

Winter Semester 2025/26: Enrollment and Arrival

Short Guide

International Master's Degree Courses



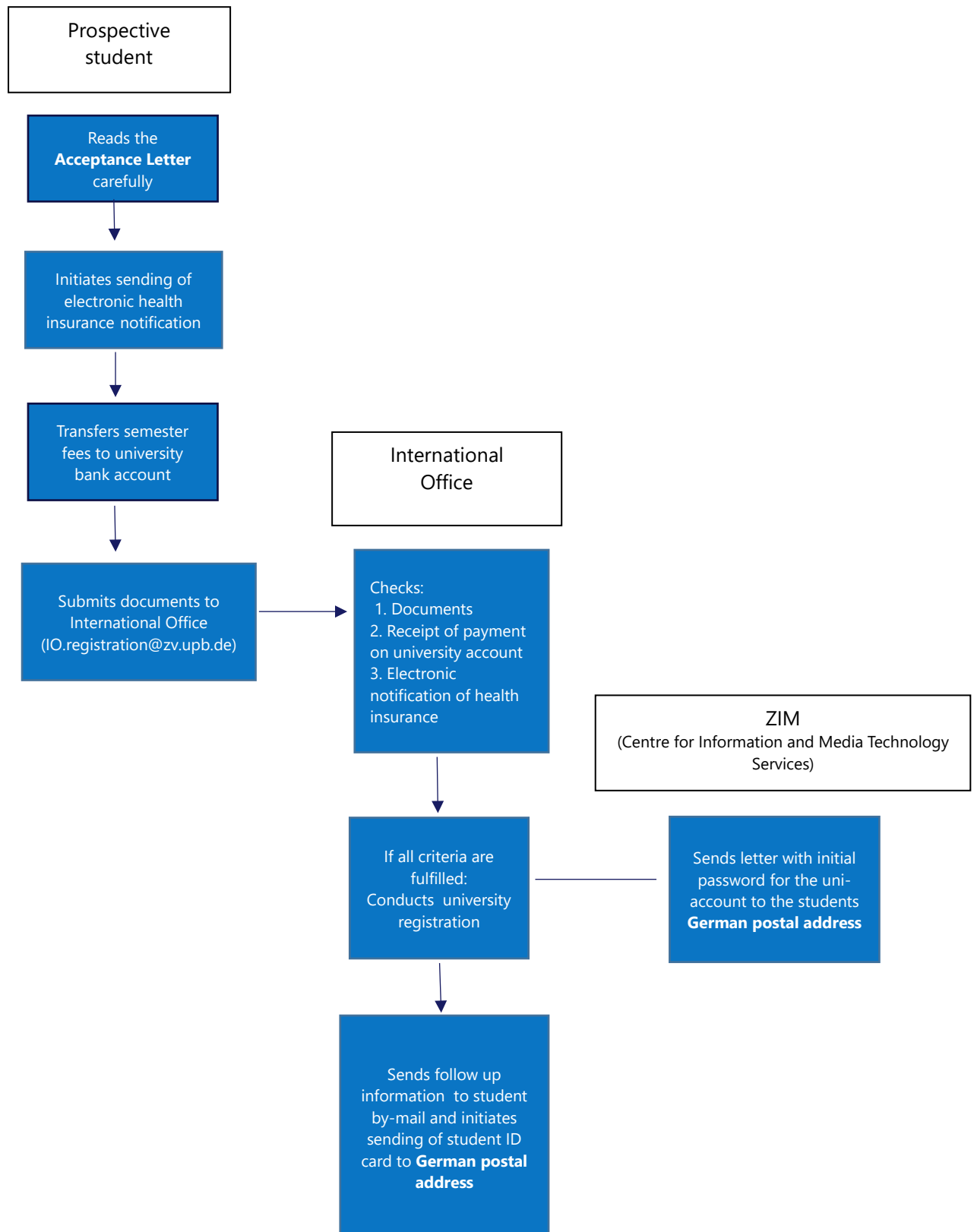
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I. University enrollment procedure



1 Fee payment and bank account details

(Enrollment and payment period: 01 August – 30 September. Extended deadline: 23 October)

Keep track of your matriculation number, your acceptance letter, and check the university account details.

Semester Fee: **€ 323.80** for winter semester 2025/26

Account holder: Universität Paderborn

Bank: Sparkasse Paderborn-Detmold

Branch: Hathumarstrasse 15-19, 33098 Paderborn

IBAN: DE74 4765 0130 1010 0376 93

BIC: WELADE3LXXX

Reference: (Your student matriculation number, and your first and last name)

You can find the official payment information of Paderborn University among the [information for the enrollment](#) on the webpage of the International Office.

Don't forget to mention your matriculation number in the reference gap of the money transfer (online-) form, because otherwise your payment won't be processed correctly and a university registration won't be possible!

Due to some banking laws, as a principle, German banks don't transfer money for people who do not hold an account there. Furthermore, proof of your residential status from the resident's registration office is required if you want to open a regular Giro account or activate your blocked account in Germany. This rule prevents money laundering, but for our new international students the new law can be tricky. Most of them have no official residence directly after arrival, but need to transfer the semester fees to the university fast.



Options if you cannot use your blocked account for fee transfer

In case that you cannot use your blocked account you have the following options:

- a. **Ask a person of trust in Germany to transfer the fees from his/her German bank account on your behalf.**

In case that someone else is paying the semester contribution on your behalf, please list under **Reference: (Your student matriculation number, and your first and last name)** .

- b. **Paying the semester fees from your foreign bank account**

In this case, make sure you transfer the semester fee amount PLUS the transfer fees. If the fees for the transfer are subtracted from the sum you need to pay the payment for the semester fee can't be booked correctly and the university registration won't be possible.

Please note that if you do not start to study at Paderborn University, we cannot transfer the whole fee back to a foreign bank account because the university has to pay a fee for an international transaction as well.

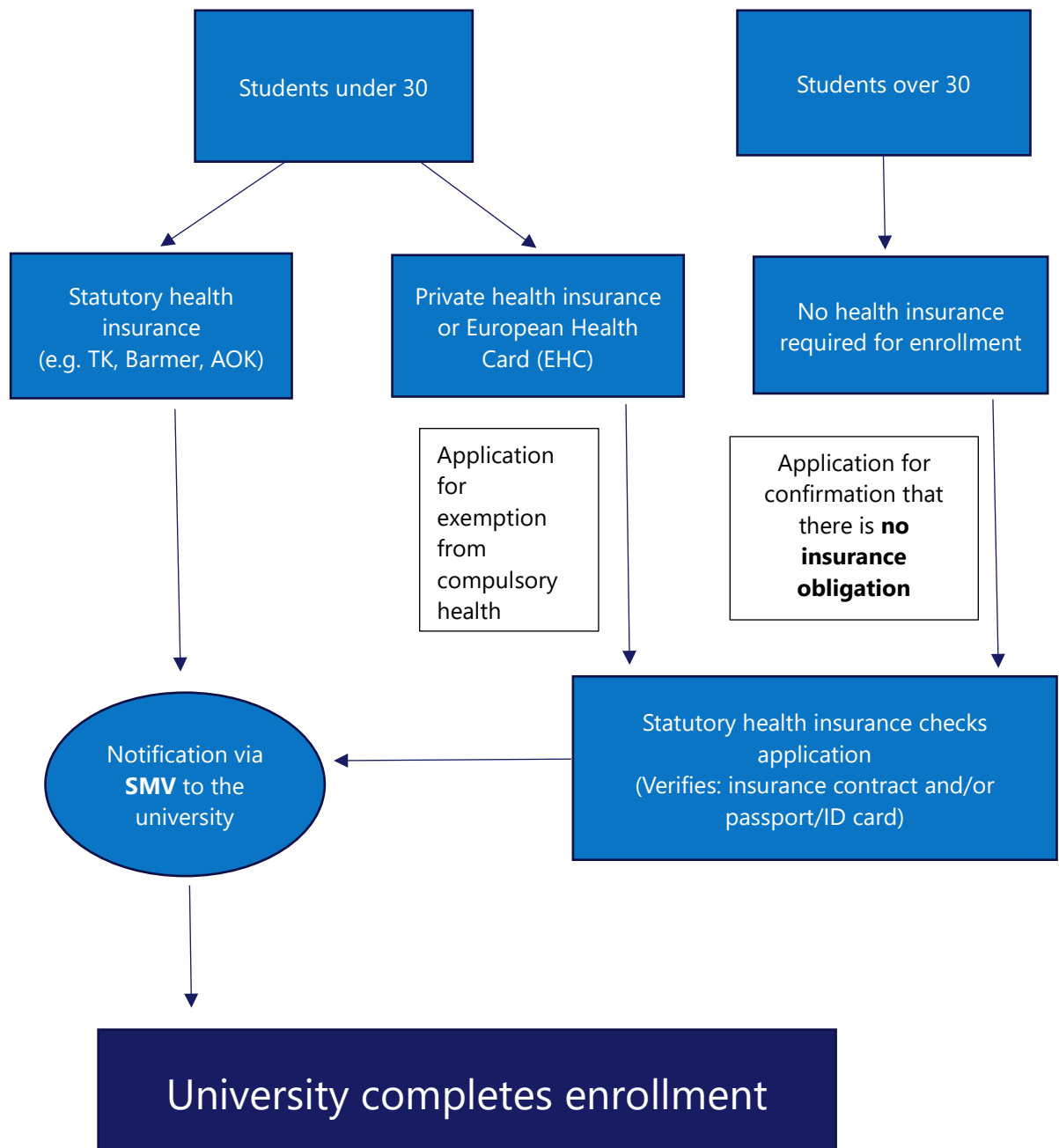
If you transfer the fees from outside of the European Union, the process can take about a week. Instead of a classical bank transaction, it is also possible to use other payment services (fintech's), which are often cheaper and faster. Just make sure that it is possible to submit your matriculation number with the payment when using them.

- c. **Payment from a (multi) currency account in Euro (recommended!)**

A currency account in Euro (e.g. offered from "wise.com") provides you with SEPA bank account details and therefore allows you to send or receive money in Euro. There are different providers on the market and you should watch out for the one which fits your needs best.

In case that you can't join the university for some reason and the university must refund you the semester fees, everything is much easier and faster via an account which is connected with the SEPA system. Also, after your arrival in Germany, it can take a while before you can activate your blocked account or open an account at a German bank, therefore it will be very helpful for you to be able to make and receive payments (e.g. for rent or health insurance) in Germany immediately upon your arrival.

2 Health insurance for enrollment



Choose a **health insurance** company and sign a health insurance contract with them. You can find an office of the official health partner of Paderborn University, "Techniker Krankenkasse" (TK) on campus, but other health insurances are accepted as well. The relocation services "Expatrio", "Fintiba" or "Coracle" also offer health insurance for international students. In case you sign a contract via www.expatrio.com, the direct connection of the Techniker Krankenkasse campus office at Paderborn University with them may be beneficial for you.

Please note that students above 30 years of age have a different health insurance policy. As a principle, we strongly recommend the international students to become a member of a statutory health insurance fund. For instance, most private health insurance policies do not cover costs for health problems, which were pre-existing before coming to Germany. For further information on this topic ask the insurance office of your choice or read the following [information on the webpage of the International Office](#)

Electronic Notification of Health Insurance and contact details of Campus Office of TK health insurance (health partner of Paderborn University)

Since January 2022 the statutory health insurance companies need to send an electronic notification concerning your insurance status directly to the university. Enrollment without this notification won't be possible.

Therefore, **even if you intend to take a private health insurance**, you must get in touch with a statutory health insurance, because otherwise, the correct notification won't be sent to the university and, as a result, the enrollment can't be finalized. **If you need assistance from a statutory health insurance, we recommend that you contact Mr. Andreas Vogt from the Paderborn University campus office of "Techniker Krankenkasse" via e-mail (Andreas.Vogt-1@tk.de)**. You will just need to send him your private insurance contract and a copy of your passport by E-Mail.

If you **are over 30 years of age** and therefore not obliged to take out a health insurance for the enrollment, a soft copy of your passport is already sufficient. For ensuring a correct sending of the electronic notification to your university, you might also be asked by the health insurance for the operating number ("Betriebsnummer") of Paderborn University.

The operating number is: H0002699

3 Submission of documents for enrollment

(Enrollment period: 01 August – 30 September, Extended deadline: 23 October)

Mostly you will be asked to submit the following documents for the enrollment, but please read your acceptance letter carefully, because additional documents might also be requested.

- ☐ Admission letter
- ☐ Proof of transfer for semester fee.
- ☐ Proof of sending the electronic Health Insurance Notification.
- ☐ Filled out [enrollment application form](#) including a residential address in Germany.
- ☐ Passport copy
- ☐ Any other documents as required by the International office such as your Bachelor's degree certificate., transcript, etc.
- ☐ If **you have studied at another university in Germany before:**
Deregistration certificate of German university and "Unbedenklichkeitsbescheinigung" from the examination office (sometimes already combined in one certificate)

As a principle, the documents have to be sent by e-mail as a PDF-document to the International Office (io.registration@zv.upb.de). **Alternatively**, you can also send hard copies of your enrollment documents to the International Office postal address. Furthermore it makes sense to check the [enrollment information at the webpages of the International Office](#) directly, because in the event of changes at short notice, these will be published there immediately.

Please note that the university does not check your visa for the enrollment. **You are fully responsible for keeping a valid visa or resident's permit when arriving in Germany to study .**

Can I complete the enrollment without an address in Germany?

If you don't have an address in Germany yet, you can initially use the address of the International Office (Just write "International Office" as the address, that is sufficient), but please note that we need a postal address in Germany, if you want us to forward documents to you. Furthermore, you have to let us know immediately about any address changes by E-Mail to io.info@zv.upb.de.

After you have received the login details to your campus management system (PAUL), you have to keep your address updated via the self-service functions.

If you are not using your own address, please make sure to mention the name of the C/O (care of) person under "Adresszusatz" in PAUL to avoid any problems with the postal system. But please note: The International Office won't receive any notification about your updated address, therefore, you will also need to send an e-mail to the International Office if you need the documents to be forwarded to you.

II Follow up after enrollment

An enrollment confirmation e-mail will be sent to you from the International Office after the enrollment is completed. This e-mail will inform you about the further steps you will need to do. Please note, that the enrollment procedure can take several weeks, therefore please try to start the enrollment procedure on time.

1 Uni-Account details

After the completion of the enrollment procedure, it is possible to set up your uni-account to receive your university e-mail address and access to our campus management system (PAUL). The Centre for Information and Media Technology is in charge of this services. In case of problems, you can contact them directly at: zim@uni-paderborn.de. Detailed information regarding the uni-account set up can be found on their [webpage](#). **Please note that the initial password will be sent to the postal address, which you mentioned on the enrollment application form.** Also make sure that your name is on the mailbox, because otherwise the postal carrier will not deliver the letter! Due to data security reasons, it is forbidden for the university to send the password by e-mail and it also won't be mailed to an address outside of Germany.

2 You don't have a postal address in Germany?

In case that you don't have an postal address in Germany yet, your uni-account login password will be delivered to the International Office and can be collected at the **"Service Center" in B 0.140** (close to the main entrance) during **its opening hours (Mo/Fr: 11am-12:30pm ; Tue/We/Th: 10am-12pm and We: 1-3pm)**. Alternatively, you can go to the Notebook Café (H1.201) of the ZIM directly after your arrival, and request the password. They will ask you to present your passport and your enrollment certificate. Another option is to ask a trusted person to collect the letter with the password for you. In this case, they will need to present a signed hardcopy of the [Letter of Authorisation](#) to the Service Center staff.

3 Digital Student ID Card and UPB App

The university will provide an electronic student ID card. To receive the digital student ID card, you will need to install the UPB App on your smartphone. [For more information on this topic, please check the webpage of the ZIM.](#)

4 Digital Semester Ticket

The "Deutschland" semester ticket will be only issued as an electronic version. To use the ticket, you will need to download the "OWL mobil app". [Please note the information regarding the ticket-download on the webpages of the students council \(AStA\).](#)



5 Campus Orientation

The orientation for new students will take place from 6 October to 10 October 2025. The schedule will be published at the end of September. The orientation schedule can be found on the corresponding [webpage of the International Office](#).

III After arriving in Germany

1. Resident's registration (at "Einwohnermeldeamt").

If you are living in Paderborn: Bahnhofstraße 50, 33102 Paderborn

For registering as a resident of Paderborn (or any other German city) a so called Wohnungsgeberbescheinigung (landlord's confirmation of residence) is required.

The form can be downloaded here:

<https://mein-digiport.de/suche/-/egov-bis-detail/dienstleistung/22053/show>

2. Alien registration at the immigration office ("Ausländeramt")

to change your entry visa into a student's residents permit with work permit (140 days each year).

- If you are living within Paderborn City: [Stadtverwaltung Paderborn](#)
[Ausländerabteilung](#)
[Am Hoppenhof 33](#)
[33104 Paderborn](#)
- If you are living in the outer perimeter of Paderborn (Kreis Paderborn- Bad Lippspringe, Büren, Altenbecken, etc.):
[Kreisverwaltung Paderborn](#)
[Ausländerangelegenheiten](#)
[Aldegrevestr. 10 - 14](#)
[33102 Paderborn](#)
- If you are living in another city, just Google the address or ask us!

The following documents are needed:

- a. Study certificate
- b. Health Insurance
- c. Proof of blocked account showing required sum or a Declaration of Commitment ("Verpflichtungserklärung")
- d. Passport
- e. Permanent residence address in Germany
- f. Visa extension fee (enquire at the foreigners office. Approx. 100€)
- g. Other documents might be required

3. Activate your health insurance

You will need to submit your German bank account details and a passport photo to your health insurance in order to receive the health insurance card. In most cases, the insurance company sends you information regarding the activation procedure. If you haven't received it, please contact your health insurance company proactively.

IV. Campus management system (PAUL) and courses

1. PAUL and course registration deadlines

After the uni-account has been created, you will receive access to the campus management system (PAUL). The registration for courses and exams (and the timely deregistration) has to be done via PAUL. In order to start your studies successfully, it is important that you keep the [course registration deadlines](#), which you can find under the following link.

Please note also the [PAUL video-tutorials](#) on the orientation webpages of the International Office.

2. Online resources in PANDA

In general, presence is mandatory for participating in lectures and study materials provided online only have a supportive function for the regular classes. To gain access to the materials, students need to have access to [PANDA](#), the online learning platform of Paderborn University. Access to PANDA will be possible with your uni-account login details. Please note that due to legal reasons, the university is not allowed to send you the initial login details via e-mail. For more information, please check Chapter 2.1.

3. I am arriving late. Can I still register for a course?

a) You are already registered at the university and arriving before the deadline for the course registration ends?

In this case it shouldn't be a problem for you to get into your studies. Just make sure to set up your uni-account and to register for your courses as soon as possible.

b) You have missed the course registration deadline?

You still have a chance to get into a course under the condition that the lecturer still accepts your participation. If you want to apply for the belated course participation, please follow the instructions here: <https://www.uni-paderborn.de/en/studies/paul-info/forms>

Important: This works only if your PAUL account is activated, therefore it is no workaround if you do not have access to PAUL. Furthermore, there is no guarantee that your request will be granted! This depends entirely on the lecturer and a general statement from the university regarding the possibility of a belated course registration is

therefore **not** possible. Please contact your study course coordinator or the study advisory service of your faculty with further requests on this topic. You can find the contact details in chapter VII.

V. Deregistration and fee refund

In case that you have paid the semester fee, but cannot start or continue your studies, you can apply for a (partly) fee refund. The procedure depends on your situation:

1. You have paid the semester fees, but didn't enroll

You will receive the full fee back, but please note that the fees for the international money transfer will be subtracted. Furthermore, it can be very difficult to refund the fees to a foreign bank account, therefore it would be very helpful if you could provide bank account with SEPA details. To initiate the refund you will need to complete the respective form which has been sent to you as an e-mail attachment by the end of the semester. Please submit it to Mr. Funayama-Thordsen (thordsen@zv.upb.de).

If you would like to defer your admission to a later semester, please apply for a refund and do not leave the money as a deposit on the University's account. For administrative reasons the University cannot simply take the money into account for another semester. Furthermore, the semester fee changes every semester a little bit and you would have to do a new transaction anyway.

2. The enrollment has been completed, but you want to deregister and get the semester fees refunded

a) You have already access to PAUL: Please deregister and apply for the refund via PAUL. The path is: PAUL > Studium > Studienorganisation > Meine Anträge

b) You have no uni-account and therefore no PAUL access: Please apply for the refund by completing the respective form, which you have received as an e-mail attachment and send it to Mr. Funayama-Thordsen (thordsen@zv.upb.de)

If you deregister and apply for the refund before the semester starts, you will receive a full refund of the semester contribution. Otherwise only a partly refund will be possible (if you apply within 8 weeks after the start of the semester).

3. Deferring your admission

The admission to a degree programme can be deferred to the following semester if the admission criteria do not change. If you would like to defer your admission, please

contact the International Office staff member indicated on your letter of admission by E-Mail, stating a meaningful subject (Mrs. Mih (sucia.mih@zv.upb.de) for International Master

VI. Case Groups: Late arrival, Deferment and De-registration

1. Late arrival certificates

The International Office has been sent you „Information on Late Arrival PDF“ together with this short guide. If you need any individual certificates for the visa application, please request it directly at the study advisory service of your department or turn to your study course coordinator (see chapter VII).

2. Important: Health insurance regulations

Don't forget to inform your health insurance about your belated arrival. The statutory health insurance might cancel the electronic notification if you don't confirm your insurance after the start of the semester, which can lead in worst case to deregistration from the university. Therefore, please let them know about your plans.

Do not arrive very late, otherwise you will be charged for the entire semester, even if you were not present in Germany.

Also, note that the statutory health insurance will only waive the fees if you haven't been present the **whole** semester. Instead of coming very late, it can make sense to wait until the next semester has started for avoiding high charges. If you have questions on this topic please contact your insurance company directly.

3. Belated course registration

If you arrived late and it is not possible to register for lectures via PAUL, please contact your academic advisor (see chapter VII). He or she can tell you if access to courses is still possible for you.

3. Case groups and measures at a glance

	Case Group	Measures
1.	I didn't complete the university enrollment and want to defer the admission to the next intake	You can apply for deferment of your admission to the next intake by email to the International Office. If fees have been already paid, they can be fully refunded
2.	Already enrolled, but want to defer admission and to apply for a refund of the semester fees.	Please ask for the respective form for deregistration and reimbursement at the International Office. For the deferment, send a short request by e-mail to the International Office
3.	Enrolled within deadline, arrival before end of course registration deadline, no uni-account login details received	Collect uni-account details at the service center (B 0.140), create the uni-account and sign up for courses. Turn to study advisory service or study course coordinator of faculty if help with the course selection is needed
4.	I enrolled within deadline, no uni account login details received, arrival after course registration deadline	You still obtain students status, but should turn to the study advisory service of your faculty regarding the possibility of a belated course registration
5	Enrolled within deadline, uni-account details received, but arrival will be late	Create uni-account and register for courses via the online portal (PAUL). For further support with course selection turn to study advisory service or study course coordinator
6	Enrolled but won't be able to join Paderborn University this semester. Want to stay enrolled and join a later semester. What is to consider?	As long as the semester fee payment continues, the student status is kept. Inform your health insurance about your plans to avoid the cancelation of the electronic notification. The student's certificate for your second semester can be downloaded from PAUL after the payment of the semester fees is done. Please check university E-Mails and PAUL notifications regularly. If you couldn't create a uni-account and are not receiving official university notifications, you are responsible for gathering the information you need from the webpage of the university.

VII. Whom to contact?

Please turn with study course related questions (e.g. regarding module selection and course registration) to the mentioned contact person of your study program directly.

International Office International Master's Courses (Counselling and Registration) Matthias Funayama-Thordsen Office: I4. 119 E-mail: thordsen@zv.upb.de Phone: (+49)05251 60-3634	Central Student Advisory Service (ZSB) (General students affairs, studying with impairments, psychosocial counselling) WEB: https://zsb.uni-paderborn.de/en/
General Students Committee (AStA) WEB: https://asta.uni-paderborn.de/en/landing-page-english/	International Students Representation (ASV) Room: P9. 1.03 E-mail: vorstand@asv.uni-paderborn.de WEB: https://groups.uni-paderborn.de/asv/
M.Sc. International Economics and Management Program Management E-mail: msc-iem@campus.upb.de	M.Sc. Computer Science Dr. Harald Selke E-mail: hase@upb.de Office: F2.119 (Fürstenallee) Phone (+49)5251 60-6413
M.Sc. Computer Engineering Advisory Service E-mail: studienberatung@ei.upb.de Office: P1.3.38 Phone: +49 5251 60-3202	M.Sc. Electrical Systems Engineering Student Advisory Service E-mail: ms-ese@upb.de Office: P1.06.02 Phone: +495251 60-3238
M.Sc. Applied Neurosciences in Sports & Exercise Dr. Kirsten Reinecke Office: SP 1 521 E-mail: ANSE@sport.upb.de Phone: +49 5251 60-3182	M.Sc. English and American Literature and Cultural Studies Prof. Dr. Merle Tönnies Office: J4.133 E-mail: toennies@mail.upb.de Phone: +49 5251 60-2849



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VIII. How to find an accommodation in Paderborn

Here is a list with some links, which might be helpful for finding a room in Paderborn. If you would like to apply for a dormitory room at the "Studentenwerk Paderborn" (the organization that is responsible for the needs of the students, like housing and the on-campus cafeteria), you should do it as early as possible, because they have a waiting list, which takes about **6 months** at the moment. It is usually easier to acquire a room in the student dorms, rather than the residence halls. The second application costs €15 so it is advisable to take the first given option.

On the private market it is not easy (but not impossible) to get a room without meeting the landlord in person. Therefore, it would be the best option for you to look for an initial accommodation at first from your home country and then to try to find something for a permanent stay after your arrival in Paderborn. Usually we recommend the students who are new in Paderborn and haven't gotten a dormitory room yet, to look up the room offers at www.wg-gesucht.de and to focus on shared apartment accommodations. They are comparatively cheap and you have a good chance to get in touch with some German students, which could be beneficial for you.

Warning! To avoid fraud, don't pay money by Western Union to a German "landlord"! If you see such an offer, the chance is very high that someone is trying to scam you. Western Union is not commonly used in Germany! Room offers, where the property owner wants you to pay money on a bank account outside of Germany are also mostly a scam!

University dormitory

Dormitories of the „[Studentenwerk Paderborn](#)“ (affiliated with Paderborn University)
[Application form in English](#) for a residence in a "Studentenwerk" dormitory

Private dormitory

[Dormitory of b.i.b. International College](#)
[Smartments](#)

[Hotel Mama](#)

Accommodation broker

[Flatmix](#)

(The only accommodation broker who offers furnished rooms in Paderborn.)

Web portals

[Portal for private rooms of the „Studentenwerk Paderborn“](#)

[WG-Gesucht \(English\)](#)

[Studenten WG](#)

[Immobilienscout24](#)

Short term rentals

Jugendherberge (Youth hostel) <http://www.djh-wl.de/de/jugendherbergen/paderborn>

[In Via Hotel](#) (You can get a big discount, if you are renting a „easy room“ for at least 2 weeks)

[Airbnb](#)

[Gaestehaus Witteborg](#)



VIV. German language courses

Paderborn University offers special German language courses for International Master Course students. The Center for Language Studies (ZfS) is in charge. The courses are free of charge!

For the course registration your PAUL account needs to be activated!

For more detailed information, [please check the webpage of the Center for Language Studies.](#)

X. ASV -International Student Union

What is ASV?

The ASV is a project area of Paderborn University, which represents all the international students at Paderborn University. No matter if you are an enrolled full-time student, a participant of the German courses or just an applicant for a place at Paderborn University, the ASV can be a helpful guide to you.

What do we do?

We offer international students the chance to get consulting during our open hours whenever they have problems. In addition, we organize different events throughout the term:

- At the beginning of each term we welcome the international freshmen and make sure they get to know about the university and city of Paderborn.
- In the intercultural week we provide a platform for the international students to present their countries and culture. Every international student can contact us if they want to introduce their countries.
- We also host several events on a weekly or monthly basis like: Culture Nights, Film Night and Intercultural Friends.

How can we help you?

If you have problems, we have open hours, in which you can get consulting from us. If you need help organizing your studies or dealing with the public authorities, feel free to contact us. If you want to make friends, we organize social events so you can get in touch with other students. Right now you can find:

- Buddy Program: We will provide each freshmen with a senior student who will help them to conquer any difficulties they might face when starting their life in a new country.
- Accommodation: We can even help you in finding the accommodation and a lot of more things.
- Study-Work Program: Together with the International office and you, we will evaluate what problems need to be solved for an international student to find a job that is related to their field of study.
- Tandem Program: We will help you to find a language-learning partner so that you can practice your oral language skills.

We would be happy to meet you in person! Feel free to contact us via our [webpage](#).

XI. Further information and support

[How to get here/campus map](#)

[AStA \(General Students Committee of Paderbon University\)](#)

[German Academic Exchange Service](#)

[Study in Germany](#)

[Webpage of German Railways](#)

[ASV \(Foreign Students Union\)](#)

Indische Studenten Gesellschaft (Indian Student's Association at Paderborn University)

The „Indische Studenten Gesellschaft“ guides new students through the enrollment formalities at the university and can sometimes also pick up the new students from the station or airport.

Facebook- <https://www.facebook.com/ISGPaderborn/>

Instagram: <https://www.instagram.com/isgupb/>

Wordpress: <https://paderindians.wordpress.com/>

(This blog is not updated but surely answers most common questions. We are looking for someone who can update. We will update soon)

<https://www.facebook.com/groups/IndiansInPaderborn/> (For Indians only)

XII. FAQ's: Visa issues

Q: What kind of health insurance do I need for the visa application?

A: For the visa application, you need to get **travel health insurance**, which covers the trip to Germany and the first couple of weeks of your stay in Germany until your student's health insurance, which is necessary for the enrollment, becomes valid. For your own safety you should make sure, that you have enough health insurance coverage at all times.

Q: Can the university speed up the visa issuing process?

A: We are very sorry, but Paderborn University has no influence on the visa application process.

Q: Can I enroll with my study visa issued for another German university at Paderborn University?

A: Yes, that is possible. Even if the university with whose admission you applied for the visa is mentioned in the visa, the enrollment at another university in Germany is possible without any problems.

Q: In the visa application form, I am asked about my flat in Germany, but I do not have any accommodation yet. What shall I do?

A: You do not have to make any entries there. Applicants for a student's visa are not expected to already have accommodation. Most applicants do not yet have a place to live when they apply for a visa. Just in case, you can enclose the confirmation of receipt of your application for the student residence hall with your visa application.

Q: In the visa application form, I am asked for my contact person at the German university. Whom should I specify?

A: For students in German courses, Master's and Bachelor's programmes, no answer is necessary. However, you can specify the respective person in charge at the International Office (Mr. Funayama-Thordsen for International Master's students). Doctoral students should provide the contact details of their academic supervisor.



XIII. In case of emergency

Emergency services

112 : Life threatening medical emergencies and fire brigade

110 : Police

[Official emergency call app "nora"](#)

Finding a medical doctor

In case that you are looking for GP or even a specialist, the "[TK Doctor Guide](#)" can help you: <https://>

On call service for very urgent cases: 116117

Emergency doctor (outside of regular service hours available)

[Bereitschaftsdienstpraxis im MediCo](#)

Husener Straße 48

33098 Paderborn

(In front of Brüderkrankenhaus St. Josef Paderborn)