



**UNIVERSITÄT
PADERBORN**

DEZ. 3.1/ INTERNATIONAL OFFICE

QUESTIONS

AND ANSWERS

AFTER ARRIVAL

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University for the Information Society



Formalities and Services

Please check the webpages of the International Office!

<https://www.uni-paderborn.de/en/studies/international-office/degree-students/formalities-and-services>

Formalities and Services

In order for everything to run smoothly at our university, we have to demand that our students participate in the administrative processes in an appropriate manner. In order to ensure that nothing stands in the way of your studies being organised in accordance with your wishes, we would like to urgently request that you submit the respective applications in due time and that you observe the registration and deregistration deadlines.

External Services

- Dormitories of "Studierendenwerk Paderborn": [Online-Application](#)
(The International Office provides further information about housing options [here!](#))
- [Aliens department](#) of Paderborn city administration
(In charge of foreign residents of Paderborn regarding visa and residence permit related issues)

Formalities

- [Enrollment](#)
- [Change of degree program](#)
- [Schedule of studies](#) (For the extension of the student's residence permit)
- [Re-registration for studies](#)
- [Leave of absence \(Urlaubsemester\)](#)
- [Deregistration from the University](#)
- [Semester fee refund](#)

Study Organisation

- [PAUL Info pages \(Exam and Course Management\)](#)
(Separate registration for courses and exams required!)
- [IMT Support](#)
- [Registration for the German course for international and exchange students](#)
(Only for students without DSH!)

Communication with university staff

- Check the university webpages and/or make a quick internet search
- Try to turn directly to the person in charge
- Please send only requests to people who are directly involved
- If you need my support, send an email under mentioning your matriculation number and your telephone number first. We can set up an appointment if necessary

- Info Point of the International Office:
Tue/We/Th: 9-11am + We: 2-3pm

- My office hours: Th: 10-11:30am and by appointment

Initial application of residents permit

- Go to the alien registration office after arrival in Paderborn
- You just need to show them your enrolment certificate, bank balance on blocked account + entry visa + passport

Extension of residents permit

- You might need a letter which states that you are on track with your studies and estimates until when you will complete your degree.
- You can watch up the procedure under „Formalities and Services“ on the Webpages of the IO
- You will usually need to do it every 1-2 years
- Please note that it is a decision of the alien's office whether your visa will be extended or not
- You have to be able to finish your studies within the legal timeframe
- The IO can only make a statement depending on your study progress

How much time do I have to complete my course?

- You can study the „average completion time“ of the study course
- In case that you are for the first time registered in a German university, you will get 3 Semester extra for your orientation
- For a Master's Degree it is mostly 6+3 Semesters

Housing: Check your room!

- When moving into a new apartment, you have to inform the landlord at once, if the apartment is not in orderly condition! Usually it has to be checked together with the landlord and there should be an official protocol!
- If you don't do it, there is the risk that you will need to pay for the „damage“ even if it has not been caused by you
- You have to consider this also at the dormitories of „Studierendenwerk“!

Examination regulations

- Check the examination regulations of your study course at the beginning of your studies!
- Mostly you have three trials for an examination, sometimes only two
- If you don't show up for an exam, this will be considered as a failed attempt
- Don't waste your attempts, you might need them later!
- If you get sick on the examination day, you will need an attestation from your doctor, issued on the same day!
- In case of mental problems (exam anxiety, stress related disorders etc.) you should get in touch with the „Zentrale Studienberatung/Psychosoziale Beratung“ in I4 (Central Counselling Service)

Re-registration (Rückmeldung)

- You have to confirm every semester that you want to continue your studies
- For this reason, you just have to transfer your semester contribution for the next semester on time
- You can find the deadlines and information on the webpages of the „Studierendensekretariat“ (central students administration)
- Check your university emails and your PAUL notifications!
- It is absolutely necessary that you do this within the given deadlines, because we can not simply register you again!
- If you drop out, your students residence permit will get lost!

Change of study course

- Check information on „Formalities and Services“
- It's already possible to apply for a course change via PAUL!

Working as a student

- 120 full/ 240 half days are ok with a students residence permit
- Usually no further permission letter from university needed
- Self employed work only in rare cases possible
- Tax ID number can be received at the „Finanzamt“ (tax office), next to „Agentur für Arbeit“ (National Work Agency) close to Paderborn main station (HBF)

Where to find a Job?

University job offers:

ZV - StellenangeboteWHK-SHK (Universität Paderborn) (uni-paderborn.de)

Job board of the AStA:

Job board - AStA der Universität Paderborn (uni-paderborn.de)

Job teaser Uni Paderborn (Career Service)

JobTeaserConnect

Now your questions are very welcome!

Thank you for your audience!