

## Check List for your Study start at

### Apply for Visa (For NON-EU students only) ✓

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](#)

### 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. Here are your first contacts for you to request room advice:

For Detmold campus: [Maryse.niemeier@th-owl.de](mailto:Maryse.niemeier@th-owl.de)

For Lemgo Campus: [a.meier@landesverband-lippe.de](mailto:a.meier@landesverband-lippe.de)

For Höxter Campus: Irem Yavuz [irem.yavuz@stud.th-owl.de](mailto:irem.yavuz@stud.th-owl.de)

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

Further options: <https://www.th-owl.de/studium/studienstart/wohnen-in-owl/>

### 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. Please read all important information on the topic "Krankenversicherungspflicht" [here](#)

If you are an **EU citizen and in possession of an EU health insurance** card valid for the entire period of study stay in Germany, you do not need any additional health insurance in Germany.

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### Enrolment at TH OWL ✓

Your enrolment is handled **exclusively** by our registration office (**Immatrikulationsamt**) on our Lemgo campus. Here, you can find the staff's [contact](#) by study programme. The team is also in charge of answering questions regarding semester fees, re-registration for the next semester, semester ticket / KISOWL card as well as adapting your personal data in case of changing your address.

### Please follow this procedure:

#### A) For exchange/ERASMUS+ students only:

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

#### Proof of payment

Please provide your bank statement as proof of payment for your semester fees towards third parties. Our registration office is not in the position to send a receipt. The social fees also need to be paid in case of distance learning from your home country!

4. Send a copy of your bank transfer and proof of being health insured (see chapter health insurance) by email to your case worker in our registration office (see contact above)
5. Receive our 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. Please buy and print your NRW semester ticket online [here](#). After placing the order, you will receive an email with a PDF document.  
The ticket is only valid in conjunction with an official identity document with a photograph, e.g. ID card, passport, of the ticket owner. In case of loss, please print the PDF document received once again.
7. After your enrolment is completed you will receive all important information on your student email address with TH OWL. With your user name and password you will be able to print the [confirmation of enrolment](#) at TH OWL on your own. Please check your student email account regularly!
8. Install eduroam with the assistance of our IT service point SKIM (available at every campus)

#### B) For students who will get a degree from TH OWL:

1. Receive your admission letter and follow all explicit instructions by our registration office

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### Learning Agreements (for exchange students only) ✓

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](#)

### City registration ✓

Register at the town hall as a new resident of Lemgo, Detmold or Höxter (also see page 7)

You will need your passport and a confirmation sheet filled by your landlord

([Wohnungsgeberbestätigung](#)) and for this procedure!

**IMPORTANT:** Please arrange for an appointment for Detmold and Höxter, Lemgo town hall accepts your visit without appointment.

### Activate your Bank Account (For NON-EU students only) ✓

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 (For NON-EU students only) ✓

Send an email request for an appointment to your local immigration service (Ausländerbehörde) within the first 3 months of your stay (contact see page 7)

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### Student support ✓

#### TH OWL Buddy Programme

Travel arrangements, first weeks full of orientation in a new environment, in a foreign culture, a new university will surely create a lot of challenges to take up and a lot of tasks on your to-do-list.

Our Buddy Team would like to welcome you and give you as much support as they can from day 1 ☺

Interested? Please fill and return your [Buddy Matching Form](#) to [internationaloffice@th-owl.de](mailto:internationaloffice@th-owl.de)



#### ASSIST - TH OWL Student Support Group

In this group we try to help each other out by giving information about the student life at TH OWL. If you have any questions feel free to post them [here](#) or look through other posts to see if anyone has had a similar question.

!!!IMPORTANT!!!

We are a group of students trying to support other students. We are not here to help you decide what to study. If you have general questions on how to apply, please contact the International Office!

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### Financial Support

After having received an admission notification by TH OWL, you can apply for a scholarship offered by **Studienfonds OWL**. Please check all your options, deadlines and all required documents [here](#). In case you have queries, please contact the staff of Studienfonds OWL directly.

Here you will find important information on how to finance your studies during the CORONA crisis provided by the [German Student Union](#):

As of 8 May, students can apply for an up to 650 € monthly interest-free student loan provided by the state bank KfW. More information can be found [here](#)

### Welcome Days – Your first orientation on place!

The I.O. offers Welcome Days for all new international students at the beginning of each Summer and Winter term. Apart from many information and presentations, our Welcome Days are a great opportunity for first networking activities and social contacts. You will automatically receive more information by email soon.

### COVID\_19 – Info Portal

Please find more general information all around this topic [here](#) and more specific for international students [here](#).

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## 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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### Registration (Please click the link for appointment)✓

#### 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 (Please use the email contacts for appointments) ✓

#### 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)

### Gesundheitsamt (Please contact your Gesundheitsamt in case you arrived from a COVID\_19 risk country ✓)

<https://tools.rki.de/plztool/>

August 2020