

Application and admission procedure for visiting students at the Faculty of Business Management and Social Sciences (BMSS)



1. Nomination by home university before online application

We will need the following data by **April 30** for the winter semester and by **October 15** for the summer semester:

- Your contact details: name, gender, e-mail-address
- Your study level: Bachelor, Master, ...
- Your study area: Business and Management, Nursing Science, Social Work, ...
- Start of exchange period: winter or summer semester
- Exchange duration: 1 or 2 semesters or number of months for Erasmus internship
- Exchange purpose: study and/or internship semester or dual degree Bachelor/Master

By e-mail to the International Faculty Office (IFO):

Michaela Buchholz (Europe, Latin America): m.buchholz@hs-osnabrueck.de

Gita Lestari (North America, Africa, Asia, Australia): g.lestari@hs-osnabrueck.de

These are also the contact persons in case of queries as to the application process.

Only if you wish to take mainly modules at our faculty, your university should nominate you to us. If you plan to study mostly subjects at one of our other faculties, you must be announced and enrolled and submit your application there:

<https://www.hs-osnabrueck.de/de/studium/studienangebot/internationales/incoming/#c26528>

2. Online application and admission as visiting student

Application for a first semester as visiting student

After having received your nomination, we will e-mail you details on the application procedure. Fill in the application form and upload your documents.

Registration procedure, admission and language requirements:

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

Online application: <https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209975>

After having submitted your application, you will get access to your online IFO student account where you can update your data, apply for a room and an additional semester as well as compose your learning agreement.

Admission as visiting student

We will check your application as quickly as possible after we have obtained it. Should it be incomplete, we will notify you. If all your data and documents are complete and correct, we will inform you about your admission and the necessary next steps.

Should you have not received an admission e-mail or any other notification from us within 2 weeks after you have submitted your online application, please contact us!

Please apply for housing, a visa (non-EU students) and the German Language school immediately after your admission.

Applicants from EU countries

You will only obtain an e-mail as acceptance confirmation. If your home university explicitly asks for a separate admission letter, contact your IFO coordinator.

Applicants from non-EU countries – visa

You will receive a PDF with your German admission letter attached to your acceptance e-mail. The letter not only confirms that we have obtained all required data for your admission and enrollment, but also includes specifications on your stay abroad: period, link to the academic calendars, accommodation, insurances, scholarships, your ability to study in our languages of instruction. It does not contain any information about scholarships. If need be, use your separate letter of award.

Most of the embassies accept this PDF certification by e-mail or a printout. They can request us anytime to confirm the authenticity of your admission. If an original document should still be required, please contact your IFO coordinator and a hardcopy will promptly be sent by DHL express to your home university.

After your acceptance please check with the German Embassy or Consulate of your home country whether you need a national visa to enter and to study in Germany. **Don't lose any time! The visa procedure can take about 8 weeks at least** (counted from the day of submitting the visa application!). Should you plan to travel through Europe, inquire if you need further visa for other countries.

More on visa and residence permit:

<https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c803210>

Or in the handbook for international students: <https://www.hs-osnabrueck.de/wiso-incoming-en>

Internship

Students, who will be doing an internship or a combined study and internship semester, will obtain the contact details of the responsible coordinators at our university or at the practice institution from us to clear the details and the further procedure of the internship. Please get in touch with them immediately.

Application for an additional semester as visiting student

If you intend to stay with us for more than one semester and your university agrees, you will have to apply for re-enrollment for every following term via your IFO student account. For this purpose, we will only need a new certificate of enrollment from your university.

Template for download and application periods:

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209976>

Dual degree students

You must also apply for re-enrollment to every additional semester, even if the final thesis will not be written in Germany anymore but in your home country, a re-enrollment at our faculty is required. Only then your Bachelor or Master thesis will be assessed and a final degree certificate be issued.

Non-EU students

Please clear the extension of your visa or residence permit with the Aliens Office Osnabrück already some weeks before these expire and book an online appointment. Making an appointment will be considered as keeping the deadline. A new certificate of enrollment can be downloaded from the OSCA portal latest by the start of the semester (see also: 7. Enrollment).

How to book an online appointment (further information available in the handbook):

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209991>

3. Online application for housing (optional, but strongly recommended)

For an accommodation or for the extension of your rent agreement, you must apply separately and online via the Housing Service Osnabrück: <https://www.hs-osnabrueck.de/en/housing-service/>. Students of our faculty are expected to submit their application via their IFO student account which is linked on the housing webpage. Please submit your registration, however, only after you have received the confirmation of your admission as visiting student from the IFO.

The staff of the Housing Service will do their best to find a room for you but cannot guarantee this as a matter of principle. Submitting an application does not guarantee a room in a residence. 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. If you apply after the given deadline or if the available rooms have been booked already, you will first be put on a waiting list.

You will receive only one housing offer. If you refuse it, you must make your own housing arrangements. Tips for your private room search are given in our handbook under "Accommodation alternatives": <https://www.hs-osnabrueck.de/wiso-incoming-en>

The Housing Service will check your application as quickly as possible after the deadline. 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. Please clear any queries directly with: housing@hs-osnabrueck.de

Tip: The rooms are always fully booked quickly and inexpensive private accommodation for students is rare due to the tense housing situation in Osnabrück. You are therefore advised to make use of our lodging service. Apply immediately after you have been admitted. Be aware that the Housing Service might almost certainly have no more vacancy shortly before the semester begins if your own search was not successful by then.

We advise against coming to Osnabrück without having booked any accommodation at all!

4. Online application for the International Language School German (optional, but recommended)

This course will be held before the semester begins. Visiting students, who will spend an additional term in Osnabrück, can also participate during their semester break. For a place in this course, you must apply separately and online:

<https://www.hs-osnabrueck.de/international-winter-language-school>

<https://www.hs-osnabrueck.de/international-summer-language-school>

The language course is not compulsory, though recommended. Classes for beginners and advanced learners are offered, plus an attractive cultural program. Exchange students from our partner universities can benefit from a reduced course fee. For some scholarship holders the attendance is free – you will be informed accordingly.

Tip: If you decide to participate in the language school and to book a room through the Housing Service, you can transfer the language course fee altogether with the advance payment for the accommodation as one amount to the housing account and thus save money.

Questions can be answered by: intensive-german@hs-osnabrueck.de

5. Learning agreement

To get an overview of the modules that you want to study at our faculty, you must submit an online learning agreement for every single semester via your IFO student account– unless you plan to do a mere internship semester and not to study additional courses at our faculty.

Procedure and periods for composing the learning agreements:

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209985>

Course catalog, module requirements, workload, module descriptions, examinations:

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

Dual degree students

The information on the above websites is mostly destined for our non-degree-seeking visiting students but might be helpful to you as well. You will clear your module selection, however, not with the IFO but with the coordinator of your Bachelor or Master program:

B. A. International Management:

Anne-Christin Stockmeyer
+49/541/969-2020, room: CN 0225
a.stockmeyer@hs-osnabrueck.de

M. A. International Business and Management:

Sabine Kohlsaatz
+49/541/969-3569, room: CN 0204
s.kohlsaatz@hs-osnabrueck.de

6. Academic calendar

Important dates and registration periods of our faculty at a glance:

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

7. Enrollment

Enrollment

After the registration procedure has been finished, you will be enrolled by our Student Affairs Office. Afterwards you will receive an e-mail from our ServiceDesk (servicedesk@hs-osnabrueck.de), inter alia with the log-in data for OSCA, the campus management system of our university.

Latest by the start of the semester, you can download an enrollment confirmation of our university from the OSCA portal: <https://osca.hs-osnabrueck.de> > click "My activities > Results > Herunterladen > Download, behind Immatrikulationsbescheinigung, under My documents". If you cannot find it there, contact Ina Müller-Schlicht of the Student Affairs Office: i.mueller-schlicht@hs-osnabrueck.de

Semester fee

The fee is waived for exchange students from partner universities.

Freemover students must first pay it before the student ID card may be handed out to them:

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209969>

Await the request for payment from our Student Affairs Office before you transfer the money – cash payment will not be accepted.

Campus card (= student ID card)

You can pick up your card after your arrival or send your buddy to fetch it for you:

- participants of International Language School German: from Nina Chapman (AB 0012)
- all others: from Michaela Buchholz (CB 0011B) or Gita Lestari (CB 0016) or during the orientation days

Students extending their stay

Your log-in data for the OSCA portal, for your IFO student account and your campus card keep on being valid in all further semesters. But you must validate the card at the machines in the library or in the AC building (close to Student Affairs Office in AF) at the start of the semester (summer: as of March 1, winter: as of September 1). Once the new semester dates had been printed onto the card, the validation was successful.

More on the card in our handbook: <https://www.hs-osnabrueck.de/wiso-incoming-en> and at: <https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c836133>

8. Buddy program

We will find you a local student who shall support you as your buddy to help you to move into your residence, to clear the initial formalities and to orient yourself in Osnabrück. You do not have to apply for a buddy yourself. Your IFO will send you the contact details and further instructions before you depart. Afterwards you should get in touch with your buddy immediately. If the contact cannot be established for any reason, if you do not want to get a buddy or if you have questions, please write to: incoming-wiso@hs-osnabrueck.de

We would advise you to arrange a meeting with your buddy for your arrival in Osnabrück so that you can be picked up. Hence give your arrival dates to your buddy once you have finished your travel arrangements.

More information on the buddy program in the handbook:

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

9. Arrival time, orientation days, placement tests

Recommended time for arrival in Osnabrück:

- either to the start of the International Language School German
- or one week before the orientation days begin

Further details and the date of the orientation days (your attendance is mandatory!):

<https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209991>

Information on placement test procedure:

<https://www.hs-osnabrueck.de/en/wiso/degree-programs/freshmen/placement-tests/>

Information on the testing procedure especially for visiting students can already be gathered from our handbook, the IFO will provide additional instructions in time by e-mail.

10. Further information on the Internet

Faculty website and handbook for international students with helpful tips for the preparation of your stay and for study and life in Osnabrück: <https://www.hs-osnabrueck.de/wiso-incoming-en>

Information on financing, costs, directions, jobs, sports and leisure, etc.:

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

Please carefully read our webpages, the handbook and our e-mails.

Make sure that you can always receive messages in your e-mail account.

Keep all given deadlines to avoid any complication.

We will inform you step by step about the further registration processes: learning agreement, placement tests, course and exam registration, orientation days, social events.

If you have to withdraw from your application and cannot come to or stay in Germany, please let us know immediately.

We would be very pleased to receive your nomination and application!

