

# Check List for your Exchange Semester at



## Application ✓

Apply between 1 October and 1 December each year for the Summer term Apply between 1 April and 1 July each year for the Winter term

## Admission ✓

Receive your acceptance letter by end of July resp. December each year as scanned copy (originals are not necessary for visa application!)

## Apply for Visa ✓

Use your scanned acceptance letter in order to apply for the German visa if you are a non-EU resident (it can take up to 3 months to get your visa appointment and the International Office cannot speed up this process. )

Find more information also on the blocked account here on the website of Germany's Federal Foreign Office

<https://www.auswaertiges-amt.de/en/sperrkonto/388600>

## Accommodation ✓

You may request the International Office for support in finding accommodation. Students live in gender – mixed dormitories, in shared flats or in private accommodations. For short-stay students, we cannot fulfil all individual requests and wishes and once agreements were made by email, you cannot retreat from these agreements after your arrival. (This is like booking a hotel on vacation: you might always see something you like better when you are on place...) Here are your first contacts for you to request room advice:

Exchange in Detmold: [Maryse.niemeier@th-owl.de](mailto:Maryse.niemeier@th-owl.de) ; [mohamad.sharabati@stud.th-owl.de](mailto:mohamad.sharabati@stud.th-owl.de)

Exchange in Lemgo: [a.meier@landesverband-lippe.de](mailto:a.meier@landesverband-lippe.de) ; [qutaiba.al@stud.th-owl.de](mailto:qutaiba.al@stud.th-owl.de)

Exchange in Höxter: [irem.yavuz@stud.th-owl.de](mailto:irem.yavuz@stud.th-owl.de)

Master PEM 3<sup>rd</sup> semester: [mohammad.mbarak@stud.th-owl.de](mailto:mohammad.mbarak@stud.th-owl.de)

<https://www.th-owl.de/en/studies/starting-your-degree/housing-during-your-degree/>

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## Apply for health insurance ✓

If you are a **Non-EU** citizen and **below 30** years old, you need to get health-insured mandatorily by a German state health insurance for students. The application for the same can be done here at TH OWL in Lemgo every Wednesday between 10.00 and 11.30 h in room 1.120 A. If you wish to apply for a German state health insurance from home and use it also for visa application, please contact our health insurance student counselor, Mr. Stefan Brand, Techniker Krankenkasse: [stefan.brand@tk.de](mailto:stefan.brand@tk.de) or visit the website of expatrio:

<https://www.expatrio.com/living-germany/cities/lemgo>

A German state health insurance for students costs around **105,00 €** per month.

Foreign or private health insurances can only be accepted, if you present an official proof of being exempt from our German state health insurance.

For that matter, you can get your prioritized health insurance contract checked and verified by sending a copy to any German state health insurance company (TK, AOK, BEK, DAK, etc) and apply for getting exempt.

Private health insurances usually offer 3 different categories out of which the premium version is mostly considered equal into a German state health insurance. The cheaper versions such as **basic or comfort are very often not considered equal!**

You will need to present your confirmation of being exempt from a German state health insurance along with your enrolment documents to our registration office (Immatrikulationsamt).

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### Enrolment at TH OWL ✓

Your enrolment is handled **exclusively** by our “**Immatrikulationsamt**” on our Lemgo campus.

Contact: [immatrikulationsamt@th-owl.de](mailto:immatrikulationsamt@th-owl.de)

Please follow this procedure:

1. Fill and return the attached document “Enrolment form”
2. Receive an email with your applicant’s number (Bewerber-Nr.) which includes our bank information for paying our semester social fees
3. Transfer the fees
4. Send a copy of your bank transfer and proof of being health insured (see chapter health insurance) by email to: [michael.wilk@th-owl.de](mailto:michael.wilk@th-owl.de)
5. Receive SKIM’s email confirming that you are enrolled including a link to log in on our TH OWL intranet and for activating your campus card (KISOWL) which can be used as a student ID, cafeteria and library card and how to upload a photo.
6. After your arrival, KISOWL and your semester ticket for public transport need to be picked up from SKIM (KISOWL) and from our registration office (ticket).
7. Install eduroam with the assistance of our IT service point SKIM (available at every campus)
8. Your confirmation of enrolment for bureaucratic use can be printed from this [link](#).

### Learning Agreements ✓

Meet your coordinator for discussing or mending your learning agreement at the exams office (Prüfungsamt) of your faculty. Changes in the learning agreement need to be signed by our exams office, the professor in charge of your home university and yourself! The I.O. is not involved.

### Check the schedule of your study program ✓

With your user name/password for intranet access you will be able to check all faculty information and your study schedule:

<https://www.th-owl.de/campusoffice/>

## Check List for your Exchange Semester at

### **City registration ✓**

Register at the town hall as a new resident of Lemgo or Detmold (also see page 6) You will need your passport and your rental contract and for this procedure!

### **Activate your Bank Account ✓**

Activate your bank account after your arrival. It will take some days until you can use your account. You will need your student ID card for this procedure.

### **Apply for your Electronic Residence Permit ✓**

Send an email request for an appointment to your local immigration service (Ausländerbehörde) within the first 3 months of your stay (contact see page 6)

## Check List for your Exchange Semester at

### Addresses and Contacts√

#### International Office

##### Campus Lemgo and Höxter:

Kerstin Rosemann [kerstin.rosemann@th-owl.de](mailto:kerstin.rosemann@th-owl.de) 0049-5261-702-5836

**Postal Address:**

Technische Hochschule Ostwestfalen – Lippe International Office  
Campusallee 12  
Room 1.124  
D – 32657 Lemgo

**Office Hours:**

Tuesday, Wednesday, Thursday: 9.00 – 11.30 h Tuesday and Thursday: 14.00 – 16.00 h  
or by individual appointment

##### Campus Detmold Maryse Niemeier

[maryse.niemeier@th-owl.de](mailto:maryse.niemeier@th-owl.de) 0049-5231 769-6091

**Postal Address:**

Technische Hochschule Ostwestfalen – Lippe International Office  
Emilienstraße 45 D - 32756 Detmold Room 4.109 **Office Hours:**  
Monday to Friday: 9.00 – 12.00 h or by individual appointment

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### City registration✓

**City registration Lemgo** (Anmeldung in der Bürgerberatung): Marktplatz 1  
32657 Lemgo

**City registration Detmold** (Anmeldung in der Bürgerberatung): Paulinenstraße 25  
32756 Detmold

**City registration Höxter** (Anmeldung in der Bürgerberatung): Westerbachstr. 45  
37671 Höxter

### Immigration Service✓

#### Immigration Service Kreis Lippe (for Lemgo residents)

Felix-Fechenbach-Str. 5

32756 Detmold [termin@kreis-lippe.de](mailto:termin@kreis-lippe.de)

#### Immigration Service City of Detmold

Wittekindstraße 7

32758 Detmold [auslaenderbehoerde@detmold.de](mailto:auslaenderbehoerde@detmold.de)

#### Immigration Service Kreishaus Höxter

Moltkestr. 12

37671 Höxter [info@kreis-hoexter.de](mailto:info@kreis-hoexter.de)