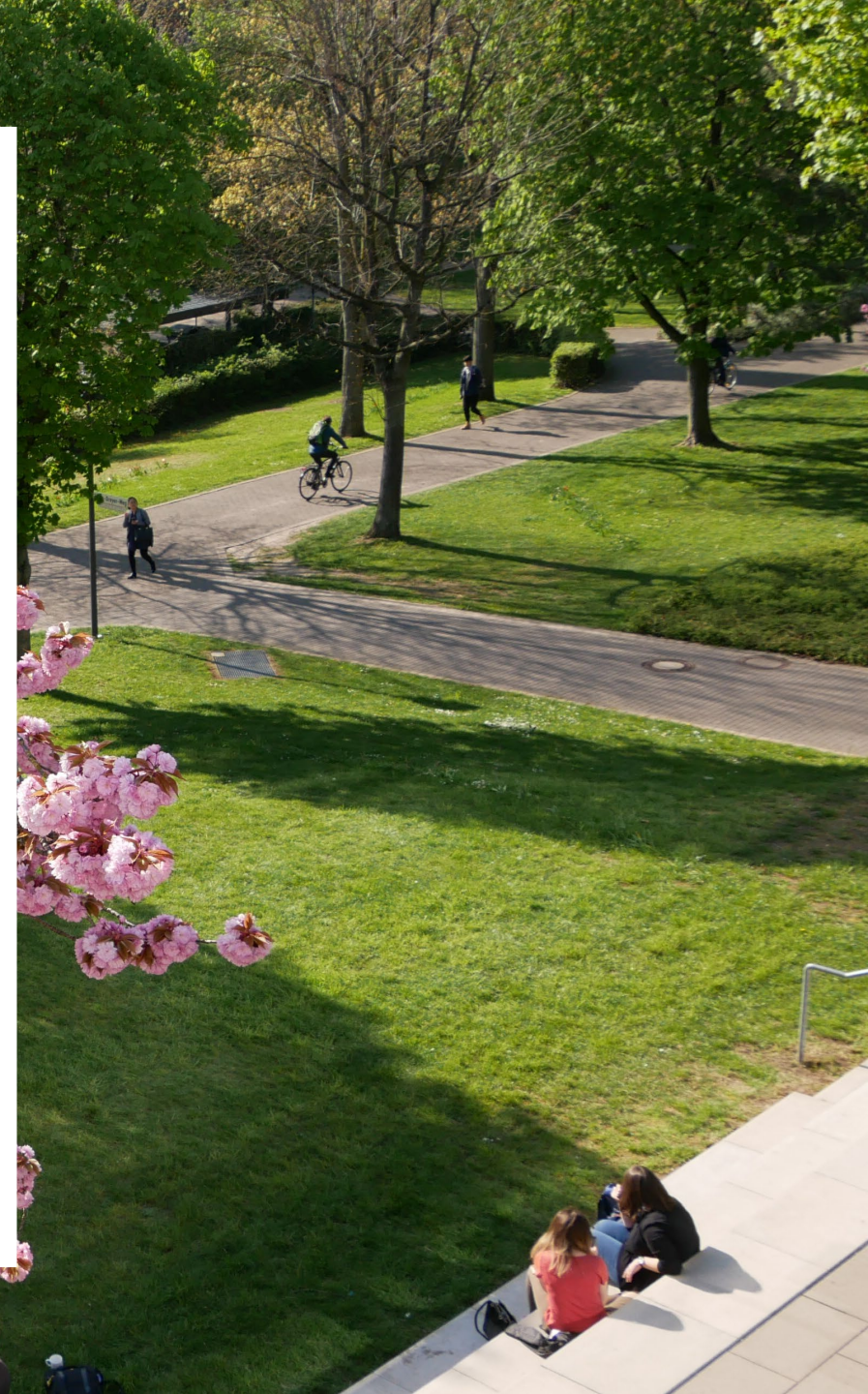




# After Arrival: Information and Q&A

Residence law, university regulations, jobs, housing etc.

Matthias Funayama-Thordsen (MBA) · 07 October 2026





## Communication with International Office and other university staff

- Check the university webpages and/or make a quick internet search
- Try to turn directly to the person in charge
- Please send only requests to people who are directly involved
- If you need my support, send an e-mail under mentioning your **matriculation number** and your telephone number first. We can set up an appointment if necessary!
  
- Info Point at Service Center in B0 140  
Opening Hours  
Mo - Thu: 08:30-11:00 am  
E-Mail: [io.info@zv.upb.de](mailto:io.info@zv.upb.de)
  
- My office hours: Th: 10:00-11:30am and **by appointment**
- Office: I4 119 ; Phone: 05251 603634  
E-Mail: [thordsen@zv.upb.de](mailto:thordsen@zv.upb.de)



## Self Service Functions in PAUL (PAUL-Anträge)

- For many services students have to use PAUL
- For instance: Deregistration, change of address, name or gender or applications for semesters on leave



## Enrolment and Services

Please check the webpages of the International Office!

<https://www.uni-paderborn.de/en/studies/international-office/degree-students/formalities-and-services>

**Formalities and Services**

In order for everything to run smoothly at our university, we have to demand that our students participate in the administrative processes in an appropriate manner. In order to ensure that nothing stands in the way of your studies being organised in accordance with your wishes, we would like to urgently request that you submit the respective applications in due time and that you observe the registration and deregistration deadlines.

**External Services**

- Dormitories of "Studierendenwerk Paderborn": [Online-Application](#)  
(The International Office provides further information about housing options [here!](#))
- [Aliens department](#) of Paderborn city administration  
(In charge of foreign residents of Paderborn regarding visa and residence permit related issues)

**Formalities**

- [Enrollment](#)
- [Change of degree program](#)
- [Schedule of studies](#) (For the extension of the student's residence permit)
- [Re-registration for studies](#)
- [Leave of absence \(Urlaubssemester\)](#)
- [Deregistration from the University](#)
- [Semester fee refund](#)

**Study Organisation**

- [PAUL Info pages \(Exam and Course Management\)](#)  
(Separate registration for courses and exams required!)
- [IMT Support](#)
- [Registration for the German course for international and exchange students](#)  
(Only for students without DSH!)



## Initial application of residence permit

- After city registration in Paderborn get in touch with the alien registration office („Ausländeramt“)
- E-mail them first ([auslaenderbehoerde@paderborn.de](mailto:auslaenderbehoerde@paderborn.de) ) and send all necessary documents as attachments
- You just need to show them your enrollment certificate, bank balance on blocked account + entry visa + passport



## Extension of residents permit

- You may need a letter which states that you are on track with your studies and estimates until when you will complete your degree.
- You can watch up the procedure under „Enrolment and Services“ on the Webpages of the IO
- You will usually need to do it every 1-2 years
- **Please note that it is a decision of the alien's office whether your visa will be extended or not**
- You have to be able to finish your studies within the legal timeframe
- The IO can only make a statement depending on your study progress



## How much time do I have to complete my course?

- You can study the „average completion time“ of the study course
- In case that you are for the first time registered in a German university, you will get 3 semester extra time for your orientation
- For a Master's Degree it is mostly 6+3 Semesters



## Examination regulations („Prüfungsordnung“)

- Check the examination regulations of your study course at the beginning of your studies!
- Mostly you have three trials for an examination, sometimes only two!
- If you don't show up for an exam, this will be considered as a failed attempt
- **Don't waste your attempts, you might need them later!**
- If you get sick on the examination day, you will need an **attestation from your doctor, issued on the same day!**
- In case of special needs or mental problems (exam anxiety, stress related disorders etc.) you should get in touch with the „Zentrale Studienberatung/Psychosoziale Beratung“ in I4 (Central Counselling Service)
- A compensation of disadvantages may be possible: [Compensation for disadvantages - Student Advice Centre | Paderborn University](#)



## Studying with special needs

- In case of special needs (exam anxiety, stress related disorders etc.) you are welcome to contact the „[Zentrale Studienberatung/Psychosoziale Beratung](#)“ in I4 (Student Advice Center)
- In case of a disability or chronical disease, a compensation of disadvantages may be possible:  
[Compensation for disadvantages - Student Advice Centre | Paderborn University](#)



## Re-registration (Rückmeldung)

- You have to confirm every semester that you want to continue your studies
- For this reason, you just have to transfer your semester fees for the next semester on time
- You can find the deadlines and information on the webpages of the „[Studierendenservice](#)“ (central students administration)
- **Check your university e-mails and your PAUL notifications!**
- **It is absolutely necessary that you do this within the given deadlines, because we can not simply register you again!**
- If you drop out, your students residence permit will get lost!



## Housing: Check your room!

- When moving into a new apartment, you have to inform the landlord at once, if the apartment is not in orderly condition! Usually it has to be checked together with the landlord and there should be an official protocol!
- If you don't do it, there is the risk that you will need to pay for the „damage“ even if it has not been caused by you
- Do you need to renovate?
- You have to consider this also at the dormitories of „Studierendenwerk“!



## Working as a student

- 140 full/ 280 half or 20h/week days are ok with a students residence permit
- No restrictions during semester breaks or for students assistants
- Usually no further permission letter from university needed
- Self employed work only in rare cases possible
- Tax ID will be sent to you after city registration or can be received at the „Finanzamt“ (tax office)



## Where to find a Job?

University job offers:

[ZV - StellenangeboteWHK-SHK \(Universität Paderborn\) \(uni-paderborn.de\)](#)

Job board of the AStA:

[Job board - AStA der Universität Paderborn \(uni-paderborn.de\)](#)

Job teaser Uni Paderborn (Career Service)

[JobTeaserConnect](#)

University support:

[InRegioFIT | Universität Paderborn](#)



## Where to find a scholarship

Database of DAAD:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst](#)

Studienfonds-OWL („Deutschlandstipendium“):

[Welcome \(studienfonds-owl.de\)](http://studienfonds-owl.de)

**Now your questions are very welcome!**

# Thank you for your attention!

Matthias Funayama-Thordsen