## University Details

| **Full legal name of the institution** | Hochschule Osnabrück (HS OS)  
English: Osnabrück University of Applied Sciences (OS UAS) |
|--------------------------------------|-------------------------------------------------------------|
| **ERASMUS codes and numbers** | D OSNABRU 02, PIC-No. 999846416,  
ECHE-No: 29857-IC-1-2007-1-DE-ERASMUS-EUC-1 |
| **President** | Professor Dr. Andreas Bertram |
| **Website of OS UAS** | [www.hs-osnabrueck.de](http://www.hs-osnabrueck.de) |
| **Postal address** | Postfach 19 40, D-49009 Osnabrück, Germany  
Caprivistraße 30 A, D-49076 Osnabrück, Germany |

## Central International Office (CIO)

| **Address** | Hochschule Osnabrück  
Central International Office (CIO)  
Postfach 19 40, D-49009 Osnabrück, Germany  
Caprivistraße 30 A, D-49076 Osnabrück, Germany  
Tel. +49/541/969-2996  
Fax +49/541/969-3113  
E-mail: central-io@hs-osnabrueck.de  
[www.hs-osnabrueck.de/central-international-office.html](http://www.hs-osnabrueck.de/central-international-office.html) |
| **Head of Central International Office (CIO)** | Gunhild Grünanger, Tel. +49/541/969-2966  
E-mail: g.gruenanger@hs-osnabrueck.de |
| **Institutional ERASMUS Coordinator** | Christiane Hendess, Tel. +49/541/969-2935  
E-mail: c.hendess@hs-osnabrueck.de |
| **Pre-sessional German language schools** | Angela Halbrügge, Tel. +49/541/969-2996  
E-mail: a.halbruegge@hs-osnabrueck.de |
| **Housing Service and Housing Coordinator** | Anne Wensch, Tel. +49/541/969-3828  
E-mail: Housing Service: housing@hs-osnabrueck.de  
/ISU: isu@wi.hs-osnabrueck.de |

## Faculty of Business Management and Social Sciences

| **Dean and Vice-President for University Marketing** | Professor Dr. Sabine Eggers |
| **Dean of Studies for International Affairs** | Professor Dr. Hendrik Lackner, Tel. +49/541/969-3456  
E-mail: h.lackner@hs-osnabrueck.de |
| **Website of the faculty** | [www.wiso.hs-osnabrueck.de](http://www.wiso.hs-osnabrueck.de) |

## International Faculty Office (IFO)

| **Address** | Hochschule Osnabrück  
International Faculty Office (IFO)  
Faculty of Business Management and Social Sciences  
Postfach 19 40, D-49009 Osnabrück, Germany  
Caprivistraße 30 A, D-49076 Osnabrück, Germany  
Fax +49/541/969-3010  
[www.wiso.hs-osnabrueck.de/wiso-international.html](http://www.wiso.hs-osnabrueck.de/wiso-international.html) |
| **Head of International Faculty Office** | Fides Kammann-Lippelt, Tel. +49/541/969-3816  
E-mail: f.kammann-lippelt@hs-osnabrueck.de |

### Incoming Students:

- **Visiting Students**: Counselling, Application and Admission, Learning Agreements, Certificates of Arrival and Attendance
  
  Michaela Buchholz (Europe, Latin America)  
  Tel. +49/541/969-2076, E-mail: m.buchholz@hs-osnabrueck.de
  
  Gita Lestari (North America, Africa, Asia, Australia)  
  Tel. +49/541/969-7052, E-mail: g.lestari@hs-osnabrueck.de
  
  Susanne Blenk, Tel. +49/541/969-3085  
  E-mail: s.blenk@hs-osnabrueck.de
  
  IFO student tutor, Tel.: +49/541/969-2208  
  E-mail: incoming@wi.hs-osnabrueck.de

- **Coordinator for Buddy Programme, Orientation Days, Social Events**
  
  Britta Horstmann-Koopmann (Europe), Tel. +49/541/969-3632  
  E-mail: b.horstmann-koopmann@hs-osnabrueck.de
  
  Gita Lestari (Latin America, Indonesia), Tel. +49/541/969-7052  
  E-mail: g.lestari@hs-osnabrueck.de
  
  Heike Reichel (North America, Africa, Asia, Australia, New Zealand)  
  Tel. +49/541/969-3009,  
  E-mail: h.reichel@hs-osnabrueck.de

### Outgoing Students:

- **Counselling, Applications, Learning Agreements, Transcripts of Records**
  
  Britta Horstmann-Koopmann (Europe), Tel. +49/541/969-3632  
  E-mail: b.horstmann-koopmann@hs-osnabrueck.de
  
  Gita Lestari (Latin America, Indonesia), Tel. +49/541/969-7052  
  E-mail: g.lestari@hs-osnabrueck.de

- **Counselling, Applications, Learning Agreements, Transcripts of Records, Summer Schools Abroad, International Guest Lecturers**
### Information for Incoming Students

| Semester dates | Winter semester: September 1 to February 28/29  
|                | Lecture period: mid-September to mid-January  
|                | Examination period: mid-January to beginning of February  
|                | Summer semester: March 1 to August 31  
|                | Lecture period: beginning of March to mid-June  
|                | Examination period: mid-June to beginning of July  
| Latest day of arrival (one day before first orientation day) | Orientation days: three days in the week before the lectures begin, i.e. mid-Sept. (winter) or end of Febur. (summer), attendance mandatory for visiting students  
| Detailed academic calendars | [www.wiso.hs-osnabrueck.de/akademischer-kalender.html](http://www.wiso.hs-osnabrueck.de/akademischer-kalender.html)  
| Online registration | [www.wiso.hs-osnabrueck.de/online-bewerbung-gaststudierende.html](http://www.wiso.hs-osnabrueck.de/online-bewerbung-gaststudierende.html)  
| Application and nomination periods | Winter semester: March 1 to May 15  
| | Nomination deadline: April 30  
| | Summer semester: September 1 to November 1  
| | Nomination deadline: October 15  
| Website for incoming students | [www.wiso.hs-osnabrueck.de/incoming-students.html](http://www.wiso.hs-osnabrueck.de/incoming-students.html)  
| Course catalogue for visiting students | [www.wiso.hs-osnabrueck.de/lehrangebot-gaststudierende.html](http://www.wiso.hs-osnabrueck.de/lehrangebot-gaststudierende.html)  
| Module descriptions | [www.wiso.hs-osnabrueck.de/modulbeschreibungen-gaststudierende.html](http://www.wiso.hs-osnabrueck.de/modulbeschreibungen-gaststudierende.html)  
| Languages of instruction | German and English, plus various foreign language courses  
| | [www.wiso.hs-osnabrueck.de/sprachmodule-tutorien.html](http://www.wiso.hs-osnabrueck.de/sprachmodule-tutorien.html)  
| Transcripts of records | Issued by Student Affairs Office and posted at the earliest in March (after fall term), in September (after spring term)  
| | [www.wiso.hs-osnabrueck.de/leistungsnachweise-zeugnisse-notensystem.html](http://www.wiso.hs-osnabrueck.de/leistungsnachweise-zeugnisse-notensystem.html)  
| Mandatory health insurance (must be valid during the whole period of the stay in Germany) | EU students: European Health Insurance Card (EHIC)  
| | Non-EU students: German public health insurance to be concluded in Osnabrück in the first week after arrival. **Foreign or private insurances will not be accepted any longer!**  
| | In addition, we recommend to effect an accident and a private liability insurance, plus a travel health insurance for the journey to Germany.  
| | [www.wiso.hs-osnabrueck.de/versicherungen-incoming-students.html](http://www.wiso.hs-osnabrueck.de/versicherungen-incoming-students.html)  
| Approximate monthly costs (in euros) | Cost of living: 750 euros  
| | Tuition and semester fees: no tuition or semester fees for exchange students from partner universities within the agreed mobility numbers  
| | Costs of stay in Germany:  
| | [www.wiso.hs-osnabrueck.de/kosten-und-finanzierung.html](http://www.wiso.hs-osnabrueck.de/kosten-und-finanzierung.html)  
| Pre-sessional German language schools (intensive German language courses) | [www.hs-osnabrueck.de/deutschkurse.html](http://www.hs-osnabrueck.de/deutschkurse.html)  
| | German Language Summer School: Four weeks from mid-August to mid-September  
| | German Language Winter School: Four weeks in February  
| | Organised by the Central International Office, reduced course fees for exchange students from partner universities  
| International Summer University (ISU) | [www.summer-university.hs-osnabrueck.de](http://www.summer-university.hs-osnabrueck.de)  
| Guest lecturers | [www.wiso.hs-osnabrueck.de/gastlehrende.html](http://www.wiso.hs-osnabrueck.de/gastlehrende.html)  
| Other useful websites for incoming students and our partners | [www.wiso.hs-osnabrueck.de/informationen-partnerhochschulen.html](http://www.wiso.hs-osnabrueck.de/informationen-partnerhochschulen.html)  
| | [www.wiso.hs-osnabrueck.de/kontakt-ifo.html](http://www.wiso.hs-osnabrueck.de/kontakt-ifo.html)  
| | [www.hs-osnabrueck.de/central-international-office.html](http://www.hs-osnabrueck.de/central-international-office.html)  

Osnabrück, June 8, 2015