



CHECK LIST

Important Information for Exchange Students

Dear students!

In order to help you with the first steps after your arrival, we have summarised below the most important things you should consider for your stay. **We know this Check List is long - but please read it carefully!** It contains important information!

Before your Arrival

1. Arrival date and time: Please make sure to contact your buddy (if applicable) and your landlord*landlady before you travel to Paderborn and let them know about your arrival date and time.

2. Please bring with you to Paderborn:

- a) A valid visa for the duration of your time and studies in Germany (If required for your nationality).
- b) Proof of health insurance (for European students e.g. the European Health Insurance Card EHIC, UK GHIC or form E111). If you do not have a health insurance plan yet, you have to take one out after your arrival in Paderborn. Studying without an adequate health insurance is not allowed in Germany! (For more information see point 6 "Health insurance" below.)
- c) Passport or other official photo ID for registration at the Residents' Registration Office (Einwohneramt) (and the immigration office if required) or for possible trips outside of Germany.
- d) Passport photo if you still need to apply for your visa/ residence permit once you are in Paderborn.
- e) Sufficient cash for your first days in Paderborn that will cover food, bus/ train fares, etc.
- f) ICM scholarship holders should bring enough money to cover the first month of living as well as health insurance and semester fees (min. 900 € total), because the payment of the scholarship for the arrival month might take up to 4 weeks.

After your arrival

1. Accommodation:

➤ Student dormitories:

If you have a room in the student dorms, you can ask your buddy (if applicable) to pick up your key in advance from the janitor ("Hausmeister"). If you are not taking part in the buddy program, you will need to pick up the keys from the janitor yourself. Please move into your room, sign the rental contract (will be handed out with the keys) and put the signed contract into the letterbox of the student services ("Studierendenwerk") (address: Mersinweg 2, room 0.02, 33100 Paderborn; [Contact: housing-exchange@stwpb.de](mailto:housing-exchange@stwpb.de))

The rent, including the deposit of 400 Euro, is to be paid to student services already before arrival. Rooms need to be rented for the complete month, no matter on which day of the month you arrive or leave. Please note that dormitory rooms do not contain blankets, or other household equipment. Relevant information is available in our [Dormitory Guide](#).

➤ Private accommodation:

Meet your designated buddy or contact person, move into your room, sign the lease ("Mietvertrag") with your landlord*landlady and pay the deposit. Please ask - before your arrival - whether there are blankets and pillows in the apartment (usually there are none in the dorms). If not, you might want to ask your buddy to purchase this for you (and you reimburse them later) or they might be able to tell you where you can buy these things easily after your arrival.



2. Local registration office (“Einwohneramt”):

You are required to visit the local registration office within the first 2 weeks after your arrival to register with the city of Paderborn. Please bring your passport/photo ID, your lease/ tenancy agreement as well as the so-called “Wohnungsgeberbescheinigung” (this document will be handed to you either by the student services if you live in the student dormitories or by the respective person you are renting from). You will then receive a **confirmation that you are registered as a resident in Paderborn/ Germany**. This is **mandatory** for everyone living in Germany for longer than 3 months. It is recommended to make an appointment at einwohneramt@pb.de or [online](#) beforehand. You can find the address of the local registration office below under “important addresses”.

3. Immigration Office (“Ausländerbehörde” - only required for NON-EU citizens):

Students from **non-EU-countries** who applied for a visa need to visit the immigration office within 90 days after their arrival to apply for a residence permit.

Students from **third countries** who already hold a residence title from another EU member state under the Directive on conditions of entry and residence (Directive 2016/801/EU), have to apply for a visa. Alternatively, they can apply for permission for their study mobility at the Federal Office for Migration and Refugees (BAMF). To do so, respective students have to inform the receiving university, which will then contact BAMF on their behalf (-> see detailed information and relevant documents in the “Application and Enrollment Guide” & “Academic Calendar” in your Registration Mail (= the mail which includes your log-in dates for application).

If you are a Non-EU citizen and have entered Germany without a visa/ residence permit for your studies, please visit the immigration office in Paderborn in order to apply for your residence status. Please note that you will need to visit the local registration office first and register with the city of Paderborn.

When visiting the immigration office, please bring your passport, proof of insurance, your certificate of enrolment (can be downloaded from your uni account after completed enrolment) and the confirmation of registration from the local registration office. After having handed in all the necessary papers, you should receive your residence permit (“**Aufenthaltserlaubnis**”) within a few weeks. **Please make sure to book an appointment with the immigration office before going there** – your buddy can assist you with this. For the contact details of the Immigrant Office, see “important addresses” below.

4. Bank Account:

For the purpose of paying your rent on a monthly basis, we recommend that you open a German bank account with one of the local branches on campus or in town. Opening an account in Germany is usually free for students. You typically need to bring the confirmation of your registration with the city of Paderborn, your lease/ tenancy agreement and proof of enrolment at Paderborn University.

5. International Office:

Within the first couple of days after your arrival, please contact the International Office. Confirm your arrival with [Martina Leifeld](#) (if by mail, but please do not forget to confirm your exact arrival date). Please note our information on health insurance (point 6) and semester fee (point 7). Both health insurance and semester fee are prerequisites to finalise your enrolment with Paderborn University. In case of questions regarding **transcripts**, [learning agreements](#) or **other study related matters**, please contact [Nicole Struzek](#).

6. Health insurance:

All students need to prove health insurance for the duration of their studies. This is an obligatory prerequisite for enrolment.



If you are an EU citizen, you have to bring your valid European Health Insurance card (EHIC), UK GHIC or the document E111. In case you need medical assistance, the document has to be presented to the medical practice or hospital. Please make sure that your health insurance has adequate coverage.

Important: All students – even those with an EHIC – are required to contact a statutory health insurance agency in Germany. You can also do this by mail before your arrival. The health insurer will decide if you can be exempted from German health insurance or if you need to take out German health insurance and will forward this information online to the university. Data transfer between health insurance companies and universities is exclusively digital throughout Germany!

Students from Non-EU countries always need to take out a German full-coverage health insurance – usually from a statutory health insurance provider. A travel insurance can often be used to obtain an entry visa to Germany. However, it will not be sufficient and **does not meet the requirements of a full health insurance cover while studying at a German University!** Therefore, please take out a full **German statutory insurance** – one of the providers even has an office on campus. For more information, please see the contact details and further information below under "important addresses". Costs of statutory insurances in Germany typically amount to about 135 EUR per month in total for students (depending on service and provider you choose). More information on the health insurance system in Germany can also be found here: <https://www.daad.de/deutschland/nach-deutschland/bewerbung/en/58221-health-insurance/>.

7. Student ID and Semester Ticket:

As part of the enrolment process, all students have to pay a semester fee for which they will receive a semester travel ticket and student ID card. Please note: The semester fee is **not a tuition fee**, but a fee for public transport, social services and student union.

Both **student ID card and semester ticket** will be issued at the beginning of a semester (valid from 1 April – 30 September for the summer semester or 1 October – 31 March for the winter semester). After the enrolment has been finalized, the semester documents will be ordered by the International Office. Students will then be able to **download** the semester ticket online. The student ID will be sent through the post.

The semester ticket can be downloaded here: <https://asta.uni-paderborn.de/en/service-en/semester-ticket/>

The semester ticket allows you to use buses and regional trains in Paderborn, across the entire state of North-Rhine Westphalia and even to a number of out-of-state locations during the course of a semester.

Please transfer the semester fee amount of **€ 279,60** via bank or online transfer to the account indicated in the box below, quoting your name and **student ID number (= matriculation number)**. Without **matriculation number**, your payment cannot be assigned to your account! **The amount cannot be paid in cash. The fee has to be transferred to the account by late September or late March (start of the semester) at the latest!** This also applies to students who receive a full scholarship! Please be prepared to pre-finance the fee before receiving the scholarship! Otherwise, your enrolment cannot be completed and you cannot register for courses at UPB!

Bank details:

<p>Recipient (Empfänger): Universität Paderborn IBAN Code: DE74 4765 0130 1010 0376 93 Bank: Sparkasse Paderborn-Detmold BIC: WELADE3LXXX Amount (Betrag): € 279,60 Reference Number (Verwendungszweck): WiSe 2024-25 (please add matriculation number and your name), Sem-ticket f. Austauschstud. Account holder (Kontoinhaber): (please fill in respective name)</p>



Once the money has hit the University account (transactions within Germany take about 2-3 working days; about 3-5 days for international transfers from outside the EU), the International Office can order your ticket and ID so that you can download it **at the beginning of the semester**. Please remember that we need valid proof of your health insurance as well, before we can order the documents for you!

8. IMT – Uni Account/ PAUL

Please make sure to create an **IMT-Account** as soon as possible after your arrival, using the TAN-number that you will receive after your enrolment has been completed. You can receive it from the International Office or at the [Notebook Café](#). You will need the IMT-account to be able to register in **PAUL** - our University's campus management system. The account is necessary for students to be able to register for courses, use wireless internet on campus with their own notebook and to create a University email address. Important: The IMT account is already necessary to register for the German Crash Course before semester start!

Important Addresses:

Health Insurance Office (Krankenkasse) on campus: Techniker Krankenkasse* (TK)	Office Hours
Room: ME0.228 ☎: + 49 (0)40 85 50 60 70 Web: https://www.tk.de/service/app/2025550/filiale/detail.app?tkcm=aas	Mo, Tue, Wed, Thu 09.00 - 15.00 Uhr Fr 09.00 - 13.00 Uhr

**You are free, of course, to choose any other full-coverage German health insurances.*

City of Paderborn

Local registration office/ Einwohneramt	Office Hours
Entrance Marienplatz 2a 33098 Paderborn ☎ + 49 (0) 5251 / 880 Appointment by mail at einwohneramt@pb.de	Mon 07.30 a.m. - 16.00 p.m. Tues + Wed 07.30 a.m. - 12.30 p.m. Thurs 07.30 a.m. - 12.30 p.m. + 14.00 - 18.00 p.m. Fri 07.30 a.m. - 12.00 a.m.
Immigration Office/ Ausländerbehörde	Office Hours
Am Hoppenhof 33 33104 Paderborn ☎ + 49 (0) 5251 / 880 Contact IMPORTANT: The immigration office can be visited with an appointment only!	Mon 08.00 a.m. - 12.30 p.m. + 14.00 - 16.00 p.m. Tues + Wed 08.00 a.m. - 12.30 p.m. Thurs 08.00 a.m. - 12.30 p.m. and 14.00 p.m. - 17.00 p.m. Fri 08.00 a.m. - 12.00 p.m. The stated opening hours of the immigration office are only used to hand out electronic residence permits.

Your first point of contact for questions during your stay in Paderborn (apart from academic matters or accommodation questions) is the International Office.

We look forward to meeting you and wish you lots of fun and success with your studies in Paderborn!
Your International Office Incoming Team!

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