

Application and enrollment guideline for exchange students

Institution	Paderborn University International Office	
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Post Code and City	33098 Paderborn	
Country	Germany	
Contact for incoming students	Ms Nicola Weinert Incoming Advisor/ Deputy Head International Office Admission and general enquiries	Ms Kerstin Ollech Incoming Exchange Advisor Study-related questions and language courses
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1) ACADEMIC CALENDAR INFORMATION

	Winter Semester 2018 - 19	Summer Semester 2019
Online nomination period	09 April - 15 May, 2018	15 October - 15 November, 2018
Online application period	30 April - 1 June, 2018	31 October - 1 December, 2018
Orientation program	starts 4 September, 2018	starts 4 March, 2019
German Language Courses*		
<i>Pre-semester Crash Course</i>	starts 4 September, 2018	starts 4 March, 2019
<i>Semester Afternoon Course</i>	22 October, 2018 – 1 February, 2019	15 April, 2019 – 12 July, 2019
<i>DSH Course</i>	Early October – End of December, 2018 Early January – End of March 2019	Early April – Early June, 2019 Early July – End of September 2019
Lecture period	8 October, 2018 – 1 February, 2019 Please note: exams typically take place <u>after</u> the end of the lecture period! Examination dates will be announced by the faculties <u>during the semester</u> and are not known beforehand.	1 April – 12 July, 2019 Please note: exams typically take place <u>after</u> the end of the lecture period! Examination dates will be announced by the faculties <u>during the semester</u> and are not known beforehand.
Public holidays/ Vacations	3 October, 1 November, 2018, Christmas holidays	19 April, 22 April, 1 May, 30 May, 10 June, 20 June, 2019

Please make sure to get back to us by the above deadlines and to arrive in Paderborn at the latest a day before your chosen course starts. We will not be able to guarantee that you will have a place in the language course if you arrive late!

*** Please note that the German course offer is under constant review and subject to change.***

2) APPLICATION

Please complete your application online by the given deadline through the registration link you received by email. You will **not** need to send your application documents by post. Once you have completed your application online, you will receive an email confirmation and your letter of admission will be available to download in your personal account. You will also receive further information about your stay in Paderborn (accommodation, buddy program, etc.) **a few weeks** before your arrival.

Learning Agreement:

If you need to have a Learning Agreement signed by Paderborn University before your actual arrival in Germany (this mostly applies to students within the ERASMUS framework), please send the document as early as possible via email to the International Office. Once received, it will be passed on to the respective faculty/ academic coordinator who is responsible to sign it.

If it is sufficient that your Learning Agreement is signed after your arrival, please bring it with you and show it to the academic coordinator of your respective faculty once you are in Paderborn. He/ She will sign it and you can then send it back to your home University. We will provide you with the name of the coordinator after your arrival in Paderborn.

If the future course catalogue is not available at the time of your application, you will need to check the course catalogue of the current or last semester on our website and choose your courses from that offer. Kindly be aware that we cannot guarantee that you will be able to take all the courses you have chosen before your arrival as our faculties might still change or add classes to the current course offer before the start of the semester. The Learning Agreement can, however, easily be changed or extended with other courses once you have arrived in Paderborn.

3) GERMAN LANGUAGE COURSES

We offer the following optional German language courses* to exchange students. All courses are optional and taught on all CEFR levels (A1 – C1):

	Course	Duration	Extent	Starting Date	ECTS	Fees*
1	Pre-semester Crash Course	4 weeks	80 units	September or March	5	FREE
2	Semester -Afternoon Course	12 weeks	120 units	During the lecture period, 4 times per week	8	FREE
3	DSH Course	3 months	240 units	Oct – Dec / Jan – March Apr – June / July – Sept	15	€500

* Please note that all courses and the fee structure are under constant review and are subject to change.

You will receive a separate e-mail by Ms Kerstin Ollech a few weeks before the start of your stay in Paderborn informing you about language course options and asking you to sign up officially if you would like to participate. You will not need to register any earlier than that! **Please note, however, that you will not be able to participate in the classes if you fail to register following the above-mentioned email!**

4) SELECTING SUBJECTS AND REGISTRATION FOR CLASSES

Registration: Registering for classes - except the German courses - is only possible **AFTER** your arrival in Paderborn and once you have been enrolled as an exchange student. In case of any exceptional rules of registration for specific courses, you will be notified by us.

In most cases, exchange students are allowed to choose lectures from the entire university course catalogue. The online course catalogue is available on the University website a few weeks before classes begin. To get an idea of the classes being offered in Paderborn, please check the course catalogue of recent semesters: <https://paul.uni-paderborn.de>.



Please note that some but not all departments offer English taught courses! For more information, please visit:
<http://www.uni-paderborn.de/en/studium/international-office/austauschstudierende-incoming/studium/> .

5) EXAMS AND TRANSCRIPT OF RECORDS

Exams

Typically, exams take place within 2-3 weeks after the official end of the lecture period (for the duration of the lecture period, please refer to the table on page 1). In some cases, exams might take place later than that! Therefore, please make sure to inform yourselves about exam dates once you are here in Paderborn and check this directly with your respective faculty and professors.

***Please note:** *At Paderborn University, exact examination dates will generally only be announced by the respective faculties once a semester has started and are not known to the International Office beforehand!*

Transcripts of Records

Please note that grading your exams and/ or term papers and finalizing your transcript of records might take up to five weeks after the official end of a semester (either 31 March for the winter semester or 30 September for the summer semester).

During this period, kindly refrain from enquiring about results or copies of your transcript – the International Office will not be able to comment on individual cases. Once all grades are available and the document is ready, two copies of your transcript will be mailed to your home University – one copy for yourself and one for your University.

6) ACCOMMODATION

Paderborn University supports exchange students in finding accommodation during their stay in Paderborn as much as possible. If you would like student services (“Studierendenwerk Paderborn”) to organize accommodation for you, please indicate this in your online application accordingly. Although they will do their very best to find the most suitable room option for you, please understand that housing is very limited in Paderborn!

Therefore, it could happen that you will receive a room offer that perhaps does not entirely meet all your requirements. If you refuse the first room offer that will be send to you by student services **a few weeks before your arrival**, you will need to wait some time for a second offer as you will be put to the end of a waiting list. We therefore always strongly recommend to accept the first offer in order to avoid long waiting times and last-minute offers that might cost you more in the end than you had anticipated! You can find more information on housing in the attached document “Paderborn Calendar”.

7) (CULTURAL) ORIENTATION AND SUPPORT PROGRAM:

Our orientation and support program typically starts with a welcome event, campus tour, intercultural workshops, city tour of Paderborn and the pre-semester German language crash-course. The program continues throughout the semester. Our voluntary student group **Eurobiz** is very much involved in supporting international exchange students and – together with the International Office - they organize trips, events and guided tours within Paderborn and the region as well as excursions to larger German cities such as Cologne, Berlin, Hamburg and others.

For individual assistance at the beginning of your stay, we offer you to be teamed up with a student from Paderborn (your “buddy”*) who will be happy to help you find your way around Paderborn and the University after your arrival – please indicate in the respective online form whether you would like to be teamed up. He/she will arrange to pick you up at the station when you arrive in Paderborn and help you move into your room. We will send you his/ her name and contact details **shortly before your arrival** so that you can get in touch with each other and plan your arrival. Please make sure to inform your buddy about your arrival time and date as soon as you know it, so that he/ she can make plans accordingly.

***By the way:** *Please keep in mind at all times that your buddy is a **volunteer** which means he/ she does not get paid for assisting you – they simply enjoy meeting international students and love dedicating some of their time to this cause! They have mostly also been studying abroad and can therefore relate to whatever challenges you might be facing during your stay in Germany! Furthermore, as this is a voluntary program we cannot plan and guarantee that we have buddies available for each student each semester. We will, however, do our best to recruit and match as many as we can!*



For more information, please visit: <http://www.uni-paderborn.de/en/studium/international-office/austauschstudierende-incoming/assistance-during-your-stay/>.

8) TRAVEL ARRANGEMENTS

Please find out in advance whether you need to apply for a visa or not for your entry and stay in Germany by directly contacting your local German embassy or consulate.

If you are a citizen from the European Union you will not need a visa. As a citizen of the USA, Canada, Australia, New Zealand, Japan, Korea or Israel you are allowed to enter Germany without a visa, however, please remember that you will need to apply for a residence permit with the local authorities once you are here in Paderborn to be able to stay longer than 90 days in the country! Please make sure to find out before your arrival from your local German embassy or consulate which type of documents, including any financial proof, you might need to bring with you when applying for your visa once in Paderborn!

If you are from a country that requires you to apply for a visa before entering Germany, please directly apply at your local German Embassy or consulate in your home country at least six to eight weeks before your departure as it typically takes some time until it is approved and issued.

For your visa application, you will need the letter of admission from Paderborn University that you can download from your personal application account once the application has been successfully completed and accepted by us. For any other documents or financial proof that might be required for obtaining your visa, please check directly with the Embassy officials. Kindly let us know as early as possible if you are facing any issues in receiving your visa and whether you might be arriving late because of that.

Further information on visa issues and on how to get to Paderborn can be found here: <http://www.uni-paderborn.de/en/studium/international-office/austauschstudierende-incoming/reasons-to-choose-paderborn/traveling-to-paderborn/#c158271>.

9) INSURANCE

All students need to have full health insurance cover - without valid proof of health insurance studying is not possible in Germany!

Students from EU countries who are already insured in their home country are not required to obtain additional insurance in Germany. If you are from the EU, please bring your certificate of health insurance or the European Health Insurance Card with you to prove that you are insured sufficiently for the entire duration of your stay. We will make a copy of the card for our records after your arrival.

Students from Non-EU countries who would like to study in Germany usually need to take out a German health insurance to be able to study in Paderborn. Please note that a travel insurance, which is often required to obtain an entry visa to Germany, is not enough and does not meet the requirements of a full German health insurance cover for students. If you are from a Non-EU country you will therefore need to take out an additional German insurance to cover your stay in Paderborn. **It is highly unlikely that any other types of insurances from your home countries will be accepted by the German insurance system!**

As it is essentially a student's own responsibility to research the most suitable insurance plan for him-/herself before coming to Germany, the International Office is only able to provide some general information as per below. Any further questions or details must be discussed by the student directly with the respective insurance providers.

Please find below some suggestions for insurances that have been accepted in the past for a student's stay in Paderborn:

Techniker Krankenkasse or **AOK**: Two of the largest German public insurance companies. Both companies have offices on our campus which makes it easy to deal with any questions that might arise after your arrival. For further information, please visit their website: <https://www.tk.de/tk/become-a-member/109630> or <https://aok-on.de/studierende/foreign-students-information.html>.

The costs for insurances are around 80-90 EUR per month, depending on the service and provider you choose. Liability insurance in addition to health insurance coverage is highly recommended to all students for their stay in Germany.