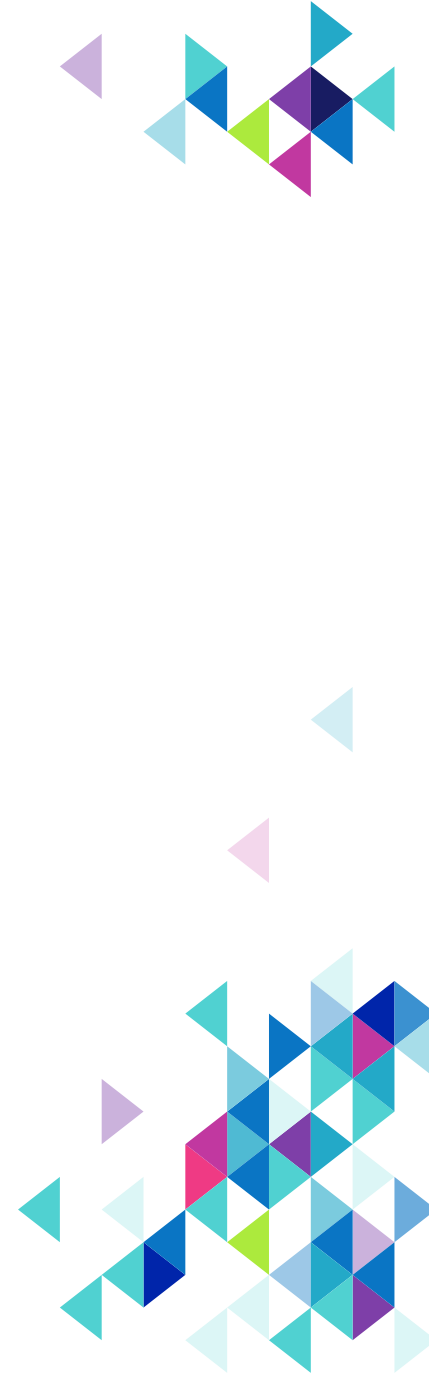


Enrolment in Degree Courses at Paderborn University

Guide for online enrolment after receipt of the acceptance letter

International Office · Online Enrolment at Paderborn University · June 2026



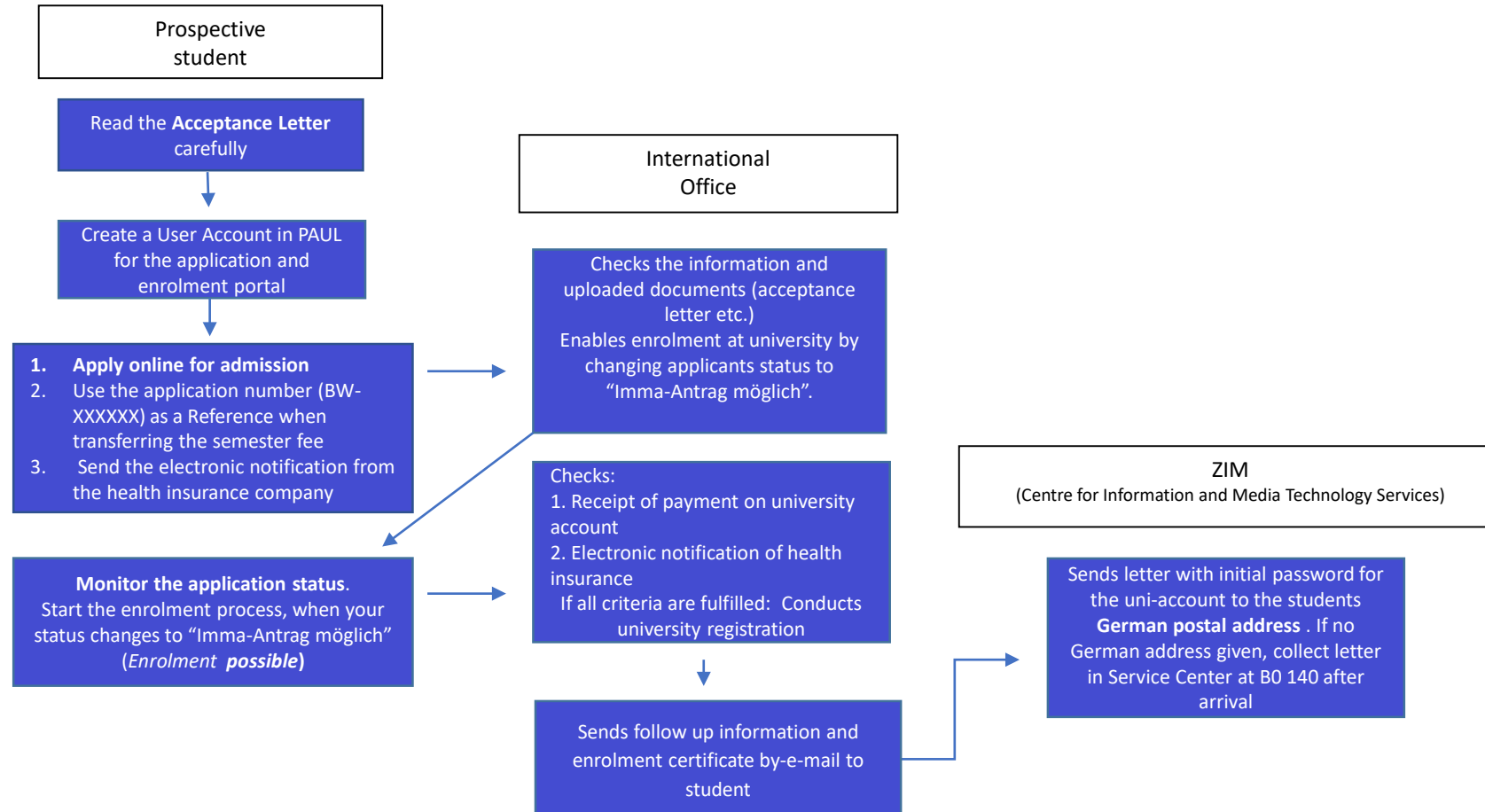


Agenda

- 1. Create a user account**
- 2. Submit an online application for a study program**
- 3. Submit an online application for enrolment**



Enrolment Process at a Glance





1. Create a User Account in PAUL

As an applicant who received an acceptance letter from Paderborn University, it is necessary to create a User Account for the Application and Enrolment Portal (PAUL) of Paderborn University. In order to enroll at the university, you will have to formally apply first for admission via the application portal and to upload your acceptance letter. When this is done and the status switches to “Imma-Antrag möglich”, enrolment will be enabled.

[Go to starting page!](#)

Welcome to the PAUL application portal of Paderborn University

You can apply for a study place for the 2026 winter semester from the beginning of June 2026.

Create/reactivate user account	Login to the application portal	Information
Are you here for the first time? → Create user account You have already set up a user account for the application here within the last year, but have forgotten your password? → I forgot my password Are you unable to log in to your old PAUL account, or do you have an employee account without the “Application” section? → Contact support	In the PAUL application portal, you can start and manage your application for a study place, access notifications and apply for enrolment. You can also apply for a doctoral program, guest student status, or participation in the “Studying before graduation” program here. → Login → Application process for international prospective students	→ Help with application and enrolment → Application deadlines



1. Create a User Account

Read the instructions carefully and type in your personal data.

- If you have previously studied at Paderborn University (this also applies to participants in the "Studying Before Graduating from High School" program, formerly known as "young : please contact bewerbung@uni-paderborn.de directly.
- If you have not yet studied at Paderborn University but still have a valid applicant account and have forgotten your login credentials, please contact bewerbung@uni-paderborn.de
- If you have enrolled for the upcoming semester but would like to reapply for a different spot (e.g., through a lottery), you must apply using your university account.
- If your applicant account has been deleted due to your enrollment but your university account has not yet been activated, please contact the Notebook Café H1.201 directly and imr



Please fill in the following fields.
Mandatory fields are marked with an asterisc (*)

User data

Title*		
First name*		
Last name*		
Date of birth*		(DD.MM.YYYY)
Place of birth*		
Citizenship*		
E-mail*		Your e-mail address is your username
Repeat e-mail*		

Next

You will receive your login credentials via email. Delivery may take up to three hours. Please be sure to pay attention to uppercase and lowercase letters when entering your email address



2. Submit an Online Application

Answer three initial questions.
Crucial point for International Applicants:

Section „My data“

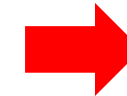
Question 1: “University entrance qualification”:

Select Option 1 - **High school diploma/subject- specific entrance qualification**

My data

Your answers will determine the study programmes available to you in the next step. If you have saved incorrect information, you can only reset it yourself if you have not submitted an application.

What school leaving certificate/university entrance qualification (HZB) do you have or will you have by the time you enroll?



High school diploma, subject-specific university entrance

Have you ever been enrolled in a degree programme at a university or college?

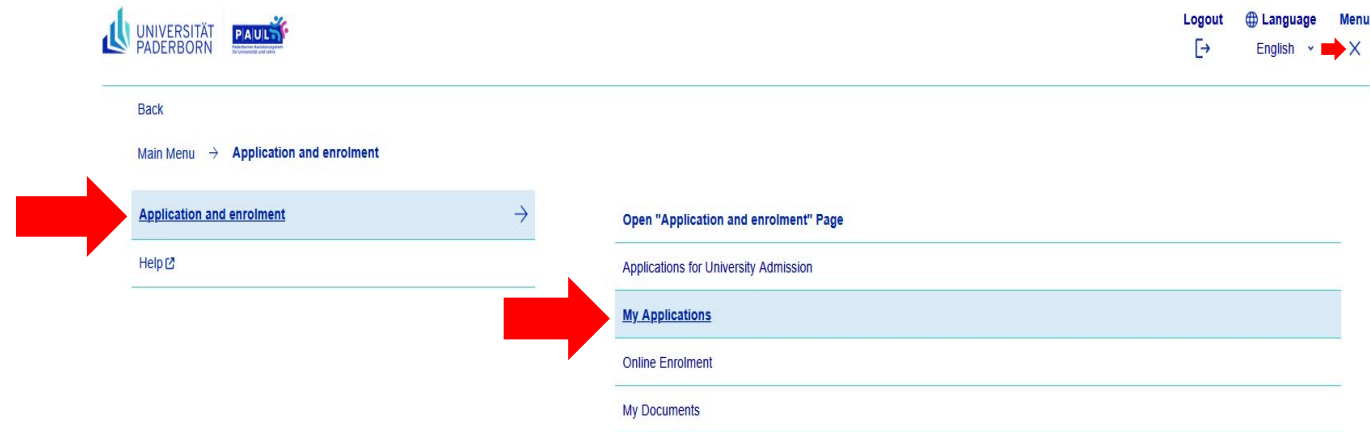
What would you like to do?

- High school diploma, subject-specific university entrance qualification, or vocational qualification
- Technical college entrance qualification (FHR, “Fachabi”)
- Technical college entrance qualification followed by a (technical) university degree
- International school leaving certificate/assessment test at a preparatory college
- No university entrance qualification (HZB) (only applicable to guest auditors or high school students)



2. Submit an Online Application

Go via „Main Menu“ >
“Application and enrolment”
„My Applications”





2. Submit an Online Application & Select the Study Program

At the section „My application“,
select your course among the search
results and click on „Apply“.
An online form will appear (see the
next page).

Find courses offered

By selecting the type of degree, you can search for your desired study programme in a

Search criteria

Degree type

Master

Search

Reset



2. Submit an Online Application & Upload Your Acceptance Letter

Complete all the sections of the the online form. In case of questions, please note the given explanations in the portal. Click on **„Studies abroad“** to **upload your foreign university degree and your Acceptance Letter from Paderborn University** (please check next page).

After all questions are answered, don't forget to click on the „Send“ button!

After sending the application, it will be evaluated by the International Office. When this is done, your application status switches to „Imma-Antrag möglich“ („*Enrolment application possible*“), which means that you can start the enrolment process now.

Sections

Name

Personal data

Address

Information about the desired study programme

Information on university entrance qualifications (HZB)

Previous studies and master's degree admission requirements

→ Studies abroad

Final statements



2. Submit an Online Application & Upload Your Acceptance Letter

Upload your acceptance letter from Paderborn University here and upload also the other requested documents.

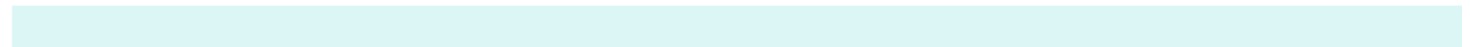
Studies abroad

Entry



VPB (Prerequisite assessment report) or admission for DSH preparation course/Studienkolleg*

[File upload](#)





2. Submit an Online Application / Master

After all questions are answered, **don't forget to click the „Submit“ button!**

Also note the application's reference number (BW). You will need to mention it as a **payment reference**, when transferring the semester fees for the enrolment.

After sending the application, it will be evaluated by the International Office. When this is done, your application status switches to **„Imma-Antrag möglich“** („*Enrolment application possible*“), which means that you can start the enrolment process.

Application status

The application's tracking number is BW- 

Please use the tracking number for any further communication about the application.

Study choice

Degree

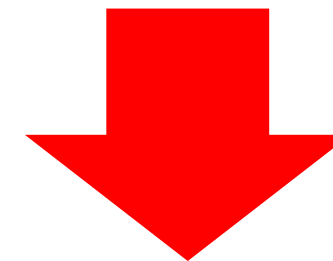
Exam regulations

Subject semester

User data

This e-mail address is stored with your user account

Matriculation no.



→ Submit





3. Application for Online-Enrolment

After „Imma-Antrag möglich“ is displayed as your application status, you can start the enrolment process. For the enrolment you will need to upload a proof of payment of the semester fees for the specific semester and an electronic notification from a statutory health insurance company. Without fulfilling these requirements, the enrolment can't be completed. When the enrolment is completed, you will receive an e-mail confirmation with follow up information and an enrolment certificate.

