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# **WELCOME SESSIONS FOR INTERNATIONAL DEGREE-SEEKING STUDENTS**

**4, 11, 17 & 25 APRIL 2025**

Dear International Degree-Seeking Students,

Congratulations on your admission to Osnabrück University! To help you get off to a smooth start, the International Office is offering a choice of four Welcome Sessions which will take place on:

- Friday, 4 April, 09:00–12:30, Room 02/E03, Seminarstraße 19a/b
- Friday, 11 April, 09:00–12:30, Room 02/E03, Seminarstraße 19a/b
- Thursday, 17 April, 09:00–12:30, Room 19/107b, Neuer Graben 27 (Studios)
- Friday, 25 April, 09:00–12:30, Room 19/107b, Neuer Graben 27 (Studios)

During the Welcome Session, you will receive your **welcome pack** and an **introduction to Osnabrück University and the services** we offer. After a short **tour of the campus and city**, we will explain formalities such as collecting your **Campuscard**, **registering with the authorities**, applying for a **visa or residence permit**, taking out **health insurance**, and opening a **bank account**. We will also cover aspects such as **housing, part-time work, scholarships and volunteering**. We conclude with a **Q&A** session.

The information below may be useful if you wish to complete some of the formalities before your Welcome Session.

### **Collecting your Campuscard**

After following the instructions in your enrolment letter about uploading a passport photo, you can collect your Campuscard from the Info-Point, Neuer Graben 27 (Studios building) and validate it. This card acts as your student ID card, library card and canteen payment card all in one! You can also upload your Deutschlandticket on to your smartphone using the app stated in your enrolment letter.

### **Registering with the Citizens' Office (*Bürgeramt*)**

All newcomers to Osnabrück should register their new address with the Citizens' Office (*Bürgeramt*) within two weeks. Please book an appointment online well in advance: [https://timeacle.com/business/index/id/332/row\\_id/299](https://timeacle.com/business/index/id/332/row_id/299). Click "*Anmeldung*" (Registration) and then "*Weiter*" (Next). Select a time for an appointment on a day that suits you, then click "*Weiter*". Enter your personal details and check the privacy boxes. After clicking "*Buchung bestätigen*" (Confirm booking) you will get an email from [timeacle GmbH Co. & KG](#) with your official appointment ticket. Please go to the Citizens' Office at the Stadthaus at the time of your appointment with these documents: **appointment ticket, ID card/passport** and ***Wohnungsgeberbestätigung*** (housing provider confirmation).

### **Opening a bank account with the Sparkasse Osnabrück**

Students who wish or are required to open a bank account with the Sparkasse Osnabrück should attend the two sessions offered during the Welcome Week for Exchange Students (see website for times and venues). The following information and documents are needed:

- ✓ passport
- ✓ registration certificate from the Citizens' Office (*Meldebescheinigung*)
- ✓ mobile number
- ✓ email address
- ✓ German tax ID (if not yet available, please submit to the bank at a later date)
- ✓ US-American students only: taxation no. (TIN)
- ✓ Russian and Iranian students only: residence permit

### **Applying for a residence permit with the Foreigners' Authority (*Ausländerbehörde*)**

If you enter Germany **without a visa** and your stay exceeds three months or if you enter Germany **with a visa** and your visa expires before the end of your stay, you will have to apply for a residence permit. Students from EU Member States, Iceland, Liechtenstein, Norway or Switzerland do not require a visa or residence permit.

To apply online for an appointment to obtain your residence permit, go to:

<https://service.osnabrueck.de/dienstleistungen/-/egov-bis-detail/dienstleistung/5222/show>.

Click on “*Online-Dienst Aufenthalt: Ausl. Studierende*” to access the portal, available in seven languages. Please scan and upload the necessary documents onto your laptop or smartphone before you start the process:

- ✓ passport
- ✓ certificate of enrolment
- ✓ proof of health insurance
- ✓ proof of sufficient funding (bank statements, blocked account, declaration of commitment, scholarship)
- ✓ registration certificate from the Citizens’ Office (*Meldebescheinigung*)
- ✓ current residence permit (if applicable)

Simply answer the questions and upload your documents as required. Make sure you enter the correct email address – it will be used by the Foreigners’ Authority to contact you to arrange an appointment.

Several weeks or months after applying, you will be offered an appointment with the Foreigners’ Authority.

Please bring the following to that appointment:

- ✓ A biometric passport photo with a light background
- ✓ €100 in cash (with the exception of ERASMUS/DAAD scholarship holders)
- ✓ Your passport

## Additional dates

### Thursday, 10 April, 13:00: Placement test for German as a Foreign Language

Venue: Building 94 (Westerberg Campus, Nelson-Mandela-Str. 4), Room E03

Although your chosen programme may be taught entirely in English, you will get more out of your stay in Osnabrück if you can speak some German. It will make everyday activities such as shopping or going out easier and allow you to expand your circle of friends. We therefore strongly recommend that you attend one of the many courses offered by the Language Center (starting from 22 April).

To ensure that you are placed at the right level, the Language Center offers a placement test on 10 April 2025 (no registration required). Only students with previous knowledge of German but no proof of their level need take this test. You will be placed on the appropriate course based on your test score. The test is not necessary for complete beginners or for students who have already passed a German language test (e.g. TestDaF, DSH, telc or Goethe-Zertifikat), who will be placed based on their test results.

For more details, see:

[https://www.uni-osnabrueck.de/fileadmin/documents/public/1\\_universitaet/1.3\\_organisation/sprachenzentrum/Anmeldung\\_aktuell.pdf](https://www.uni-osnabrueck.de/fileadmin/documents/public/1_universitaet/1.3_organisation/sprachenzentrum/Anmeldung_aktuell.pdf)

### Monday, 14 April 2025: Lectures begin

As soon as you know your date of arrival, please complete the form overleaf and send it to [teresa.gehrs@uni-osnabrueck.de](mailto:teresa.gehrs@uni-osnabrueck.de). We look forward to welcoming you to your new university and city of choice.

**Subject to change. Lasted amended: 14 February 2025.**

# I would like to:

<input type="checkbox"/>	attend the Welcome Session on Friday, 4 April, 09:00
	or
<input type="checkbox"/>	attend the Welcome Session on Friday, 11 April, 09:00
	or
<input type="checkbox"/>	attend the Latecomers' Welcome Session on Thursday, 17 April, 09:00
	or
<input type="checkbox"/>	attend the Latecomers' Welcome Session on Friday, 25 April, 09:00

Please tick one of the boxes and email your registration form to [teresa.gehrs@uni-osnabrueck.de](mailto:teresa.gehrs@uni-osnabrueck.de) as soon as you know your date of arrival in Osnabrück

Name: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Degree programme: \_\_\_\_\_  
Date of arrival: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
Languages spoken: \_\_\_\_\_

## Contact

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