

Arrival checklist for visiting students

Make sure that you can tick most of the below boxes to have a smooth start in Osnabrück!

Buddy program: contact to buddy? In case of any problem, get in touch with the tutor of the International Faculty Office (IFO).
☐ I have received the contact details of my buddy from the IFO tutor.
I am in contact with my buddy.
Buddy program: www.hs-osnabrueck.de/wiso-incoming-buddy-program
Arrival dates
I have informed my buddy and the IFO tutor about my arrival in Osnabrück (day, time, place).
My buddy has confirmed to pick me up from the bus stop/train station/airport upon my arrival.
My buddy won't be available when I arrive but she/he/the IFO tutor has arranged a replacement
Move into dormitory
I know the address of my accommodation in Osnabrück and have informed my buddy about it.
Latest 3 weeks before my arrival, I have called the caretaker, arranged an appointment for t move in and given the dates also to my buddy so that she/he can accompany me.
I have asked my buddy to call the caretaker for me.
Initial formalities, course registration In case of any problem, ask your buddy or the IFO.
□ I have arranged further meetings with my buddy to clear the initial formalities after my arrival, can't attend the group appointments arranged by the university: bank account, semester for campus card, health insurance, Citizen Center Osnabrück.
☐ I have received my university log-in data from the ServiceDesk (<u>servicedesk@hs-osnabrueck.c</u> and signed up for my modules <u>and</u> courses (<u>two steps!</u>).
Any query or further help needed? Contact us.
International Faculty Office (IFO), Faculty of Business Management and Social SciencesIFO tutor:incoming-wiso@hs-osnabrueck.dePhone: +49/5 41/9 69-22 08Michaela Buchholz:m.buchholz@hs-osnabrueck.dePhone: +49/5 41/9 69-20 76Nathalie Banehr:incoming-overseas-wiso@hs-osnabrueck.dePhone: +49/5 41/9 69-70 94Gita Lestari-Kötting:g.lestari-koetting@hs-osnabrueck.dePhone: +49/5 41/9 69-35 69
Housing Service, Center for International Mobility (CIM):Michaela Parise: housing@hs-osnabrueck.de Phone:+49/5 41/9 69-32 28
International Winter/Summer Language School German, CIM:Nina Chapman:intensive-german@hs-osnabrueck.dePhone:+49/5 41/9 69-75 12
German Language School, orientation days Best arrive a few days before the following events start, provided that you attend these.
Language School German: www.hs-osnabrueck.de/international-winter-language-school
Orientation days (mandatory for visiting students!): www.hs-osnabrueck.de/wiso-incoming-orientation-days
Check the further procedure, dates and preparatory arrangements on the below websites:
Academic calendars: <u>www.hs-osnabrueck.de/wiso-incoming-academic-calendars</u> IFO website for incoming students and handbook for international students:

www.hs-osnabrueck.de/wiso-incoming-en