Information on admissions for visiting students

Visiting students pursuant to § 52, Para. 2 of the Higher Education Act (HG)

Pursuant to § 52, Para. 2 of the Higher Education Act (HG), visiting students may be admitted to a different degree programme at Paderborn University than at their primary university.

Admission entitles visiting students to study on a degree programme and to take all course examinations, including final examinations (Bachelor’s/Master’s degree).

Applications for degree programmes with restricted admission or registration for degree programmes with open admission must in each instance be made via the PAUL application portal.

For Summer Semester 2021, the application deadline for degree programmes with restricted admission is 15/01/2021, and the deadline for registration for degree programmes with open admission is 21/03/2021.

Following application or registration, the following documents must be submitted by the applicable enrolment deadline:

- Letter of admission received following the “local NC” (university’s) selection process (applies only for admission to a degree programme with restricted admission)
- Completed enrolment application form
- Certified copy of your school leaving certificate confirming qualification for university entrance
- Copy of your ID card or passport (with identification number and Card Access Number (to the right of the expiry date) concealed)
- Certificate of enrolment from your primary university
- Where applicable, your placement certificate (For admission to a higher semester as a visiting student, a check must first be carried out to establish whether you have sufficient credits (for more information about this, please contact the Service Centre or Registrar’s Office on +49 5251 605040)).
- For applications for admission to a degree programme with restricted admission: Certificate from your primary university stating that the degree programme there – or individual subjects, depending on the semester in which you will be enrolled at your primary university in Summer Semester 2021 – is not subject to any admission restrictions.

Following successful admission, visiting students will be issued with a visiting student card, but no NRW/HST semester ticket for use on regional public transport.

If you are already a visiting student pursuant to § 52, Para. 2 of the HG and would like to continue your studies as a visiting student pursuant to § 52, Para. 2 of the HG in Summer Semester 2021, you will need to re-enrol by submitting a certificate of enrolment from your primary university for the following semester by 31/03/2021 (date by which the certificate of enrolment must be received at Paderborn University).
Visiting students pursuant to § 52, Para. 1 of the Higher Education Act (HG)

Pursuant to § 52, Para. 1 of the Higher Education Act (HG), visiting students may apply to be admitted to Paderborn University to attend courses and take course examinations (but not final examinations).

For their application to be successful, they must provide proof that their primary university will not be offering the course in question in the semester for which they are applying to Paderborn University for admission as a visiting student.

The university may restrict admissions in accordance with its Enrolment Regulations if, for example, it will not be able to guarantee the ability of enrolled students to study adequately unless it imposes this restriction. The Central University Administration will reach a decision on access to the respective courses following consultation with the relevant lecturer and faculty (Dean’s Office).

Paderborn University charges a fee of €100 for admission to the university as a visiting student pursuant to § 52, Para. 1 of the HG.

Admission is for one semester only. If you wish to attend a further semester of courses at Paderborn University as a visiting student pursuant to § 52, Para. 1 of the HG, you will need to reapply for admission.

For admission for Summer Semester 2021, the following documents must be submitted by 31/03/2021:

- Completed application form for admission as a visiting student You can find the relevant form here.
- Copy of your valid ID card or passport (with identification number and Card Access Number (to the right of the expiry date) concealed)
- Certificate of enrolment from your primary university
- Confirmation from your primary university that it will not be offering the course(s) in question in Summer Semester 2021

If, once your application has been reviewed, you are approved for admission as a visiting student pursuant to § 52, Para. 1 of the HG, you will receive an e-mail requesting payment of the €100 visiting student fee along with the relevant bank details. Proof of payment must be submitted to the Registrar’s Office by post or e-mail. Once payment of the fee has been confirmed, you will receive a certificate of admission for your desired course(s) by post.

Please note: Visiting students are not entitled to an NRW/HST semester ticket for use on regional public transport.