4 55 88



### Pharmacies downtown

Neumarkt Apotheke  
Öwer de Hase 1  
49074 Osnabrück  
Phone: (05 41) 3 58 92 20

Bären Apotheke  
Große Str. 5  
49074 Osnabrück  
Phone: (05 41) 20 23 95 27

An overall view of the pharmacies on duty is displayed at every pharmacy.

### Hospitals

Klinikum Osnabrück  
Am Finkenhügel 1  
49076 Osnabrück  
Phone: (05 41) 40 50

Niels-Stensen-Kliniken  
Marienhospital Osnabrück  
Johannisfreiheit 2 - 4  
49074 Osnabrück  
Phone: (05 41) 32 60

Niels-Stensen-Kliniken  
Marienhospital Osnabrück  
Am Natruper Holz 69  
49076 Osnabrück  
Phone: (05 41) 96 60

### Police headquarters

Polizeiinspektion Osnabrück  
Kollegienwall 6 - 8  
49074 Osnabrück  
Phone: (05 41) 32 70



### Advice centers

AIDS help line: (05 41) 80 10 24  
Family advice: (05 41) 4 20 44  
Women's advice, life coaching: (05 41) 80 34 05  
Counseling on sexual molestation/violence: (01 73) 9 61 92 98  
Women's help line: (05 41) 8 60 16 26  
Psychological advice for students: (05 41) 9 69 25 80

Student Services: counselling: <https://www.studentenwerk-osnabrueck.de/en/counselling.html>

Equal opportunities office of OUAS: <https://www.hs-osnabrueck.de/gleichstellungsbuero/>

## Postal services

Wittekindstr. 5 - 8  
(near the university, opposite Galeria Kaufhof)  
Theodor-Heuss-Platz 6 - 9  
(main post office next to the central station with night desk)  
Kurt-Schumacher-Damm 1

Further information about offices and office hours as well as the valid postal fees is available on the Internet: <https://www.deutschepost.de>



## Self-service washing center (laundrette)

Most student halls of residence have washing machines for the students' use. Furthermore, there are several laundrettes with coin-operated washing machines in Osnabrück, e. g.:

Kommenderiestr. 85  
49074 Osnabrück

## Münster/Osnabrück airport (FMO)

Information: +49 (0) 25 71/94 33 60  
Internet: <https://www.fmo.de>

## Taxi services

Taxi-Blitz-Ruf: (05 41) 8 30 83  
OS-Car Taxi-Service: (05 41) 5 05 00  
Taxi OS: (05 41) 3 20 11  
City-Car OS: (05 41) 2 77 81  
Frauennachtfahrten  
(taxi for women at night): (05 41) 2 77 83



## Directory enquiries

National phone numbers: 1 18 33  
International phone numbers: 1 18 34  
Internet: <https://www.dasoertliche.de>  
<https://www.datelefonbuch.de>

## 32. Leisure time

Every semester, our International Faculty Office (IFO) at the faculty BMSS organizes several events for international and German students within the buddy program (high ropes course, international dinners, Christmas parties, country evenings, etc.). Interested to join or to participate? Contact our student tutor: [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de)

You can also check with AStA and Fachschaft WiSo what kind of events and parties they have planned in the current semester: [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de) and [wiso@hochschulfreun.de](mailto:wiso@hochschulfreun.de)

### 32.1 Explore Germany: cultural program for international students

Discover Germany's history, culture, nature and mentality by joining the cultural program for international students offered by Explore Germany. Connect to other international and German students while participating in day trips to big German cities (e. g. Hamburg, Cologne or Munich), theatre visits, sightseeing in Osnabrück, etc. If you want to get more information on this program or register for any event, contact:

**Maréen Wiesing**

Hochschule Osnabrück  
Center for International Mobility (CIM)  
Albrechtstr. 30, Westerberg campus  
49076 Osnabrück  
Room: AB 0002B  
Phone: +49 (0) 5 41/9 69-3979  
Email: [m.wiesing@hs-osnabrueck.de](mailto:m.wiesing@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/explore-germany/>



### 32.2 Friend Family Program



The Friend Family Program promotes the interaction between international students and local families in Osnabrück. It creates the space for international students to learn more about the German culture and dive into everyday life in Germany - off campus and outside the usual student environment. Likewise, it allows families living in Osnabrück to get to know students from abroad, their home countries, their cultures and ways of life. The program is organized by the Caritasverband (a Catholic service organization) in cooperation with the Center for International Students (CIS) of OUAS ([international@hs-osnabrueck.de](mailto:international@hs-osnabrueck.de)). You can register for this program and find the contact persons on the website: <https://www.caritas-os.de/mitwirken/engagierensiesich/friend-family/friend-family>

### 32.3 University sports

The University Sports Center promotes an extensive program of competitive and recreational sporting activities. Most of the courses are free of charge for all students. At the start of the semester of the University of Osnabrück (i. e. mid-April and mid-October) the sports program is published on the Internet.



**Zentrum für Hochschulsport der  
Universität und Hochschule Osnabrück**  
Jahnstr. 77  
49080 Osnabrück  
Phone: +49 (0) 5 41/9 69-48 00  
Email: [zfh@uos.de](mailto:zfh@uos.de)  
Internet: <https://www.zfh.uni-osnabrueck.de/>

Office hours:  
Tue, Thu 9.30 - 12.30  
14.00 - 16.00  
Wed 9.30 - 12.30

Info point Jahnstr. 75:  
Phone: +49 (0) 5 41/9 69-48 78  
Email: [sportinfo@uni-osnabrueck.de](mailto:sportinfo@uni-osnabrueck.de)

Office hours:  
Mon - Fri 16.00 - 22.00

## 32.4 Off-campus leisure activities

Studying does not only mean learning and writing exams! Time spent off campus to recharge your batteries is as important. Get to know our exciting city Osnabrück and you will see there are a lot of cultural and fun things to do for you. Your buddy can surely recommend anything or take you along. Or check out the below recommendations.

### Restaurants

Are you looking for a special restaurant – typically German, Italian, Turkish or Japanese? Maybe you would like to go for a yummy breakfast brunch after partying all weekend long? All about dining, dancing, etc. can be gathered from the **restaurant guide** "Live – Osnabrücker Gastronomieführer" available at the Tourist Information or at: <http://www.stadtblatt-live.de>

### Cultural ticket

**Free entrance to museums and extra events plus a theater flatrate** have been arranged by the Students' Committee AStA: <https://hochschulfreun.de/en/services/kulturticket/>. For this option you must identify yourself with your campus card plus a photo ID card.

### Theaters



#### Stadttheater

Domhof 10 – 11

Internet: <https://www.theater-osnabrueck.de>

#### Emma Theater

Lotter Str. 6

Internet: <https://www.theater-osnabrueck.de>

#### Lagerhalle Osnabrück

(theater, cabaret, live-music, movies – student discount rates)

Rolandsmauer 26

Internet: <https://www.lagerhalle-osnabrueck.de>

### Die Probebühne

Wiesenstr. 1

Internet: <http://www.probebuehne.de>

### Museums

**Felix-Nussbaum-Haus** (Jewish painter, murdered in Auschwitz, building designed by American architect Daniel Libeskind)

Lotter Str. 2

Internet: <https://www.museumsquartier-osnabrueck.de/>

#### Kulturgeschichtliches Museum

(history of the city from pre-historic burial cults and first settlements to the history of conflicts, unfolding the development of urban structures)

Heger-Tor-Wall 28

Internet: <https://www.museumsquartier-osnabrueck.de/>

**Kunsthalle Dominikanerkirche** (contemporary art exhibitions)

Rißmüllerplatz

Internet: <https://kunsthalle.osnabrueck.de/en>



### **Museum am Schölerberg/Planetarium**

(nature and environment)

Am Schölerberg 8

Internet: <https://www.museum-am-schoelerberg.de/>

### **Museum Industriekultur** (industrial heritage)

Fürstenauer Weg 171

Internet: <http://www.industriekultur-museums.de/>

### **Further museums:**

<https://erleben.osnabrueck.de/de/kultur-genieessen/museen/>



## **Cinemas**

### **Cinema Arthouse** (nice atmosphere – student discount rates)

Erich-Maria-Remarque-Ring 16

Internet: <https://www.cinema-arthouse.de>



### **Lagerhalle Osnabrück**

(theater, cabaret, live-music, movies – student discount rates)

Rolandsmauer 26

Internet: <https://www.lagerhalle-osnabrueck.de>

### **Filmtheater Hasetor**

(alternative movie program, bar, student discount rates)

Hasestr. 71

Internet: <https://filmtheater-hasetor-osnabruck.kino-zeit.de>

### **University cinema at Caprivi lounge CaLo:**

Caprivi campus, building CK, Caprivistr. 30 A

Internet: <https://www.unifilm.de/studentenkinos/Osnabrueck>

## **Swimming**

### **Schinkelbad** (student discount rates)

Indoor swimming pool, sauna, tanning, massage

Im Wegrott 37

Internet: <https://www.schinkelbad.de/>



### **Wasserwelt.os Nettebad**

(a one-day holiday – student discount rates for swimming)

Im Haseesch 6

Internet: <https://www.nettebad.de>

### **Moskaubad** (student discount rates)

Indoor & outdoor swimming pool with large lawn and high-diving platforms

Limberger Str. 47

Internet: <https://www.moskaubad.de/>

## Sightseeing

**Zoo Osnabrück** (student discount rates)  
Am Waldzoo 2 - 3  
Internet: <https://www.zoo-osnabrueck.de>



### Event calendar and restaurant guide

Check out what else is going on in Osnabrück on the following websites:

City of Osnabrück: <https://erleben.osnabrueck.de/en/>  
Restaurant guide: <http://www.stadtblatt-live.de>  
inOsna: <https://inosna.de>

## Tourist information

There is a large variety of cultural programs and sightseeing tours available in Osnabrück and the region, e. g. the guided **night-watchman tours** through the old town of Osnabrück at night, with nostalgic lanterns. As it would take too much time to fulfil everybody's interests in this category, please feel free to ask for more details, also on English guided tours, at the



### Tourist Information

Bierstr. 22 - 23

49074 Osnabrück

Phone: +49 (0) 5 41/3 23-22 02

Email: [tourist-information@osnabrueck.de](mailto:tourist-information@osnabrueck.de)

Internet: <https://erleben.osnabrueck.de/en/arrive/> and  
<https://www.osnabrueck.de/tourismus>

### Opening hours:

Mon - Fri

9.30 - 18.00

Sat

10.00 - 16.00

## 33. Continuing education opportunities

Why not staying in Osnabrück or returning for one of our Master degree programs?

Check out our continuing education opportunities:

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/>

Any question can be answered by the course coordinators (contact details: see homepages).

### Raphaëlle Périé, France

I think that the international students here are warmly welcomed and well-informed. The education proposed is really rich: I wanted to have both, classes in English and German. The website for incoming students helped me to have a good overview of what could be my lectures.

Osnabrück is an absolutely nice city. It deserves its name „Town of Peace“; in so far I did not have any kind of trouble while walking through the city or by asking unknown persons for any information. People here are really helpful. The location is also an advantage (2 hours to Amsterdam, 4 hours to Berlin by car), because it offers a lot of destinations and places to visit during the free time.



## 34. Final arrangements before leaving Osnabrück

**Before departing from Osnabrück, please make sure that you have settled the following final arrangements (as far as applicable):**

- **Certificates of attendance for visiting students** (ERASMUS or others) can be issued or signed by your IFO coordinator. First ask your home university if they have a template.
- Your **campus card** will automatically become invalid after your deregistration or when the semester period expires (last day of the semester: February 28/August 31). Remaining credit balances can be paid out by the cafeterias. You are expected to **return the card to the Registrar's Office or Servicedesk**.
- **Deregister from the town:** Either arrange an appointment with the Citizen Center or go to the webpage [deregistration from Osnabrück](#), **at the earliest one week before you leave or latest two weeks after**.
- Close down your **German bank account** in Osnabrück. **Students who had a blocked account** must submit a copy of their bank card to the Foreigners' Department and ask them for a letter confirming the deregistration to be able to close the account.
- **Cancel all contracts (e. g. insurances)** that you have concluded during your stay in Osnabrück.
- Return the **books on loan** to the **library**.
- Pay all **outstanding debts** to your fellow lodgers, e. g. the broadcast fees:  
<https://www.hs-osnabrueck.de/en/housing-service/licence-fee-for-radio-and-tv/>
- If you have booked a room via our **Housing Service**, you will find instructions for **the move out and the reimbursement of the deposit** at: <https://www.hs-osnabrueck.de/en/housing-service/#c26670>

**We hope you enjoyed your stay in Osnabrück.  
Thanks for joining us!**

**All the best for your future life and career – stay well!**



## 35. Important contacts

### **International Faculty Office (IFO), Faculty of Business Management and Social Sciences (Application/admission of visiting students, arrival and attendance certificates, learning agreements etc.)**

Caprivi campus, CN building

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0206 (Buchholz), CN 0206 (Beyerlein-Drengk), CN 0203 (Banehr),  
CN 0204 (Lestari-Kötting), CN 0309f (student tutor)

Phone: +49 (0) 5 41/9 69-20 76 (Buchholz), -20 89 (Beyerlein-Drengk), -70 94 (Banehr),  
-35 69 (Lestari-Kötting), -22 08 (student tutor)

Email: **Michaela Buchholz:** [m.buchholz@hs-osnabrueck.de](mailto:m.buchholz@hs-osnabrueck.de)  
**Nathalie Banehr + Samantha Beyerlein-Drengk:** [incoming-overseas-wiso@hs-osnabrueck.de](mailto:incoming-overseas-wiso@hs-osnabrueck.de)  
**Gita Lestari-Kötting:** [g.lestari-kotting@hs-osnabrueck.de](mailto:g.lestari-kotting@hs-osnabrueck.de)  
**IFO Incoming Student Tutor:** [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/wiso-incoming-en>

### **Center for International Mobility (CIM) (International Winter/Summer Language Schools German, International Summer University (ISU), scholarships, Explore Germany etc.)**

Westerberg campus, AB building

Albrechtstr. 30, 49076 Osnabrück

Room: AB 0002A - AB 0016

Phone: +49 (0) 5 41/9 69-75 12, -39 79, -29 35, -29 88, -29 66

Email: [cim@hs-osnabrueck.de](mailto:cim@hs-osnabrueck.de), [isu@hs-osnabrueck.de](mailto:isu@hs-osnabrueck.de) (ISU),  
[intensive-german@hs-osnabrueck.de](mailto:intensive-german@hs-osnabrueck.de) (winter/summer school)

Internet: <https://www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-mobility/>

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

Kerstin Kramme

Westerberg campus, AB building

Albrechtstr. 30, 49076 Osnabrück

Room: AB 0013

Phone: +49 (0) 5 41/9 69-32 28

Email: [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/housing-service/>

### **Center for International Students (CIS) (International degree-seeking students, German language courses, SOS social fund for international students in financial need, Friend Family Program etc.)**

Westerberg campus, AB building

Albrechtstr. 30, 49076 Osnabrück

Room: AB 0002C, AB 0010, AB 0011

Phone: +49 (0) 5 41/9 69-30 45, -34 29, -31 85

Email: [international@hs-osnabrueck.de](mailto:international@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-students/>

### **Coordinator B.A. International Management**

Samantha Beyerlein-Drengk  
Caprivi campus, CN building  
Caprivistr. 30 A, 49076 Osnabrück  
Room: CN 0206  
Phone: +49 (0) 5 41/9 69-20 89  
Email: [im@hs-osnabrueck.de](mailto:im@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-management-ba/>

### **Coordinator B.A. International Business and Management**

Anne-Christin Stockmeyer  
Caprivistr. 30 A, 49076 Osnabrück  
Room: CN 0225  
Phone: +49 (0) 5 41/9 69-20 20  
Email: [ibm@hs-osnabrueck.de](mailto:ibm@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-business-and-management-ba/>

### **Coordinator M.A. International Business and Management**

Gita Lestari-Kötting  
Caprivi campus, CN building  
Caprivistr. 30 A, 49076 Osnabrück  
Room: CN 0204  
Phone: +49 (0) 5 41/9 69-35 69  
Email: [ibm-ma@hs-osnabrueck.de](mailto:ibm-ma@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/master/international-business-and-management-ma/>

### **Coordinator B.A. International Economics and Sustainability**

Eva Brüggemann  
Caprivi campus, CN building  
Caprivistr. 30 A, 49076 Osnabrück  
Room: CN 0219  
Phone: +49 (0) 5 41/9 69-22 18  
Email: [e.brueggemann@hs-osnabrueck.de](mailto:e.brueggemann@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/economics-ba/>

### **Dual Degree Coordinator China**

Olga Tautfest  
Caprivi campus, CN building  
Caprivistr. 30 A, 49076 Osnabrück  
Room: CN 0206  
Phone: +49 (0) 5 41/9 69-20 89  
Email: [olga.tautfest@hs-osnabrueck.de](mailto:olga.tautfest@hs-osnabrueck.de)

### Coordinator B.A. International Event Management (IEMS)

Clare Gray  
Caprivi campus, CN building  
Caprivistr. 30 A, 49076 Osnabrück  
Room: CN 0031  
Phone: +49 (0) 5 41/9 69-32 12  
Email: [iems@hs-osnabrueck.de](mailto:iems@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-event-management-shanghai-ba/>

### Registrar's Office (enrollment/deregistration certificates, exam registration/results, transcripts of records, final certificates)

Ina Müller-Schlicht	<u>Office hours</u>	
Caprivi campus, CB building	Tue, Thu, Fri	9.30 - 12.00
Caprivistr. 30 A, 49076 Osnabrück		
Room: CB 0006		
Phone: +49 (0) 5 41/9 69-31 42		
Email: <a href="mailto:i.mueller-schlicht@hs-osnabrueck.de">i.mueller-schlicht@hs-osnabrueck.de</a>		

### Student Services – Studentenwerk Osnabrück

Ritterstr. 10, 49074 Osnabrück  
Phone: +49 (0) 5 41/3 31 07-0  
Email: [info@sw-os.de](mailto:info@sw-os.de)  
Internet: <https://www.studentenwerk-osnabrueck.de/en/home.html>

### Psychological Advice Center of Studentenwerk Osnabrück

Sedanstr. 1, 49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-25 80  
Email: [psb@sw-os.de](mailto:psb@sw-os.de)  
Internet: <https://www.studentenwerk-osnabrueck.de/en/counseling.html>

### Women's Advice Center Osnabrück

Spindelstr. 41, 49074 Osnabrück  
Phone: +49 (0) 5 41/80 34 05  
Email: [info@frauenberatung-os.de](mailto:info@frauenberatung-os.de)  
Internet: <https://www.frauenberatung-os.de>

### Equal Opportunity Office of OUAS

Westerberg campus, AF building  
Albrechtstr. 30, 49076 Osnabrück  
Room: AF 0102 – AF 104  
Phone: +49 (0) 5 41/9 69-29 55, - 36 34, -29 65, -70 18  
Email: [gleichstellung@hs-osnabrueck.de](mailto:gleichstellung@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/de/gleichstellungsbuero/>

### Counseling on sexual molestation/violence:

Cell phone: +49 (0) 1 73/9 61 92 98  
Email: [hilfe-bei-belaestigung@hs-osnabrueck.de](mailto:hilfe-bei-belaestigung@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/gleichstellungsbuero/sexualisierte-diskriminierung-belaestigung-und-gewalt/>

## Student Council – Fachschaft WiSo

Caprivi campus, CF building  
Caprivistr. 30 A, 49076 Osnabrück  
Room: CF -0108  
Phone: +49 (0) 5 41/9 69-30 13  
Email: [wiso@hochschulfreun.de](mailto:wiso@hochschulfreun.de)  
Internet: <https://hochschulfreun.de/wir/fachschaftsraete/fachschaftsrat-wiso/>

## General Students' Committee – AstA Allgemeiner Studierendenausschuss (international student ID card, legal advice, stationery store, printing of scripts, rental of technical equipment)

Westerberg campus, AE building  
Barbarastr. 7 A, 49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-21 18  
Email: [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de) or [international@hochschulfreun.de](mailto:international@hochschulfreun.de)  
Internet: <https://hochschulfreun.de/en/wir/asta/>

Office hours  
Mon, Tue, Thu, Fri 9.00 - 13.30

## Placement test organizers

Caprivi campus  
Caprivistr. 30 A, 49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-39 00  
Email: [einstufungstest-wiso@hs-osnabrueck.de](mailto:einstufungstest-wiso@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/freshmen/placement-tests/>

## Contact persons for language classes and language tutorials

### German:

Beate Buczkowski, Center for Intern. Students  
Lecturer and coordinator of German courses  
Room: AB 0004  
Email: [b.buczkowski@hs-osnabrueck.de](mailto:b.buczkowski@hs-osnabrueck.de)

### English:

Ekaterina Roussanova  
Room: CN 0027  
Email: [e.roussanova@hs-osnabrueck.de](mailto:e.roussanova@hs-osnabrueck.de)

### Spanish:

Cesar Diego Rexach  
Room: CN 0309i  
Email: [c.rexach@hs-osnabrueck.de](mailto:c.rexach@hs-osnabrueck.de)

### French:

Marion Ida Rath or Laetitia Godineau  
Room: CN 0033/AF 0109  
Email: [m.rath@hs-osnabrueck.de](mailto:m.rath@hs-osnabrueck.de)  
[l.godineau@hs-osnabrueck.de](mailto:l.godineau@hs-osnabrueck.de)

### Polish:

Iwona Juraszek  
Room: CN 0027  
Email: [i.juraszek@hs-osnabrueck.de](mailto:i.juraszek@hs-osnabrueck.de)

### Chinese:

Ying Lackner  
Room: CN 0309i  
Email: [y.lackner@hs-osnabrueck.de](mailto:y.lackner@hs-osnabrueck.de)

### Coordination of language tutorials:

Lennard Struckmeier  
Room: CB 0314  
Email: [sprachtutorien-wiso@hs-osnabrueck.de](mailto:sprachtutorien-wiso@hs-osnabrueck.de)

### Website Language Department:

<https://www.hs-osnabrueck.de/wir/fakultaeten/wiso/organisation/fac-hgruppen/sprachen/>

## ServiceDesk and eLearning Competence Center (eLCC)

**Support with Intranet, Wi-Fi, ILIAS, user ID/password, OUAS e-mail address, campus card, technical problems:**

### ServiceDesk

Westerberg campus, AB building  
Albrechtstr. 30, 49076 Osnabrück

Room: AB 0101A

Phone: (05 41) 969-71 00

Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/servicedesk/>

### Office hours:

Mon - Thu 8.00 - 12.00, 13.00 - 17.00

Fri 8.00 - 14.00

**Support and advice on e-learning at our faculty (e. g. empirical research projects, video conferences):**

### Erling Henze

#### IT Services – Faculty of Business Management and Social Sciences (BMSS)

Caprivi campus, CF building

Caprivistr. 30 A, 49076 Osnabrück

Room: CF 0108A

Phone: (05 41) 9 69-20 07

Email: [e.henze@hs-osnabrueck.de](mailto:e.henze@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/organisational-structure/wiso-it/>

## Contact details of university staff on website

**Staff search:** <https://www.hs-osnabrueck.de/en/university/organization/staff-search/>

## Opening times of university buildings – campus and house rules

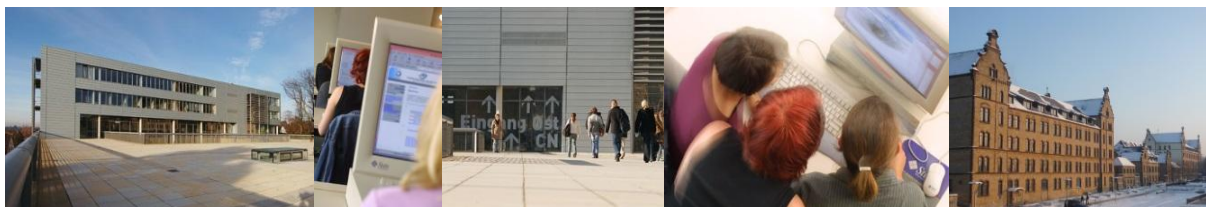
Mon - Fri 7.30 - 20.00, Sat 7.30 - 13.00.

On Saturdays, the CN building can be entered only for announced events.

Access to the self-study areas (buildings CL and SL): Mon - Fri 7.00 - 22.00, Sat - Sun 8.00 - 20.00

### Campus and house rules:

<https://www.hs-osnabrueck.de/amtsblatt/2020/06/campus-und-hausordnung-1/>



## 36. Grading system of Osnabrück University of Applied Sciences

GRADING OF ACADEMIC PERFORMANCES				
(1)	Grading of academic performances			
	The grade is:	Osnabrück grades	Designation in German	Designation in English
	on an average of	up to 1.50	sehr gut	excellent
	on an average of	more than 1.50 up to 2.50	gut	good
	on an average of	more than 2.50 up to 3.50	befriedigend	satisfactory
	on an average of	more than 3.50 up to 4.00	ausreichend	pass
	on an average of	more than 4.00	nicht ausreichend	failed
(2)	Institutional grading system of Osnabrück University of Applied Sciences (OUAS)			
	Osnabrück grades	Designation in German	Designation in English	International definition
	1.0 / 1.3	sehr gut	excellent	outstanding performance
	1.7 / 2.0 / 2.3	gut	good	performance significantly above average standard
	2.7 / 3.0 / 3.3	befriedigend	satisfactory	performance corresponding to average standard in every respect
	3.7 / 4.0	ausreichend	pass	performance just meets the minimum criteria despite shortcomings
	5.0	nicht ausreichend	failed	performance does not meet the minimum requirements because of considerable shortcomings
	Ungraded examinations are assessed with „passed“ = „bestanden“ or „failed“ = „nicht bestanden“ only. For some modules on preparatory/basic course level, no ECTS credit points are given.			
(3)	ECTS percentages			
	ECTS percentages state the following: < 1 % means the best and 100 % the worst result in a reference group of successful students.  An asterisk (*) will be displayed if no ECTS percentage can be awarded at present since the population is not yet sufficiently large.			
(4)	ECTS credit points			
	Recommended average student workload for visiting students			
	Semester Academic year	30 ECTS credit points 60 ECTS credit points		
The choice of modules and the number of credit points to be attained by visiting students are decided by the home university and have to be agreed with the students' academic coordinator.				

Osnabrück UAS Faculty of Business Management and Social Sciences			International (adapted from ECTS - European Course Credit Transfer System)				
Grades	Attributes in German	Attributes in English	Grades	% Distribution (successful students)	Points	Attributes in English	Definition
1.0 (or better - not OUAS)	sehr gut	excellent	A + A	10	20 19	excellent (with distinction)	A performance which is particularly excellent and distinctive
1.3	sehr gut	excellent	A -		18	very good	A performance which is (more or less) excellent
1.7	gut	good	B +	25	17	good	A performance which is (significantly) above average
2.0			B		16		
2.3			B -		15		
2.7	befriedigend	satisfactory	C +	30	14 13	satisfactory	A performance which (totally) meets average demands
3.0			C		12		
3.3			C -	25	11		
3.7	ausreichend	pass	D		10	sufficient	A performance which - despite its short-comings - still meets the standard requirements
4.0			E	10	9		
5.0	nicht ausreichend	failed	FX, F		7 - 0	discretionary fail, fail	A performance which - because of its significant shortcomings - does not meet the standard requirements

**Osnabrück University of Applied Sciences (OS UAS)**  
Faculty of Business Management and Social Sciences

International Faculty Office (IFO)  
Caprivi campus  
Caprivistr. 30 A, 49076 Osnabrück

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