

PADERBORN ACADEMIC CALENDAR

INFORMATION FOR EXCHANGE STUDENTS

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| Institution | Paderborn University International Office | |
| Address | Warburger Str. 100 | |
| Post Code and City | 33098 Paderborn | |
| Country | Germany | |
| Contact for incoming students | Ms Martina Leifeld Incoming Advisor / Deputy Head International Office Nomination/admission, semester pro- gram, general matters | Ms Nicole Struzek Incoming Exchange Advisor Study-related questions and language courses |
| Telephone/Fax/ E-mail Building/ Office no. | +49 (0)5251 60-3208 Fax: 60-3537 Martina.Leifeld@zv.upb.de Building I; office no.: I4.201 | +49 (0)5251 60-5679 Fax: 60-3537 Nicole.Struzek@zv.upb.de Building I; office no.: I4.204 |

ACADEMIC CALENDAR INFORMATION

| | Winter Semester 2025-26 | Summer Semester 2026 |
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| Online nomination period | 15 April - 15 May, 2025 | 15 October - 15 November, 2025 |
| Online application period | 1 May - 1 June, 2025 | 1 November - 1 December, 2025 |
| Orientation program | starts 2 September, 2025 | starts 3 March, 2026 |
| German Language Courses | | |
| <i>Pre-semester Intensive Course</i> | Placement test Intensive Course: 04 August – 02 September, 2025 Lecture period Intensive Course: 08 September – 02 October, 2025 | Placement test Intensive Course: 02 February – 03 March, 2026 Lecture period Intensive Course: 09 March– 02 April, 2026 |
| <i>Semester Afternoon Course</i> | 20 October, 2025 – 30 January, 2026 | 20 April – 17 July, 2026 |
| Lecture period | 13 October, 2025 – 06 February, 2026 Please note: exams typically take place <u>after</u> the end of the lecture period! Examination dates will be announced by the faculties <u>during the semester</u> and are not known beforehand. | 13 April – 24 July, 2026 Please note: exams typically take place <u>after</u> the end of the lecture period! Examination dates will be announced by the faculties <u>during the semester</u> and are not known beforehand. |
| Public holidays/ Vacations | 03 October, 01 November, Christmas holidays, 01 January | 03 April, 6 April, 1 May, 14 May, 25 May, 04 June |

GERMAN LANGUAGE COURSES

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| <p>All courses are <u>optional</u> and taught on all CEFR levels (A1 – C1)</p> <p><i>* Please note that the German course offer and course fee structure at Paderborn University is under regular review and may be subject to change. *</i></p> | <p>a) Pre-semester Intensive Course (A1.1-B2.1) Intensive three or four-week German course before the official lecture period, classes are held daily. 80 teaching units / FREE for exchange students</p> |
| | <p>b) Semester Course (A1.1-B2.1) Classes during the lecture period; exact schedule will be available once the course starts 120 teaching units / FREE for exchange students</p> |
| | <p>c) German for specific purposes: B2/C1 German as a foreign language at university and in the professional environment several courses during the whole semester for 3 ECTS / FREE for exchange students</p> |

ACCOMMODATION INFORMATION

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| Contact for accommodation | Ms Gülhan Özbük, Student Services (STW) |
| Email | housing-exchange@stwpb.de |
| Address | Mersinweg 2, 33100 Paderborn, Germany |
| Telephone | + 49 (0) 5251 89207-630 |
| Fax | +49 (0) 5251 89207-605 |
| Organization of accommodation | <p>Approx. 3-4 weeks before arrival, depending on availability of rooms.</p> <p>Please note that accommodation can be provided upon availability only; Paderborn University assists students in finding accommodation, however, is not obliged to guarantee housing to students. In case that Paderborn University cannot offer enough and suitable accommodation, students will be asked to search for housing themselves.</p> |
| Equipment of rooms/accommodation | <p>Please note that the rooms and flats are furnished; however, table- and kitchenware as well as pillows and blankets mostly have to be purchased by the students themselves.</p> <p>Besides the monthly rental amount, students will need to pay a 400 Euro deposit. When students move out, 110 € fee for the final cleaning will be deducted. The rest of the deposit will be returned to the student, provided the flat is clean and undamaged.</p> |
| Type of accommodation | <p>Students are free to look for a room themselves through agencies or websites or they can opt to reserve it via the Studierendenwerk (student services). They have several choices of types of accommodation*:</p> <ul style="list-style-type: none"> • Dormitories on campus: Exchange students will usually be offered a room in shared flats in the residence hall "Vogeliusweg". Most flats will be inhabited by 2 – 4 students; kitchen and bathroom are shared. • Rooms in the city/ shared flats: Many German students live in shared flats called "WG" (Wohngemeinschaft). This means that they have a room of their own and share the kitchen, bathroom and living room with typically 1 - 3 roommates. The furnished rooms offered are usually rooms of Paderborn students who study abroad for a semester or two and would like to |

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| | <p>offer their room for rent in Paderborn to an exchange student while they are abroad.</p> <p><i>* The options of accommodation are subject to change every semester. There is no guarantee that all types of rooms/ flats mentioned here are available to exchange students each semester.</i></p> |
| Arrival date & time | <p>In case students opt to rent a room in the campus dormitories, we strongly recommend to plan the arrival on a weekday, not the weekend or a public holiday! Student services and janitors do not work on weekends and it might be difficult to arrange the handover of your room keys and the move-in process. Students should contact the student services beforehand if unsure about when would be a good date and time to arrive.</p> <p>Important: Rooms can only be booked for the complete month! Please arrange your arrival date accordingly.</p> <p>Students who live in private accommodation, need to make sure to get in touch with their landlord/ -lady and/ or buddy and inform them of their arrival day and time to ensure that they have access to the flat or house.</p> |
| End of stay | <p>The start and end dates of your rental contract are determined by your STW housing offer, which is based on the length of stay you specify in our application database Mobility Online. By confirming your offer, you accept the short-term rental conditions as binding, which state that the duration of the rental cannot be changed at a later date. These conditions are stated in your rental contract.</p> <p>If you leave before the end of the rental period, you cannot cancel your contract earlier. You will then have to pay the rent for the remaining months.</p> |

FINANCIAL MATTERS FOR EXCHANGE STUDENTS

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| Approximate cost of living per month (estimate in €) | <ul style="list-style-type: none"> Mandatory semester fee (includes semester travel ticket and social fees for services such as reduced costs for meals, housing services, and the work of Paderborn University's student Union): about €350 (per semester)* Accommodation: between €350 - €450 per month "ARD ZDF Broadcast Contribution Services (GEZ)": € 20.00 per month per household; amount can be shared by tenants living together in one household. https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/informationen/informationen_fuer_studierende/index_ges.html (<= GEZ-information in German) https://www.rundfunkbeitrag.de/welcome/englisch/students_and_apprentices/index_ges.html (<= GEZ-information in English) Food: between €200 - €300 Social activities: between €100 - €150 Personal costs such as clothing, travel, books: between €120 - €180 Health insurance plan, if applicable (please see information about health insurance below): ca. €135 <p>Total: between ~ €950 - €1200*</p> <p><i>*Costs reflect the current situation and are subject to change.</i></p> |
| Tuition fees | There are no tuition fees for exchange students. |

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| Semester ticket | <p>As part of the enrolment procedure at Paderborn University, students need to pay a mandatory semester fee. This administrative fee includes a travel ticket that allows students to use public transportation in the complete state of North Rhine-Westphalia during the entire semester for free.</p> <p>The semester fee, including the travel ticket, currently amounts to ~ €350 per semester.</p> <p>In order to receive the semester ticket, students must have finalized their enrolment at Paderborn University, which also includes having proven valid health insurance</p> <p>Important: The semester fee is no tuition fee!</p> |
| Health insurance | <p>All students need to have <u>full valid health insurance cover</u> during their time in Germany – a travel insurance is sometimes enough for the visa process, however, it will not be enough cover for the duration of the studies!</p> <p>All students (even EU residents who hold the European Health Insurance Card) need to contact a statutory German health agency after arrival and ask for a confirmation that confirms either that they have taken German health insurance or that they do not need further health insurance. The health insurer will forward an electronic notification about the health insurance status to the University. This is obligatory to finalize the enrolment. It is one of the requirements to receive the semester ticket. NEW: Since 1.1.2022, German law requires universities and health insurance providers to adhere to the electronic student registration procedure. This means that information on the health insurance status will be exchanged electronically only between universities and health insurance providers.</p> <p>Non-EU residents usually <u>have to take out a German insurance</u> as normally no other type of international insurance will be accepted by the German insurance system and Paderborn University. Students need to inform themselves about the different types of insurances and choose one accordingly. It is strongly recommended to take out a German public insurance as they provide the best cover and are fully recognised by Paderborn University. Costs amount to about 135 EUR per month (depending on the service and provider).</p> <p>More information about insurances will be sent to student applicants in the course of the application process after they have been nominated for a stay in Paderborn. Detailed information is also available on Paderborn University's website for exchange students:</p> <p>https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students</p> <p>Students from European Economic Area countries, Bosnia-Herzegovina, Macedonia, Montenegro, Switzerland, Serbia, Tunisia, Turkey and the United Kingdom:</p> <p>If you are <i>statutorily insured</i> in your home country, please apply before your mobility for a European health insurance card or equivalent health insurance document (e.g. Form E-111, AT 11, ATN 11, BH6 or GHIC). If you are not <i>statutorily insured</i> in your home country, you will have to take out private health insurance in Germany.</p> |
| Visa & resident permits | <p><u>EU - citizens</u></p> <p>Students who are citizens of a country within the European Union do not require a visa to study in Germany.</p> <p>All other exchange students will need to check in advance of their stay in Paderborn whether they need to apply for a visa or not.</p> |

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| | <p><u>Citizens of Australia, Canada, Israel, Japan, New Zealand, UK and the USA</u></p> <p>As a citizen of one of the above-mentioned countries, students are allowed to enter Germany without a visa for study purposes. However, they will need to apply for a residence permit with the local authorities once they are here in Paderborn within 90 days after their arrival.</p> <p>Students are strongly advised to find out before their arrival from their local German embassy or consulate which types of documents, including any financial proof, they might need to bring when applying for their permit once in Paderborn.</p> <p><u>Other countries</u></p> <p>Students from countries that require them to apply for a visa before entering Germany need to do this directly at their local German embassy or consulate in their home country <u>at least six to eight weeks before their departure</u>. It is strongly recommended to start this process as early as possible, as it often takes a significant amount of time until a visa is approved and issued. Kindly note that Paderborn University has no influence whatsoever on the visa issuing process.</p> <p>For the visa application, students will need the "letter of admission" from Paderborn University, which will be available for them to download from their personal online account once their application has been successfully completed and accepted. For any other documents or financial proof that might be required for obtaining a visa, students need to directly check the details with the local embassy officials.</p> <p>Students need to inform us as early as possible if they are facing any issues in receiving their visa and whether they might be arriving late.</p> <p><u>Specific rules for third country nationals with a residence title for study purposes in another EU member state:</u></p> <p>Students from third countries who have already been issued a residence title for study purposes in another EU member state may carry out their mobility under the <i>Directive on conditions of entry and residence</i> (Directive 2016/801/EU). In this case, they do not need to apply for a German residence title. It would be possible to stay in Germany for study purposes for a maximum of 360 days. Students from third countries, who do not use this directive, have to apply for a residence permit themselves before starting their mobility.</p> <p>Students falling under this directive need to inform Paderborn University about their residence/ visa status and intention to come via the above-mentioned Directive as soon as they have received their letter of admission by Paderborn University. Paderborn University will then send a "notification" to the <i>National Contact Point at the Federal Office for Migration and Refugees</i>.</p> <p>In order to do so, the respective student will need to complete a notification form and send digital copies of the following documents to Paderborn University:</p> <ul style="list-style-type: none"> • Completed digital Notification Form (available from International Office) • A recognised, valid passport/replacement passport • A valid residence title issued by the first EU State (issued for study purposes and in accordance with the REST Directive) • Evidence of participation in a Union or multilateral programme incorporating mobility measures and of the validity of an agreement between two or more higher education institutions (e.g. proof of participation in the ERASMUS+ program) (available from International Office) • Proof of admission to Paderborn University • Proof of subsistence (financial proof, min. 992 Euro per month) • Proof of health insurance |
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| | <p>All supporting documents – except the passport and the residence permit - need to be submitted in German. In exceptional cases, copies are accepted in English. After checking its completeness, the Federal Office will transmit the notification to the respective local immigration office. If approved, the Federal Office will issue a certificate for mobility and the student may enter Germany and start their studies. This certificate is declaratory only and not necessary for the entry to Germany. Should the immigration office deny the planned residence within 30 days after receiving the notification, the student would not be allowed to enter Germany.</p> <p>Further information about this procedure as well as the link to the notification form can be found on the website of the Federal Office for Migration and Refugees: https://www.bamf.de/EN/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/MobilitaetEU/MobilitaetStudent/mobilitaet-student-node.html</p> <p>IMPORTANT: Any questions about the directive, the documents that need to be handed in or the general procedure need to be addressed directly with the <u>service center of the Federal Office for Migration and Refugees</u>. Contact details can be found below:</p> <p>Email: service@bamf.bund.de Phone: +49 911 943-0 (Mon – Fri; 09:00am – 03:00pm) Website: https://www.bamf.de/EN/Service/ServiceCenter/Buergerservice/buerger-service-node.html</p> <p>General information on visa issues and on how to get to Paderborn can also be found on Paderborn University's website: https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students/reasons-to-choose-paderborn/traveling-to-paderborn#c158271.</p> |
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SUPPORT & ORIENTATION

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| Orientation program | In addition to the 4-weeks German language crash course before the official start of the semester, we are offering guided campus and city tours, excursions, weekend trips to other German cities, museums, outdoor activities, parties, and more, throughout the semester! |
| Buddy program | <p>Exchange students can choose to be teamed up with a student/ volunteer from Paderborn University who will help them with the first steps after their arrival, visits to local authorities, etc.</p> <p>This is a great way of getting to know the University and Paderborn during the first couple of days and the perfect way to get in touch with Paderborn students. A buddy can, however, only be matched with an exchange student if enough volunteers have signed up for the program, so we cannot guarantee a buddy for every student!</p> |

ACADEMIC INFORMATION FOR EXCHANGE STUDENTS

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| General information for students | <ul style="list-style-type: none"> • https://www.uni-paderborn.de/en/ • https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students |
| Faculties: | |
| Arts and Humanities | https://kw.uni-paderborn.de/en/ https://kw.uni-paderborn.de/studium/exchange-students-incoming |
| Business Administration and Economics | https://wiwi.uni-paderborn.de/en/ https://wiwi.uni-paderborn.de/en/international/incoming |
| Science | https://nw.uni-paderborn.de/en/ |
| Mechanical Engineering | https://mb.uni-paderborn.de/en/ |
| Computer Science, Electrical Engineering and Mathematics | https://www.eim.uni-paderborn.de/en/ |
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| Course Catalogue (all departments, without Economics) | go.upb.de/paul-e Click "Menu" on the right hand side – then choose "Course Catalogue" |
| Course Catalogue Economics | https://wiwi.uni-paderborn.de/en/studienorganisation/studienorganisation-1/modules/the-module-catalogue Please select "Courses in English available for exchange students" and the semester from the drop-down menu. |
| Courses that are currently being offered in English* | https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students/study Exchange students at Paderborn University should attend mainly courses according to the agreement, but are allowed to attend also most other courses. However, we can guarantee sufficient English taught courses only for the field of study according to the agreement. Other courses are chosen on the student's own responsibility. |

Last Update: 11.03.2025