

INFORMATION ON ENROLMENT
PLEASE READ THIS INFORMATION CAREFULLY!

→ **Enrolment deadline and procedure**

- Enrolment period: **August 12, 2024 to September 27, 2024.**
Orientation for new students: **September 30, 2024 to October 4, 2024**
Start of lecture period: **October 7, 2024**
- **An extension of the enrolment deadline will not be possible! Even students who might arrive late (e.g. due to visa issues) must meet the enrolment deadline!**
- In order to enrol, please pay the semester fees and send the complete set of documents listed on page 1 in PDF format by e-mail to: io.registration@zv.upb.de
- The university needs to receive an electronic notification from a German statutory health insurance provider stating that you fulfil the legal requirements for enrolment at a German university! Please check the information provided by the university on student health insurance!
- Extended information regarding the enrolment and the enrolment application form are provided under the following link: <https://www.uni-paderborn.de/en/studies/international-office/degree-students/formalities-and-services/immatriculation>
- **Alternatively**, you can also send your documents by post to Paderborn University, International Office, Warburger Straße 100, 33098 Paderborn, Germany.

→ **Semester fees and payment procedure**

- Please transfer the compulsory administrative fees for student services and the semester ticket for public transport (**279.60€**) to the bank account of Paderborn University.
- For avoiding administrative difficulties, the **exact amount requested** has to be transferred to the account of Paderborn University, **stating your matriculation number** (see page 1 at top right)
- For administrative reasons, don't transfer the fees before August 12, 2024; the payment has to be transferred to the university account until October 4, 2024
- Banking details: Account holder: Universität Paderborn; Bank: Sparkasse Paderborn-Detmold; IBAN: DE74 4765 0130 1010 0376 93; BIC: WELADE3LXXX

→ **Information for German Embassies and APS**

- Once the enrolment process has been completed, the transfer to the campus of Paderborn University can take place at any time!
- Students at Paderborn University are not obliged to register for lectures or to attend classes in order to maintain their status as a registered students

Yours sincerely

Signed by authority:
Muegancuro / Thordsen / Schramm

