

Factsheet

Incoming Exchange Students



Contacts

Institution	Paderborn University
Office	International Office
Address	Warburger Str. 100
Post Code and City	33098 Paderborn
Country	Germany
Institution Code	D PADERBO01
Homepage	https://www.uni-paderborn.de/en/ International Office https://www.uni-paderborn.de/en/studies/international-office Incoming Exchange Students https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students
Incoming Exchange Coordinator	Martina Leifeld Incoming Advisor/ Deputy Head International Office Nomination, application, general matters Phone: +49 (0)5251 60-3208 martina.leifeld@zv.upb.de
	Nicole Struzek Incoming Advisor, International Office Study-related matters and language courses Phone: +49 (0)5251 60-5679 nicole.struzek@zv.upb.de
Outgoing Exchange Coordinator	Eva Walczak Outgoing Advisor Phone: +49 (0)5251 60-3633 eva.walczak@zv.upb.de io-outgoing@zv.upb.de
	Mareike Schwirtz Outgoing Advisor Phone: +49 (0)5251 60-4440 mareike.schwirtz@zv.upb.de io-outgoing@zv.upb.de

Paderborn University – Short Facts



Paderborn University was founded in 1972 and is a mid-sized fully accredited state university. The centralised campus is close to the city centre and a friendly and safe environment for studying, recreation and living. It offers all types of degrees, including PhDs and post-doctoral lecture qualifications. It offers a broad spectrum of subjects in five faculties.

Fields of Study

- Art, Music, Media
- Business Administration and Economics
- Engineering
- Exercise and Health
- Humanities and Social Sciences
- Languages and Literature
- Mathematics and Computer Sciences
- Sciences

Paderborn University attaches great importance to the internationalisation of research and teaching. About 2,800 foreign students as well as many visiting scientists and lecturers, create an international atmosphere on campus. Our around 200 global university partnerships are the product of long-term research cooperation projects. We are proud to partner in international cooperation like the *COLOURS Alliance*. Each year, about 350 Paderborn students are sent abroad and, in return, students from partner universities come to Paderborn. There are good links with the region's economy and numerous projects in cooperation with large global companies.

Student & Campus Life

Paderborn University offers its students a wide range of services to support them in their studies and create a colourful and lively campus life. Whether it's courses, various groups and organisations or events. Find your individual interests and make connections.

<https://www.uni-paderborn.de/en/studies/students>

<https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students>

Support for Exchange Students

Support & Orientation Program for exchange students

In order to make your stay at Paderborn University as pleasant as possible, we would like to provide you with a wide range of support. Your contacts at the International Office will be happy to help you with any questions you may have. Together with the *Eurobiz* student association, we also offer a varied programme of events for exchange students every semester to help them get to know the country and locals better.

Find here an overview of the support we offer to help you settle into your new home:

- Dormitory accommodation will be offered by Paderborn University
- Buddy Programme: students helping students to settle in and ensure a smooth transition into the "German way of life"
- Academic and non-academic orientation sessions
- A varied cultural semester program with day and weekend trips, parties, museum visits and other events, organized by the student association *Eurobiz*
- (Germany) Semester ticket for free public transport in Paderborn and in the complete Federal State of North Rhine-Westphalia (fee: ca. €300 / semester)

Course Offer

Exchange students are free to choose from almost all courses at Paderborn University with only very few exceptions. Please note, though, that we can guarantee sufficient English taught courses only for the fields of study according to the agreement. International graduate courses entirely taught in English are offered in Computer Science, Computer Engineering, Electrical Systems Engineering, Physics, International Economics & Management and English & American Studies. These courses are open for graduate exchange students as well as for advanced undergraduate students with sufficient prior knowledge of the subject matter.

For more information and downloads, please check our website:

<https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students/study>

German Language Courses

Exchange students can currently choose from the following range of German language courses:

<https://www.uni-paderborn.de/en/zfs/language-courses-for-students/german>.*

Course type	Structure	Language level GER	Teaching times and units	Credits
Intensive Course	~ 4 weeks before the official lecture period/ start of the semester, September and March	A1 – B2.1	Time schedule will be available once the course starts 80 units	5 ECTS
Semester Afternoon Course	12 weeks during the lecture period Oct – Feb / April - July	A1 – B2.1	Time schedule will be available once the course starts 120 units / semester	8 ECTS
German for specific purposes: B2/C1	German as a foreign language at university and in the professional environment	B2.2/C1	several courses during the whole semester	3 ECTS

* Please note that the German course offer and course fee structure at Paderborn University is under regular review and may be subject to change. For more information, please contact the International Office.

Paderborn – A city with history and a future



Paderborn is a modern city with medieval roots and plenty of charm. The atmospheric old town is not only known for its historical buildings, such as the cathedral, and the colourful hustle and bustle of the pedestrian zone with its shops, bars and restaurants. It is also famous as the city of water and springs, which can be seen in many places in the city centre, the park areas or the nearby Lake Lippesee. The town can look back on a long and interesting history. It was first mentioned in the historical records 1,200 years ago, after the founding of the Holy Roman Empire. Charlemagne also had a residence here. Nowadays the city has about 150,000, the region around 300,000 inhabitants.

Furthermore, Paderborn is one of the economic centres of the region of East Westphalia and home to some of the world's leading industrial corporations such as *Siemens*, *Diebold Nixdorf*, *Benteler*, *dSpace*, *Hella* and *Stute*. Its favourable position in the heart of Germany makes it an ideal base for discovering the country and its people. Familiar and popular destinations such as Cologne, Berlin, Hamburg and Munich are within easy reach. Paderborn, which is surrounded by a green and beautiful countryside, is a lively cultural centre with theatres and cinemas, concerts from classical to jazz, art galleries, clubs and entertainment, museums, including the world's largest computer museum, and the *Ahorn Sport Park*. In general, there is a generous range of sports and recreational activities, from water sports, horse riding and indoor carts to parachuting and paragliding. Libori, one of the largest and most traditional folk festivals in Germany, takes place in summer and everyone is out and about.

Already a little curious? Go ahead and discover the city Paderborn on your own:

UPB Information - Paderborn

<https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students/life-in-paderborn>

Tourist Information Paderborn

<https://www.paderborn.de/microsite/welcome/index.php>

We look forward to welcoming you at Paderborn University!
Your International Office Incoming Team

PADERBORN ACADEMIC CALENDAR

INFORMATION FOR EXCHANGE STUDENTS

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 program, 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
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

<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

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

	<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

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.

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>EU - citizens</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>

	<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

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

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/
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