



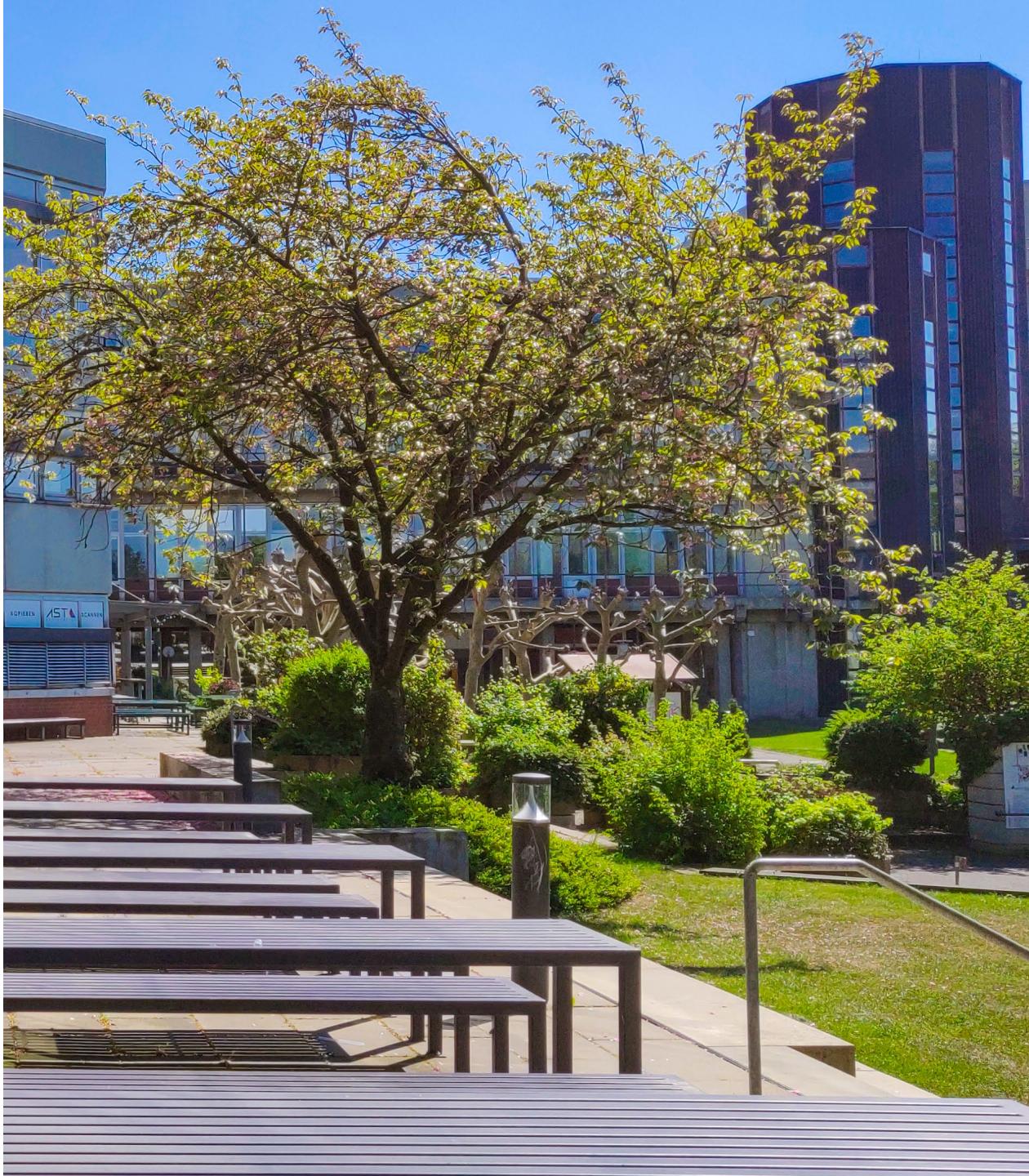
PADERBORN  
UNIVERSITY



# Your start in Paderborn!

Information for new students of the summer  
term 2026.

Matthias Funayama-Thorsen (MBA)  
16. January 2026





# Paderborn University

- Founded in 1972 as „Universität und Gesamthochschule“
- Since 2001 „Universität Paderborn“
- Academic excellence but also a „hands on“ tradition
- Academic excellence, interdisciplinary collaboration and practical education!
- No professors in ivory towers ☺





## Visa Application

- The University can't speed up the visa procedure
- The notice of admission is sufficient for the visa application! (in general!)  
Exceptions: Arriving later in the semester or the following semester
- You are not expected to have already an accomodation in Germany when you apply!
- You don't need to refer to a university advisor in your visa application
- The embassy is usually not getting in touch with the university!
- Mostly no presence or late arrival letter necessary!





## VisaFlow for visa support

- Create free account at: [platform.visaflow.app](https://platform.visaflow.app)
- Platform code: UNIPADERBORN25





# University Registration

- Transfer the semester fees (€325.50 for summer semester 2026)
- Payment and enrollment deadline: 01 February – 23 April
- Please send us the documents in a single email to: [io.registration@zv.upb.de](mailto:io.registration@zv.upb.de)
- The semester ticket can be downloaded after the receipt of the enrolment certificate from the International Office via e-mail
- The uni-account initial password will be sent to you by conventional mail or stored at the Info Point/Service Center (Room B0 140)
- Student ID card download via UPB-App possible
- Fee payment and health insurance notification is absolutely mandatory!





# University Registration

- German postal address very beneficial (c/o address also ok)
- Check at your admission letter if any other documents are requested
- Only **in case that you have studied at another university in Germany before:**  
Deregistration certificate (with effect from 1 October) of the German university and  
"Unbedenklichkeitsbescheinigung" (letter of no objection) from the examination office.





## Money Transfer

Personally I recommend the students to open a multy currency account for the transfer of their semester fees from abroad (e.g. at „Wise“ or „Revolut“). In case that you need to ask for your money refunded it is very beneficial to have SEPA account details

- In most cases, you will need a resident registration certificate if you want to open or activate your German bank account
- A bank might accept you as a foreign customer, but then you will have to give them your address in your home country (Possible at „Sparkasse Paderborn-Detmold“)
- You can also ask for opening a „Basiskonto“ at any German bank
- You can ask the relocation providers „Fintiba“ and „Expatrio“ for a solution which is matching for your needs





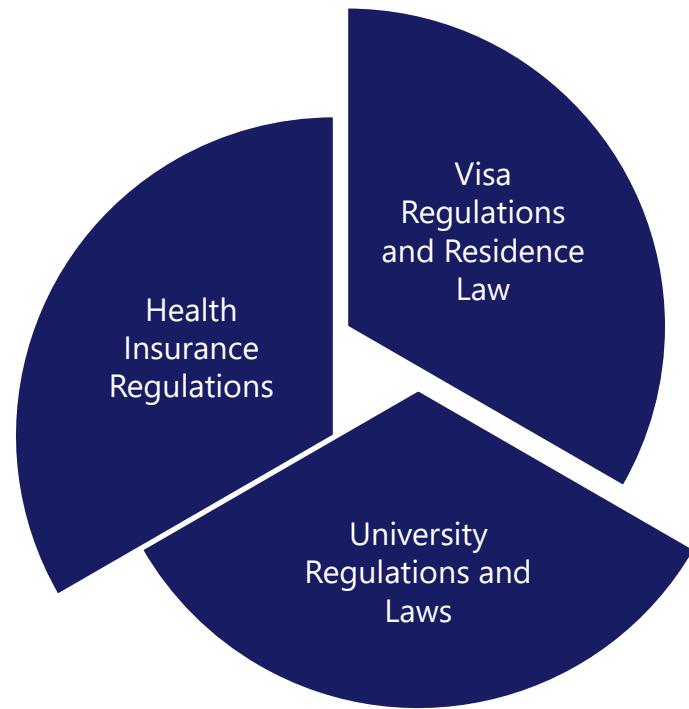
## Shall I enrol without visa?

- **If you enrol, you have to pay the semester fees and to make sure that a health insurance notification will be sent to the university, even if you are not located in Germany!**
- You don't have higher chances for a visa, just because you are already enrolled
- You should only enroll if you are sure that your visa appointment will take place until the end of April at the latest!
- Follow up problems: Charges for health insurance, course registration, workload
- **The university is as flexible as possible, but we can not buffer all problems that may arise!**





# Legal Environment





## Health Insurance

- A statutory health insurance for students costs about 90-140€ per month
- If you are over 30 years of age, you can not continue your statutory health insurance as a student
- If you are deciding for a private health insurance, don't choose the cheapest one!
- Usually you can not switch back to the public system!
- **Your statutory health insurance needs to submit an electronic notification to the university (also if you are over 30 years of age or selected a private health insurance). Please fill the respective gap at the enrollment form.**
- **Late Arrival: The statutory health insurance is not waiving semester charges for late arrivals!**





## Electronic Data Exchange HI/Uni

- Electronic data exchange between health insurance and universities since 01.01.2022
- Please forward the operation number of Paderborn University to your health insurance (H0002699)
- The university has to wait for an electronic notice from a statutory health insurance, before the enrollment can be completed
- The university, needs to know, that you have initiated the procedure, therefore please **don't forget the corresponding entry at the enrollment form**





## I have no statutory insurance. Do I need to apply for the electronic notification?

- Yes, you do! You can apply for it by email to Mr. Andreas Vogt from the „Techniker Krankenkasse“ campus office: [Andreas.Vogt-1@tk.de](mailto:Andreas.Vogt-1@tk.de)
- You choose a private health insurance:  
Send your passport copy and your private insurance contract as a PDF document
- You are over 30 years of age:  
A passport copy as a PDF document is sufficient.





# Registration for Courses and Examinations

- The course and exam registration has to be done online via „PAUL“, our campus management system
- [Course registration and de-registration dates](#)
- After your university registration you will receive a letter with the uni-account initial password from the ZIM (ZIM= Center for Information and Media Technology Services), which you need for access to PAUL
- **There will be an information meeting at your department where they teach you about the structure of your study course and how to register for courses and exams**
- Even without PAUL account, you can look up the [course directory](#).
- PAUL-Tutorials: [Orientation \(Universität Paderborn\) \(uni-paderborn.de\)](#)





# Course Registration

- In general you will need to be present for your studies!
- End of course 2nd course registration phase :

01 April (08:00 am) – 30 April (11:59 pm)

Faculty for Economics: 01. April – 23 April

- There may be online lectures, but they have only supportive functions
- If you come later, you have to ask the lecturer, if you can still attend the class
- We are not checking the visa for university registration, but if you are enrolling without visa, you are doing it on your own risk





## Lectures at UPB

- With your university registration you are becoming a member of the scientific community
- Studying in Germany is very free. The university is more a platform than a school. But this means in many areas: Do It Yourself !
- The students are co-creators of their own studies!
- We offering some e-learning possibilities, but this is only meant to be supportive for the presence studies!
- You are not obliged to attend the lectures, but mostly you won't have a chance to pass the course if you are not attending regularly





## Orientation Phase

- IO landing page: [Orientation \(Universität Paderborn\) \(uni-paderborn.de\)](https://uni-paderborn.de/InternationalOffice/InternationalOffice/InternationalOffice.aspx)

Orientation week: 06 April – 10 April

The lecture period starts on 13 April

- Questions regarding administrative issues or services of the university?  
<https://www.uni-paderborn.de/en/studies/international-office/degree-students/formalities-and-services>
- Online-Seminars of the International Office  
[Online-Seminars | Paderborn University](https://uni-paderborn.de/InternationalOffice/InternationalOffice/InternationalOffice.aspx)
- We will guide you by email!





## German Courses at the Centre for Language Studies (ZfS)

- Semester Course (Start: April/October)
- Crash Course (Start: March/September)
- Webpage:  
[German courses - Centre for Language Studies \(ZfS\) | Paderborn University](#)





## German Courses: Credit Points

- The credit points of the German language courses can be used for the General Studies part of your study program
- Mostly students need to do between 6-12 credit points in General Studies, depending on the examination regulations of your subject
- You need to submit your course certificate to the examination office after the completion of the course





## VHS Learning Portal

Free online German language courses!

<https://www.vhs-lernportal.de/wws/9.php#/wws/home.php>





## Accommodation

- Waiting period for dormitory rooms of „Studentenwerk Paderborn“ is 3-6 months
- You should be also willing to stay not directly in Paderborn as well
- Take what you can get!
- The ASV offers also a lot of support for the new students
- Normally, you will receive a landlord certificate of residence „Wohnungsgeberbescheinigung“) only for a permanent accommodation, but it depends on the landlord. You will need it for the city registration, which is a prerequisite for your residence permit





## Signs of accomodation scams

- The accomodation offer is too good to be true
- Be aware of wrong identities. Scammers are using stolen passport copies and prefer foreign bank accounts
- Scammers will also find a reason that it won't be possible to watch the accomodation in person
- Scammers are often reacting annoyed when you are asking for additional pictures or videos
- Scammers create time pressure!
- Scammers may steal your identity: Don't send them a passport copy!





## After Arrival: Visa and Alien Registration Office

- Visa is also a residence permit and contains a working permit for students, even if not explicitly mentioned
- You have to register at the residents registration office after arrival
- The alien registration office will send you a letter when you need to renew it
- If you need to get in touch with the aliens office in Paderborn, send them an email to the central email address: [auslaenderbehoerde@paderborn.de](mailto:auslaenderbehoerde@paderborn.de)
- They will set up an appointment if necessary





## Leisure time and how to make friends

- In general, all services and activities at the university are also for International Students!
- Get out of the „International Students Only“ circle!
- Every Wednesday 1-3 pm there is a tea and coffee hour for international students at the P9 building on campus („Internationaler Kaffeetreff“ currently organised via Facebook). The students are organizing trips, which are financially supported from the International Office
- You can take courses at the university sport clubs or join a club („Verein“) offsite the campus
- You are also welcome to become a member of the „Fachschaft“ of your study course
- Or join one of many other official students initiatives or projects.





## How to find a Job in Germany

- There are no job placements in Germany
- You will have to apply directly at the company (also for internships)
- Being able to speak German is a big plus!
- The German way of application is very unique and has to match to the company (style of cv and motivation letter)
- You have to learn how to apply correctly!
- Don't worry, we will teach you !





## Jobs and Scholarships

- [Inregio-Project](#) (see next chart)
- [Job-Teaser Paderborn University](#) (Career Portal)
- [Job offers of the University](#) (look at SHK/SVB )
- [Job board of National Job Agency](#) („Agentur für Arbeit“)
- There are no scholarships, which are offered from the university directly
- Usually, there are chances for a scholarship from doctorate level
- Check the scholarship database of the [German Academic Exchange Service](#) (DAAD)
- [Studienfonds OWL](#) („Deutschlandstipendium“)





**International engagement of students as an element of  
regional development.**

**2024-2028**



## Overarching Goal of the InRegioFIT Project

- **Recruitment of international professionals for the local economy.**
- **Improvement of the retention perspective for international students.**
- **Facilitation of the integration of international students into the region and the local job market.**
- **Holistic support for international students of Paderborn University:**
  - Professionally
  - Vocationally
  - Linguistically
  - Socio-culturally





## Overall Concept of the InRegioFIT Project

- 0 • Offers for the student recruitment and study preparation
- 1 • Offers to improve academic success
- 2 • Offers to strengthen students initiative and competencies
- 3 • Offers to support the transition into the German job market





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## ASV (Ausländische Studierenden Vertretung)

- Students Group representing International Students (Degree Seeking)
- Offering support for new International Students
- Get in touch with them via their [Webpage](#)





# You are Welcome!

Thank you for your audience!

