

# Check List for International Master Students at



## Admission ✓

Your application status, acceptance letter and your enrolment is handled completely by our **Immatrikulationsamt** (registration office). In case of questions and queries, please contact: [immatrikulationsamt@th-owl.de](mailto:immatrikulationsamt@th-owl.de)

In case of successful application, receive your acceptance letter approx. **6 weeks after your application deadline** as duly signed and stamped scanned copy (originals are not necessary for visa application!)

## Apply for Visa ✓

Appointments at the German Embassy or Consulate can take a very long time. It is advisable to request a visa appointment in parallel to starting your study application process. Unfortunately, the International Office cannot speed up this procedure!

Find more information also on topics like blocked account and health insurance here on the website of the Federal Foreign Office:

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

## Accommodation ✓

Students in Germany usually live in gender – mixed dormitories, in shared flats or in private accommodations. Here are your first contacts for you to request room advice:

Master MID, MIAR, MIAD: [Maryse.niemeier@th-owl.de](mailto:Maryse.niemeier@th-owl.de); [mohamad.sharabati@stud.th-owl.de](mailto:mohamad.sharabati@stud.th-owl.de)

Master IT, PEM, ILM, AE: [a.meier@landesverband-lippe.de](mailto:a.meier@landesverband-lippe.de); [mohammad.mbarak@stud.th-owl.de](mailto:mohammad.mbarak@stud.th-owl.de) Master SLD: [aurel.antoci@stud.th-owl.de](mailto:aurel.antoci@stud.th-owl.de); [irem.yavuz@stud.th-owl.de](mailto:irem.yavuz@stud.th-owl.de)

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

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### Apply for health insurance ✓

**Non-EU** citizens **below 30** years of age need to get health-insured mandatorily by a German state health insurance for students. You can do this easily from home: <https://www.expatrio.com/living-germany/cities/lemgo> A German state health insurance for students costs approx **100,00 €** 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).

### 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:

#### **From home:**

1. Fill and return the document “[Enrolment form](#)”
2. Transfer the fees (We do not accept payments by cash or credit cards) to the account mentioned in your acceptance letter
3. Send a copy of your bank transfer and proof of being health insured (see chapter health insurance) by email to: [immatrikulationsamt@th-owl.de](mailto:immatrikulationsamt@th-owl.de)

#### **After your arrival in Germany:**

4. 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. Read how to upload your photo. Collect KISOWL from SKIM.
5. Find and print your study confirmation for bureaucratic proof of being enrolled at TH OWL (authorities, scholarship application, etc) [here](#) and collect your semester ticket for free public transport in our state of NRW from the registration office in Lemgo
6. Install eduroam with the assistance of our IT service point SKIM (available at every campus)

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## **City registration ✓**

Register at the town hall as a new resident of Lemgo or Detmold (also see page 5)  
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 5)

## **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/>

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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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## City registration✓

### **City registration Lemgo** (Anmeldung in der Bürgerberatung):

Marktplatz 1  
32657 Lemgo

### **City registration Detmold** (Anmeldung in der Bürgerberatung):

Paulinenstrasse 45  
32754 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  
32756 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)