

## 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 (best your university's student address, and no hotmail, gmail, outlook addresses, please!)
- Your study level and area: Bachelor/Master in Management, Nursing Sciences, Social Work, ...
- Your intended study/internship area if differing from field of study at home
- Start of exchange period: winter or summer semester
- Exchange duration: 1 or 2 semesters or exact period of planned internship
- Exchange purpose: study and/or internship semester or dual degree Bachelor/Master

**By e-mail to the International Faculty Office (IFO) – contact persons:**

<https://www.hs-osnabrueck.de/wiso-contact-ifo>

These are also the contacts in case of query as to the application process.

If you wish to take most of your modules at our business faculty, your university should nominate you to us. If you plan to study mainly subjects at one of our other faculties though, you must be announced and enrolled 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 you have been nominated by your home university and if you meet our admission requirements and have the required documents on hand, you can start the application process. Only if you complete all application steps in full, your application can be processed.

**Registration procedure and admission requirements:**

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

After having submitted your application and created your personal user account in the Mobility-Online application portal, you can keep track of your application status through the portal's student workflow.

#### Admission as visiting student

We will check your application as quickly as possible after we have obtained it. Should it be incomplete or unacceptable, 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.

We cannot guarantee your admission or we may cancel it if your application reaches us after the closing date, if you submit invalid or forged documents or if you do not keep our conditions.

**If you have not received an admission e-mail or any other notification from the IFO within two weeks after you have submitted your online application, please first check your SPAM and next contact us! If not already done: Please apply for a visa (non-EU students), for housing 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 without an EU citizenship coming from EU partner universities**

You already have a **residence permit for study purposes for an EU member state** (e. g. your current country of study) according to the EU REST directive 2016/801? In this case, you may enter and study in Germany for up to 360 days without an additional German residence permit.

Our Center for International Mobility (CIM) must notify the German Federal Office for Migration and Refugees and will get in touch with you after your admission. Please quickly submit the additionally required documents to the CIM.

**If you do not have a residence permit which is explicitly designated for study purposes, covering the whole period of your mobility at that time, 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 are running out of time then and risk missing the beginning of our semester or your whole mobility with us. Strict decisions are taken, and our IFO does not have any influence on the Federal Office or the embassies.**

### **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. It does not contain any information about scholarships. If need be, use your separate letter of award.

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 several months!** Should you plan to travel through Europe, inquire if you need further visa for other countries.

### **Visa and residence permit:**

<https://www.hs-osnabrueck.de/wiso-incoming-en> – check our handbook

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

### **Internship – combined study and internship semester**

Students, who will be doing an internship or a combined study and internship semester – organized and assessed by our university –, will obtain the contact details of the responsible coordinators at our university or at the practice institution from the IFO. Please get in touch with them immediately to clear the details and the further procedure of the internship or possibly your learning agreement. These types of mobility are only open students if a relevant agreement has been concluded with their home university.

### **Application for an additional semester as visiting student**

If you intend to stay for more than one semester and your university agrees, you will have to apply for re-enrollment for every single further term. For this purpose, we will only need a new certificate of enrollment from your university. You can e-mail it to us.

### **Template for download and application periods:**

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

### Dual degree students

You must also apply for re-enrollment to every additional semester. Even if you do not write the final thesis in Germany anymore but in your home country, a re-enrollment at our faculty will be 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 Foreigners' Department Osnabrück already in good time before these expire. Contacting them or making an appointment will be considered as keeping the deadline. As admission confirmation of Osnabrück UAS, you can download the new certificate of enrollment ("Immatrikulationsbescheinigung") from the Intranet: <https://intranet.hs-osnabrueck.de/> – click "eCampus > Study Service > My documents.

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

The student residence rooms are always fully booked quickly and inexpensive private accommodation is rare due to the tense housing situation in Osnabrück. You are therefore advised to make use of our lodging service. **We advise against coming to Osnabrück without having booked any accommodation at all!**

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

For the extension of your rent agreement, please apply with our Housing Service:  
<https://www.hs-osnabrueck.de/en/housing-service/>

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 be put on a waiting list.

You will receive only one housing offer. If you refuse it, you must make your own arrangements. The IFO is unable to arrange rooms. 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](mailto:housing@hs-osnabrueck.de)

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

This intensive German language course will be held before the semester begins. It is not compulsory, though recommended. Classes for beginners and advanced learners are offered, plus an attractive cultural program:

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

For a place in this course, best also apply directly in the application form for the admission as a visiting student. A later application is still possible, but the course might be full by then.

Exchange students from our partner universities benefit from a reduced course fee. For some scholarship holders the attendance is free – you will be informed accordingly. Visiting students, who will spend an additional term in Osnabrück, can also participate during their semester break.

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

Questions can be answered by: [intensive-german@hs-osnabrueck.de](mailto: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 a learning agreement for every single semester.

Exception: You plan to do a self-organized internship, which will not be assessed by our university, and you will not study additional courses at our faculty. A learning agreement is not necessary in that case. Just give us a quick note about it so that we do not wait in vain for your learning agreement.

**Procedure and periods for composing the learning agreements:**

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

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

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

### 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 respective coordinator of your degree program. Contact details – see handbook:

<https://www.hs-osnabrueck.de/wiso-incoming-en> – international course coordinators

## 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

After the registration procedure has been finished, your data and documents will be passed on to the Registrar's Office for your enrollment (see timeline at the bottom). You will receive instructions on the further steps to be taken with your admission e-mail.

## 8. Buddy program

We can find you a local student who shall support you as your buddy – not only to help you in the beginning, but also to accompany and guide you through your first semester in Osnabrück. The 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 or if you have questions, please write to: [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de)

**More on the buddy program in the handbook:** <https://www.hs-osnabrueck.de/wiso-incoming-en>

## 9. Arrival time, orientation days

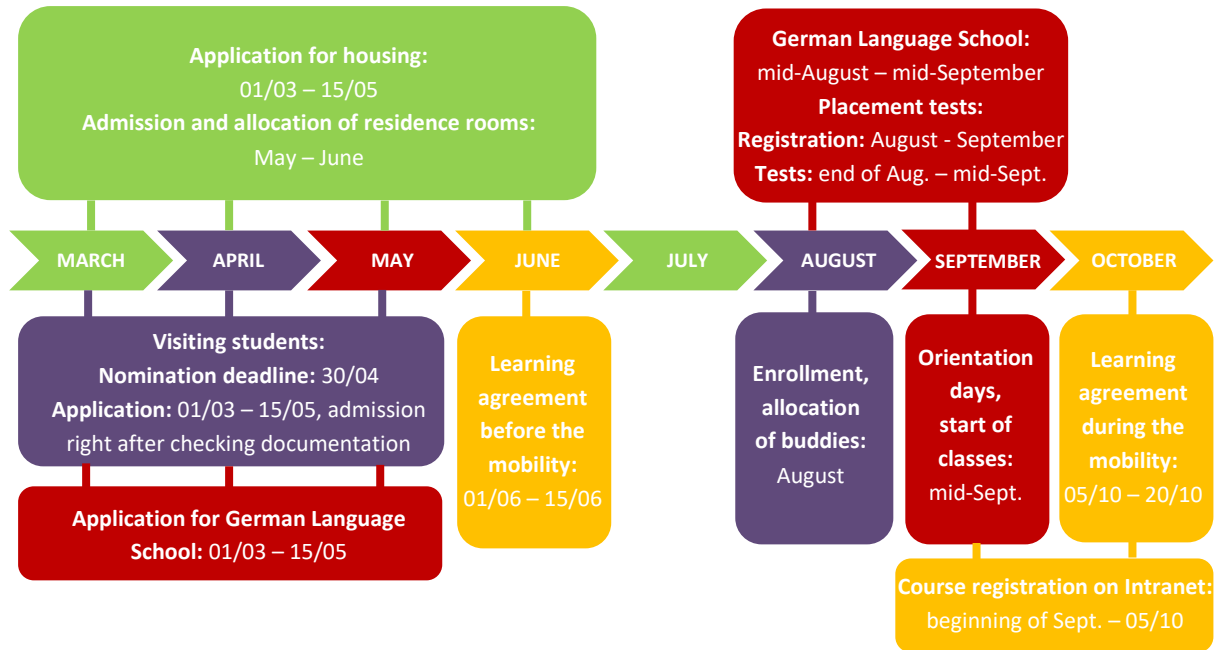
### Recommended time for arrival in Osnabrück:

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

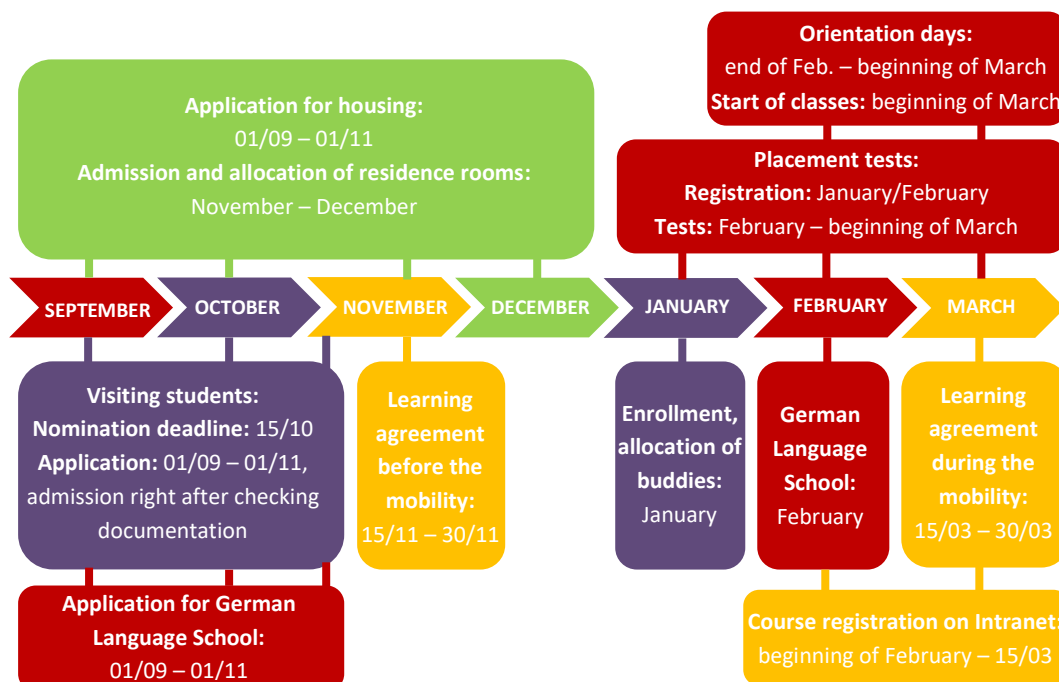
### Further details and the date of the orientation days (your attendance is mandatory!):

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

## 10. Application timeline: winter semester



## 11. Application timeline: summer semester



## 12. 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 costs, insurances, directions, jobs, sports and leisure, etc.:

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

**Please always carefully read the instructions that you receive from us.**

**Keep all deadlines to avoid any complication. Contact us if there are any delays for any reason.**

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

We will inform you step by step about the further registration processes.

**Come and join us!**

**We would love to receive your nomination and application!**

