GETTING STARTED

Practical essentials for your first weeks at Universität Paderborn

FRESHER MEET 2026

ISG Paderborn

Indische Studierenden Gesellschaft • Paderborn



Your First Days in Germany

01 German SIM / phone plan

Examples: O2, Lebara

02 Unblock your blocked account

Complete the bank/provider process

03 Activate health insurance

TK or another provider

04 Open a German bank account

Sparkasse, Deutsche Bank, etc.

05 City registration (Anmeldung)

Needed when you have a rental contract

Open portal ↗

06 Find a family doctor

Register with a Hausarzt

07 Rundfunkbeitrag

Radio / TV contribution, if applicable

08 Tax ID

Obtain and keep your Steuer-ID safely

09 Visa / residence permit

Extend it if your initial visa is short-term

University Essentials

Small habits that prevent big problems later.

01 **Register courses & modules**

Use the university portal and check that both are registered where required.

02 **Register exams separately**

Course registration alone does not automatically register you for the exam.

03 **Watch deregistration deadlines**

You can usually withdraw only within the official exam deadlines.

04 **Track assignment deadlines**

Late submissions may not be accepted.

05 **Academic integrity & printing**

Avoid plagiarism. For printouts, check AStA services or local print options.

TIP • Keep a personal deadline calendar

Examinations: Know the Difference

COURSE ACHIEVEMENT

Studienleistung

Assignments • Projects • Presentations • Exercises

Depending on the course, you may need to complete this successfully before you are allowed to take the final exam.

FINAL EXAM

Prüfungsleistung

Written or oral examination

Many modules allow three attempts (1 initial + 2 retakes), but always check the exam regulations for your programme.

Important: register for both the course achievement and the examination when your module requires both.

PAUL support: paul@upb.de

Previous papers: use the UPB resource with your university credentials

Exam questions: contact the responsible exam support team

Technical Part-Time Jobs

Where to find roles, what to prepare, and how to stand out.

Company | University | Internship

Indische Studierenden Gesellschaft Paderborn

Build experience while you study

Types of Technical Part-Time Roles

01

COMPANY

Working Student

Student position in a company, usually related to your field of study.

Great for long-term industry experience

02

UNIVERSITY

HiWi / SHK / WHB

Work in a chair, lab, research group or teaching-related role at the university.

Great for research + university networking

03

COMPANY

Internship

A time-limited role to gain hands-on experience in a company or research environment.

Great for getting practical exposure quickly

Where to Find Technical Jobs

LinkedIn

Open site ↗

stepstone

Open site ↗

Indeed

Open site ↗

XING

Open site ↗

EnglishJobs.de

Open site ↗

Bundesagentur für Arbeit

Open site ↗

Also check company career pages directly — for example, dSPACE and other employers in OWL.

dSPACE careers ↗

University & Research Opportunities

UPB Student Assistant Jobs

Open ↗

garage33 / Start-up Jobs

Freiraum für Gründer:innen und Unternehmer:innen

Open ↗

Fraunhofer IEM Careers

Open ↗

01 **AStA Jobbörse** — Local student jobs and short-term opportunities ↗

02 **JobTeaser** — Career platform with internships, jobs and events ↗

03 **HNI Career Pages** — Research-oriented roles and institute opportunities ↗

04 **Approach Professors** — Send focused cold emails with your CV and relevant skills

Attend Technical & Career Events at UPB

01

LOOKIN Career Fair

Company booths, recruiters and career conversations

02

garage33 Events

Start-up ecosystem, founder talks and networking

03

SICP Student Day

Technical exchange and industry-oriented networking





Tip: events are often the fastest way to discover referrals, HiWi openings and internships.

Documents Commonly Needed

CORE

Prepare these first

- ✓ **Resume / CV** — Europass or another clean professional format
- ✓ **Enrollment certificate** — Current semester document
- ✓ **Residence permit / work authorization** — Keep a readable digital copy

OPTIONAL / ROLE-DEPENDENT

Often requested

- \+ **Cover letter** — Useful when the role asks for motivation or fit
- \+ **German certificate** — Helpful when language level matters
- \+ **Experience letters** — Previous work, internships or references

Save one master folder with PDF versions of every document so you can apply quickly.

Tools to Build Your CV



Example layout

01 **Novorésumé** — Fast visual CV builder — Open ↗

02 **Overleaf / LaTeX** — Best for technical, structured CVs — Open ↗

03 **FlowCV** — Simple web-based CV builder — Open ↗

Choose a clean template, tailor the content to each role, and keep formatting consistent.

How to Stand Out

01 Build projects on GitHub

Show working code, clear READMEs and practical outcomes.

02 Create a LinkedIn portfolio

Make your skills, projects and experience easy to discover.

03 Join university projects & hackathons

Use them to build teamwork, proof-of-work and contacts.

04 Learn German

Even A2/B1 progress can expand the roles you can target.

Proof of work + networking + language skills = a stronger profile.

Legal Rules & Pay — 2026

20 h

per week

Lecture-period working-student option

140 / 280

days

Full / half days per year for third-country students

€13.90

per hour

Statutory minimum wage in Germany in 2026

Semester breaks

More hours / full-time work may be possible depending on the rule you are using and your residence status.

Always check your residence permit, employment type and the latest official guidance before starting a job.

Sources: BMAS • Make it in Germany (2026)

Non-Technical Part-Time Jobs

Flexible options for earning alongside your studies.

Local

Flexible

Student-friendly



Practical options beyond technical roles

Where to Find Non-Technical Jobs

01 Kleinanzeigen

Local job posts and short-term opportunities

02 Amazon / DHL

Warehouse and logistics roles

03 Food Delivery

Delivery jobs and restaurant chains

04 Restaurants & Cafés

Service, kitchen and counter roles

05 Staffing Agencies

Randstad, Zeitnah and similar agencies

06 Networking

Friends, student groups, referrals and local communities

Start early, ask around, and apply consistently — local referrals can be very effective.