ASTA UNIVERSITÄT PADERBORN · 1ST EDITION

How to UPB?!

The International Student Guidebook



ASTA PADERBORN

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EDITOR'S NOTE

Welcome to Paderborn!

Manasvi Vartak

Referentin für Internationales · AStA Universität Paderborn

If you're reading this, you've probably just hauled two heavy suitcases containing pretty much your entire life off the train, stared blankly at a German street sign, and wondered,

"Okay. What exactly am I supposed to do now?"

Trust me, I know that feeling! When I first arrived in Germany, I was in full panic mode; everything seemed overwhelming. I didn't understand how the system worked, every letter looked important, and the amount of paperwork required just to exist here legally felt like a full-time job. I remember standing in a supermarket once, wondering why everyone was feeding empty plastic bottles into a machine, and standing at the bus stop, trying to figure out the bus routes and constantly asking myself, ***"Am I going in the right direction?"*** Most of the time, I wasn't even sure. But eventually, I figured it out.

I created this guidebook because I wish someone had handed me something like this on my first day, so that I wouldn't have had to search for information scattered across ten different websites. **Think of this guidebook as your starting point.** It won't answer all of your questions, but it will help you understand the basics, know whom to contact, and hopefully save you from making some of the same mistakes many of us made. **The best part? You don't have to figure everything out alone.**

As the ***Referentin für Internationales*** at **AStA**, my goal is to make sure international students feel welcomed, supported, and connected from the moment they arrive. Whether you need information, have questions, or simply don't know where to start, reach out!

Take the chance. Make mistakes. A lot of them.

(Safe mistakes, of course)

It won't always be rainbows and unicorns. I won't lie to you: there will be amazing days, and there will be days when you question your decision to come here. Moving abroad doesn't magically remove the difficult parts of it. What makes the difference is **having people around you**. Build your people here: people you can call when you need help, celebrate with, or simply complain to after a terrible day.



And yes... Don't forget you're here to study. So, explore Paderborn. Go to events. Meet people. Travel. Try things you've never tried before. But also go to class. Your future self will thank you.

Now let's figure out how to UPB!

Contents

01 Germany & the city of Paderborn 06

02 Paderborn University 08

03 The Arrival 09

3.1 Orientation phase 10
3.2 How studying works 11
3.3 A German SIM card 12
3.4 Health insurance 13
3.5 Accommodation 14
3.6 City registration 15
3.7 Student bank account 16

04 AStA 17

4.1 AStA · Social Office 18
4.2 Copy Service 19
4.3 Stadtcampus 20
4.4 Bike Workshop · Ticket 22
4.5 Culture Ticket · Jobs 23
4.6 Events · Sommerfestival 24
4.7 International Affairs 27

05 TK, your health partner at UPB 28

06 Important contacts & support at Uni 32

6.1 International Office · COLOURS 33
6.2 InRegioFIT 34
6.3 Studierendenwerk 35
6.4 Hochschulsport 38
6.5 EDI · ZSB 39
6.6 ZfS 40
6.7 Student groups 41

07 Misc. 42

08 Life in Paderborn 45

09 Phone directory 52

10 Your Paderborn Quest 56

11 Campus map 59

Germany

Before coming to Germany, you probably imagined castles, sausages, Oktoberfest, and efficient trains. Well… It's a bit more complicated than that.



Germany is a country where things work because people generally follow the rules. You'll notice people waiting at a red pedestrian light even when there isn't a single car in sight, sorting their waste carefully, and returning plastic bottles to supermarkets for a refund **(yes, you'll soon become a *Pfand* expert)**.

One thing you'll quickly appreciate is how much people here value the work-life balance. Sundays are genuinely quiet, ***"Sonntag ist Ruhetag"***, most shops are closed, and people spend time with their family, friends, or simply enjoy nature. Forgot to buy groceries on Saturday? You'll only make that mistake once!

Nobody can really prepare you for **German weather**. One moment it is sunny, the next moment it is raining, and windy most of the time. It will make you question your outfit choices every time. This is where you learn one of the most important survival skills: ***The art of layering*.** In winter, the days become shorter, and during the darkest months, it can feel like the sun was barely there. In summer, the sun can rise incredibly early, and evenings seem to last forever.

City of Paderborn

Paderborn isn't Germany's biggest city, but big enough to offer student life, events, cafés, restaurants and an international community.

Everything is within easy reach. Whether you're heading to university, the city centre, or your student dorm, you can get there within minutes. After a while, you'll realize you're always running into familiar faces.



Around the center, you will find historic buildings, the cathedral and the famous ***Three-Hares-Window*** (*das Drei-Hasen-Fenster*), small streets, shops and cafés, while places like the Pader springs and surrounding green spaces offer a break from university life.



Despite its size, Paderborn has a surprisingly international atmosphere. Thanks to the university's international focus, you'll meet people from every corner of the world. **It's the perfect place to make friends beyond your own nationality.**

TIP

Try speaking a little German, join student events and explore nearby cities. The best memories often begin with stepping outside of your comfort zone.

Paderborn University

Paderborn University brings together teaching, research, and student life on campus. With five faculties and around 70 study programs, UPB offers students opportunities to learn both within and beyond their chosen field.



The main campus in the south of Paderborn is where most students spend their time. Lecture halls, seminar rooms, library, and administration offices are all located on the main campus. The campus also has plenty of green spaces where you can relax. Soon you will become familiar with the university's building letters. The terms ***"Meet me for lunch in ME"*** or ***"The lecture is in D2"*** may sound confusing at first, but they soon become second nature.

The university extends beyond the main campus.

Around Paderborn, several locations connect the university with research, innovation, and industries. Along with **Fürstenallee** campus, you will find the **Heinz Nixdorf Institute (HNI)** and other research facilities. The nearby ***Zukunftsmeilen*** hubs bring university researchers and regional companies together. The ***Technologiepark*** is home to further research and university facilities. For students interested in entrepreneurship, the **Start-up Campus OWL** is just the place for you.

TIP

Join a student initiative, attend events, or try sports. These activities are a good way to meet people and discover new interests.

03

The Arrival

Your first steps in Paderborn.

3.1	Orientation phase	10
3.2	How studying works	11
3.3	A German SIM card	12
3.4	Health insurance	13
3.5	Accommodation	14
3.6	City registration	15
3.7	A student bank account	16

Orientation phase

Before lectures officially begin, attend the *O-Phase* (Orientation Phase)!

It is usually organized by students and faculty and is one of the easiest ways to get familiar with university life before classes start.

DURING THE O-PHASE, YOU CAN EXPECT THINGS LIKE:

- **Campus tours:** find your lecture halls, library, Mensa, and important university offices.
- **Welcome events:** meet other students and get to know your faculty.
- **City rallies and activities:** explore Paderborn while making new friends.



TIP

Don't skip your Faculty/degree-specific Orientation. It is useful because you'll get information about your program.

3.2

How studying here actually works

ZIM

ZIM is the university's IT service centre. Your ZIM account gives you access to essential digital services such as university Wi-Fi, email and other university platforms.

PAUL

Course registration, exam registration, timetable, certificates. Deadlines are strict and nobody reminds you.

PANDA

The learning platform: slides, exercise sheets, forums, and where you may submit coursework.

UPB App

Access your digital student ID card and timetable. Keep up with university news and announcements.

DeliCard

Pay for food and drinks at the Mensa and cafeterias, and for laundry in STW dorms.

Semester rhythm

Winter semester
(*Wintersemester*)
lectures Oct–Feb

Exams
in the weeks after lectures end

Summer semester
(*Sommersemester*)
lectures Apr–Jul

Re-registration (*Rückmeldung*)
pay the fee to stay enrolled

A German phone number

Get this on day one. Every appointment form, every landlord, every bank wants a German mobile number. Prepaid is fine and needs no bank account.

Prepaid or contract?

Prepaid

Buy in any supermarket or phone shop. No bank account, no credit check, cancel any time. Around €10–20 a month. **Start here.**

Contract *(Vertrag)*

Cheaper per GB, but needs a German bank account, city registration (*Anmeldung*) and usually a 24-month commitment. Switch later if you want.

BEFORE YOU CHOOSE

- [ ] Passport or ID: activation is legally identity-checked (*Identifizierung*), by video call or in the shop.
- [ ] **Check your plan:** Look at data allowance, calls/SMS, contract duration and cancellation terms before choosing.
- [ ] Check whether your phone supports **eSIM**: activation in ten minutes, no shop.

Two things to check before you sign

Does the price rise after 6 or 12 months?

EU roaming included? Most tariffs include it, but some cheap ones don't.

3.4

Health insurance *(Krankenversicherung)*

Health insurance is compulsory. Enrolment is blocked until your insurer sends its electronic confirmation to UPB, so sort it before you arrive.

From the EU/EEA?

Your EHIC usually covers you. Take your **EHIC** to a German statutory health insurer and ask for an **exemption confirmation (*Befreiungsbescheinigung*)** for the university.

From outside the EU?

You will generally need **statutory student health insurance (*gesetzliche Krankenversicherung*)**. The student contribution includes health insurance and long-term care insurance (*Pflegeversicherung*). **Travel insurance alone is generally not sufficient** for university enrolment.

⚠ **Important:** Student health-insurance rates and eligibility can change, and student status does not continue indefinitely. Check with your insurer when your student rate or eligibility is due to end.

When you are ill

Go to a general practitioner (*Hausarzt*) first, they refer you onward. Bring your insurance card. For evenings and weekends the on-call service is **116 117**. Real emergency: **112**. Off sick from a course or exam? You need a doctor's certificate.

Finding accommodation

Start early! Accommodation can be difficult to find, especially around October.

Student Dorm

Apply to the ***Studierendenwerk*** months in advance. They are close to campus, but places are limited.

Shared Flats (*WG*)

You may have a **WG interview (*WG-Casting*)** with your future flatmates, a great way to meet people and practise German.

Temporary room

If you can't find a permanent place before arriving, consider temporary accommodation while you continue searching.

Check what's included

Many rooms are unfurnished, so ask about furniture, kitchen, internet and utilities.

Know these terms: ***Kaltmiete*** = basic rent · ***Warmmiete*** = rent + additional costs · ***Kaution*** = deposit · ***Wohnungsgeberbestätigung*** = landlord's confirmation needed for *Anmeldung*

TIP

Never transfer a deposit before you have seen the flat and signed. If a landlord refuses a viewing, it is a scam.

Spending less

Small habits add up. This is where students save.

Discounters: Aldi, Lidl, Netto, Penny. Often much cheaper, same food.

Mensa: A hot lunch for a few euros.

Student discount: Cinema, gym, museums, software, rail. Always ask.

Second hand: Flea markets (*Flohmarkt*) and WG groups.

Tickets you already have: Semester and Culture Ticket (pages 22–23).

Kleinanzeigen: use the app to buy second-hand items.

UNiDAYS: Check UNiDAYS for student offers on clothing, technology, software, food delivery and other brands.

City registration *(Anmeldung)*

Registering your address at the city registration office *(Einwohneramt)* is required within two weeks of moving in, and the key to your bank account and residence permit.

Book the slot the day you have a contract.

TAKE WITH YOU

- ☐ Passport or national ID: the original, not a copy.
- ☐ Landlord's confirmation (*Wohnungsgeberbestätigung*), signed by your landlord.

What you walk out with

Your registration certificate (*Meldebescheinigung*). Guard it: the bank, the immigration office (*Ausländerbehörde*) and your employer will all ask for it. Your tax ID (*Steuer-ID*) arrives by post a few weeks later.

And then

Re-register (*Ummeldung*) when you move within Paderborn, deregister (*Abmeldung*) when you leave Germany. **Both are free and both are obligatory.**

Book your appointment online
termine-reservieren.de/termine/paderborn

3.7

A student bank account

A current account (*Girokonto*) for rent, insurance and your semester fee. Student accounts are free while you are enrolled.

BRING

- [ ] Passport
- [ ] Registration certificate (*Meldebescheinigung*)
- [ ] Enrolment certificate (*Immatrikulationsbescheinigung*) from PAUL
- [ ] Your tax ID (*Steuer-ID*) if it has arrived

Branch

A counter you can walk to, cash deposits, paper statements. Service mostly in German. Good if you handle cash. (Sparkasse, Volksbank etc.)

Deutsche Bank

You can open a **free student account** without an *Anmeldung*.

Need an appointment?

Contact **Luca**, your personal contact at **Deutsche Bank**, to arrange one.

luca-a.moenikes@db.com

01773641380

04

ASTA PADERBORN

We are AStA!

Think of AStA as one of your main student points of contact at UPB. Here are some of our services you may find useful:

4.1	What is the AStA? · Social Office	18
4.2	Copy Service	19
4.3	Stadtcampus	20
4.4	Bicycle Workshop · Semester Ticket	22
4.5	Culture Ticket · Job board	23
4.6	AStA Events · Sommerfestival	24
4.7	International Affairs	27

We are AStA!

AStA stands for *Allgemeiner Studierendenausschuss*, the General Students' Committee of the university.



It is the **elected executive body of the student body** at Paderborn University and represents students' interests within the university and beyond.

AStA Social Office

SOZIALBÜRO

The AStA Social Office (*Sozialbüro*) provides **confidential support and advice** for students facing social, financial, legal or personal difficulties.

Depending on your situation, the Social Office can help you understand your options, provide information about available support and refer you to appropriate services.

You can get **free legal advice by appointment**, for example for issues related to your housing or job contract.

Email: **soziales@asta.upb.de**

ME U 209 (*check for opening hours on Instagram/website*)

Copy Service

PRINT, COPY, SCAN & BIND

Need to print an assignment, scan a document, or get your thesis bound? The AStA Copy Service is your go-to place on campus for everyday printing and document services.

ME.U 201 (under the cafeteria, next to the grill/café)

You can use the Copy Service for **printing, photocopying, scanning, laminating and binding**. You can choose from different paper formats and printing options, including colour or black-and-white and single- or double-sided printing.

For regular printing, we have **AStA print machines**, allowing you to upload your documents and print them yourself. This is very convenient and you can also use the available machines for copying and scanning documents.

If you are preparing an important document such as a **Bachelor's or Master's thesis**, the Copy Service can also help with professional binding and other finishing options.

A FEW THINGS TO KNOW

- Check the **current prices and available services** before printing larger documents, as prices can change.
- For self-service printing, make sure you have set up your **printing account and credit** beforehand.
- Keep your documents in a print-ready format, preferably **PDF**.
- If you are unsure which printing, paper or binding option you need, ask the Copy Service staff. They can help you choose the appropriate option.

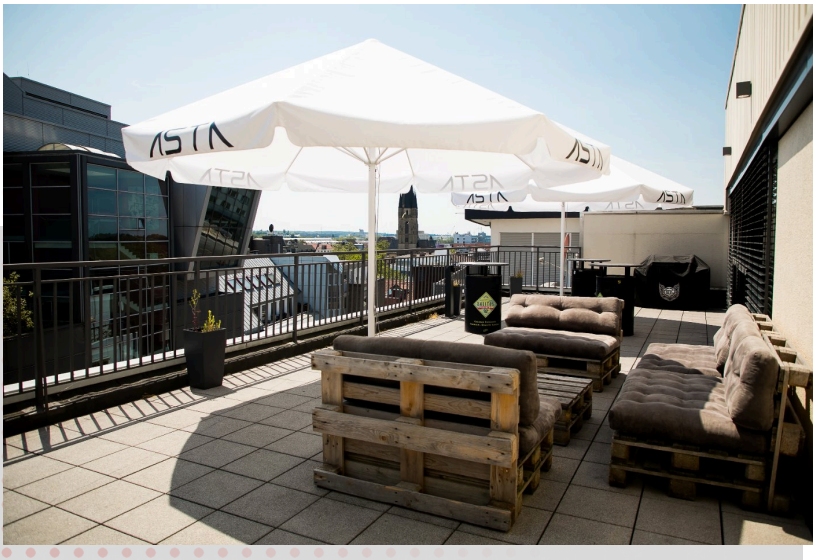
Find current information, prices, opening hours and printing instructions:
Scan the QR code to visit the **AStA Copy Service website**.

Stadtcampus

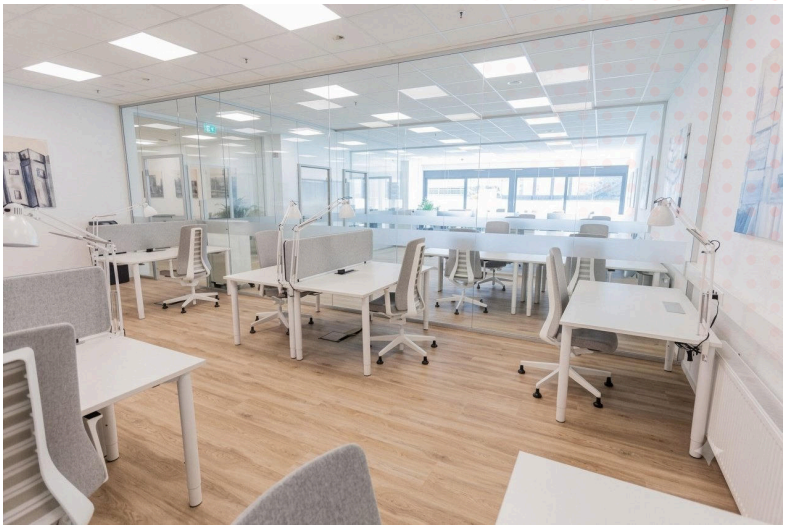
Located in the city centre, the AStA Stadtcampus is a student space for studying, working, events and socialising outside the university campus.

Need a quiet place to prepare for an exam or want to work on a group project? The **Study Space** is a dedicated learning space on the 4th and 5th floors of the Stadtcampus. It includes:

- **Silent work rooms for focused studying**
- **Individual work and project rooms that can be booked**
- **A rooftop terrace where you can take a break or work informally**
- **Group work rooms for collaborative projects**
- **A coffee kitchen and lounge areas for breaks**
- **Eduroam Wi-Fi**



The Study Space is open Monday to Sunday, 6:00–23:00, including public holidays, unless exceptions are announced.



How do I get access?

You need to register for Study Space access before you can use it. You can activate your access through:

AStA Social Office

ME U 209 on campus during its opening hours

Stadtcampus Office

6th floor of the Stadtcampus during its opening hours

You will receive an access card when you pay a small **deposit**.

Group and quiet work rooms can be requested through the **AStA room booking tool**.

The 6th floor also provides co-working spaces and event space for student groups at Paderborn University.

AStA Stadtcampus

Study Space: 4th & 5th floors

Co-Working & Event Space: 6th floor

Bicycle Workshop

FAHRRADWERKSTATT

The AStA Bicycle Workshop (*Fahrradwerkstatt*) gives students a place to maintain and repair their bicycles.

The workshop provides a wide range of **tools and spare parts** for common bicycle repairs and maintenance. You can work on your own bike and learn how to handle the tools correctly, while the staff can guide you through the process.

Semester Ticket

The Semester Ticket is part of your semester contribution and gives you access to public transport according to the currently applicable ticket conditions and transport regulations.

The ***Deutschlandsemesterticket*** allows you to use local and regional public transport throughout Germany, including local and regional buses and trains. It does **not** cover long-distance trains, such as ICE, IC or long-distance coaches.

The Semester Ticket is provided digitally through the **OWLmobil** app. The basic process is:

1. Download the OWLmobil app
2. Open the “Tickets” section
3. Select “Deutschlandsemesterticket”
4. Log in and verify your eligibility as a UPB student
5. Complete the ticket purchase/activation process
6. Your ticket will appear under “My Tickets”

When travelling, make sure you have your student ID and/or identification document with you. Ticket inspections can take place on public transport, and you may be asked to prove that the ticket belongs to you.

Culture Ticket

KULTURTICKET

The Culture Ticket (***Kulturticket***) gives students opportunities to experience cultural events, performances and sports events in Paderborn and the surrounding area.



The Kulturticket covers a changing selection of cultural institutions, performances and sporting events. Depending on the current semester's arrangements, these can include:

- Museums and galleries in Paderborn
- Theatre and live performances
- Concerts and cultural events
- Cinema screenings from Lichtblick
- Heinz Nixdorf MuseumsForum
- Kreismuseum Wewelsburg
- Sports events, including selected home games of local teams such as SC Paderborn and Paderborn Baskets.

The exact participating institutions, available events and conditions can change from semester to semester, so always check the current AStA Kulturticket page before you go.

HOW TO USE IT?

1. **Check what is on.** We generally post the current offers on Instagram.
2. **Reserve if the venue asks for it**, some seats are limited per evening.
3. **Bring your student ID** and your residence permit/passport.

Job board

To help you find a job as quickly as possible, many local employers advertise student jobs on our job board. Feel free to check it out!

jobboerse.asta.upb.de

AStA Events

Throughout the year, the AStA organises and supports events that bring students together, create opportunities to meet people and make campus life a little more lively.

From large campus events and parties to cultural activities and workshops, some events are organised directly by the AStA, while others are supported in cooperation with student groups, university departments or external partners.

Keep an eye on the **AStA Instagram channels** for upcoming events, registration information and ticket announcements.















@asta_uni_paderborn

AStA Sommerfestival

"AStA Summerfestival"

If there is one event you should experience at least once during your time at UPB, it is the AStA Sommerfestival.

Held on the University of Paderborn campus, the Sommerfestival transforms a large part of the university grounds into a festival site with multiple stages, food and drink areas, and thousands of students and guests.

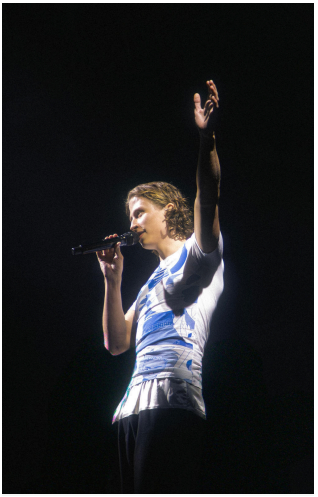
With around 14,000 guests, it is one of the largest university festivals in Germany and one of the biggest events of the year at UPB. The festival features some well-known German artists alongside different music styles and stages, creating a full festival atmosphere right in the middle of campus.



@astasommerfestival




ASTA-
SOMMER-
FESTIVAL











International Affairs

YOUR POINT OF CONTACT AS AN INTERNATIONAL STUDENT!

Starting university in a whole new country comes with a completely different set of questions. The AStA **International Affairs (*Referat für Internationales*)** focuses on the concerns and interests of international students at UPB.

YOU CAN APPROACH INTERNATIONAL AFFAIRS WITH QUESTIONS OR CONCERNS RELATED TO:

- **International student life**
- **Problems affecting international students**
- **Finding the right university or external support service**
- **Understanding university information and procedures**
- **Representation of international student interests**
- **Help connecting with other student initiatives**

If you experience **discrimination** or are unsure whether a situation qualifies as discrimination, you can still reach out to the officer for International Affairs and the officer for Equality and Diversity. We can listen to your concern, help you understand your options and connect you with the appropriate support.

Get in touch

Email: internationales@asta.upb.de

Your Health Partner at UPB

TECHNIKER KRANKENKASSE (TK)

Techniker Krankenkasse (TK) supports international students at Paderborn University with health insurance, digital services, healthcare information and resources throughout their studies.

Get Your TK Membership Started

If you are an international student planning to study at UPB, you can apply for TK membership online **before your visa is issued**. After you successfully complete your online registration, TK can:

1. Send the M10 notification digitally to UPB
2. Provide an insurance certificate for your visa application
3. Support you with questions about your insurance and the enrolment process

What are M10 and M20?

You will come across the terms M10 and M20 during university enrolment. They are digital notifications exchanged between your health insurance provider and the university.

M10 | From TK → UPB

The digital confirmation from TK to Paderborn University that you have arranged statutory health insurance with TK. The university needs this notification as part of the enrolment process.

M20 | From UPB → TK

After receiving the M10, the university sends an M20 notification back to TK. It confirms that you are starting your studies in the registered semester. The study start date reported in the M20 is binding for the beginning of your TK membership.

Important if your arrival is delayed

For international students waiting for a visa: if your university reports the beginning of the semester as your study start date but you enter Germany significantly later, health-insurance contributions may still become payable from the reported start date. This can result in **retroactive contributions** for the period before your actual arrival.

TK on Campus

One of the biggest advantages for UPB students is having direct access to TK support on campus.

The TK Paderborn University office is open five days a week and is dedicated to helping students with questions and concerns related to health insurance.

Where Can I Find TK?

TK Paderborn University Office

ME 0 229

on the main campus

TK City Office

Detmolder Str. 2

33102 Paderborn

Bastian Wiesel

bastian.wiesel@tk.de

TK in your pocket

TK-App

The TK-App allows you to manage many insurance matters directly from your smartphone. One of the most useful features for students is the ability to **download your insurance certificate** digitally whenever you need it.

TK-Doc

With TK-Doc, TK members can receive medical advice from a doctor remotely, making it possible to get professional medical guidance without immediately having to visit a doctor's practice.

TK-DoctorGuide

The TK-DoctorGuide helps you search for medical professionals and practices. You can use it when you are looking for a suitable **English-speaking doctor** in Paderborn.

TK-AppointmentService

TK's AppointmentService can support you in arranging medical appointments when you need medical treatment.

TK-Fit

TK-Fit is a fitness programme integrated into the TK-App. It uses challenges and activities to encourage you to move more in your everyday life.

TK-Coach

The TK-Coach provides personalised programmes around fitness, nutrition, relaxation and healthy habits. It can be useful if you want to build healthier routines alongside your studies.

TK Bonus Plan

The TK Bonus Plan rewards certain health-promoting activities. Depending on the applicable programme and requirements, activities such as exercise, vaccinations, health courses and other preventive measures may qualify.

TIP

Check the current TK conditions in the app or on the TK website to see which activities are eligible.

Healthcare While Travelling

As an international student, you will probably travel during your time at UPB. TK provides information and support for healthcare while travelling.

If you are insured with TK and live in Germany, your **European Health Insurance Card (EHIC)** is located on the back of your TK eHealth card. The EHIC can be used for medically necessary healthcare during temporary stays in many European countries, subject to the applicable rules of the country you are visiting.

However, EHIC coverage does not cover everything. For example, statutory health insurance generally cannot cover certain costs such as return transport to Germany. For travel outside Europe, **supplementary private travel health insurance may be necessary**. Before travelling, check the current TK information and the healthcare rules of your destination.

The TK-StudyGuide: Your Student Life Toolkit

The TK-StudyGuide is a free nationwide online webinar programme designed specifically for students. Topics include:

- **Learning & Study Skills**
- **Stress Management**
- **Study, Work & Personal Life**
- **Time Management**
- **Nutrition & Healthy Living**
- **Personal & Career Development**

The StudyGuide offers free live online sessions in English and German, so international students can participate comfortably. TK also works closely with student communities at Paderborn University and supports student organisations.

Scan the QR codes to access the latest information directly from TK.

06

Important contacts & support at Uni

6.1	International Office · IRO & COLOURS	33
6.2	InRegioFIT	34
6.3	Studierendenwerk	35
6.4	Hochschulsport	38
6.5	EDI · ZSB	39
6.6	ZfS	40
6.7	Student groups	41

International Office

The International Office can help you with your admissions, administrative matters and international study programs.

- Admission and enrolment for international degree-seeking students
- Visa and residence permit information
- Orientation weeks, buddy program information
- Going abroad: Erasmus+, exchange programs

Consultation: io-info@zv.uni-paderborn.de
Hotline: +49 5251 60-1818
(Please check the office hours before calling.)

International Relations Office and COLOURS

COLOURS
European University Alliance

The **International Relations Office** at the University of Paderborn coordinates and supports the university's international partnerships and activities. It connects UPB with universities and institutions around the world.

One of the university's international initiatives is **COLOURS**, the European University Alliance of which Paderborn University is a partner. Through COLOURS, students and researchers can take part in activities and exchanges with partner universities across Europe.

InRegioFIT

STUDY, BUILD SKILLS AND FIND YOUR WAY INTO THE GERMAN JOB MARKET.

As an international student, you will need to develop the language and skills needed for your degree and eventually prepare for your transition into the German job market. **InRegioFIT** is a University of Paderborn project designed specifically to support international students throughout this journey. The programme focuses on three main areas:

1 Starting & succeeding at university

Support for getting started with your studies.

2 Developing practical skills

Workshops and other support measures help you strengthen skills that are useful both during your studies and beyond. The programme includes workshops offered through the **Zentrum für Sprachlehre (*ZfS*)**, including topics related to language and university life.

3 Preparing for the German job market

InRegioFIT helps international students prepare for the transition from university into professional life in Germany. The programme offers a changing selection of **workshops, courses and individual counselling**.

TIP

Don't wait until your final semester to think about working in Germany. Use the workshops and counselling during your studies to gradually build the skills and knowledge you will need later.

Stay up to date: the programme is continuously developed, so do check their website and social media channels to find the latest workshop titles, dates, and registration information.

@inregiofit_upb

Studierendenwerk

You probably first came across the Studierendenwerk Paderborn when you applied for a student residence, but they offer much more than that.

The Studierendenwerk is an independent organisation that works closely with Paderborn University and supports students with services ranging from housing and catering to *BAföG*, social counselling and intercultural activities.

If you are still searching for a place to live...

The Studierendenwerk offers student housing in several locations around Paderborn. The current residential locations are:

- **Peter-Hille-Weg 11**
- **Vogeliusweg**
- **Mersinweg 4**
- **Uhlandstraße**
- **Peter-Hille-Weg 13**
- **Mersinweg 2**
- **Alois-Fuchs-Weg**
- **Pohlweg**

You can apply for a room directly through their website. There is also a **private-room portal** for accommodation offered by private landlords.

Where to eat on campus?

Mensa Academica	Mon–Thu **11:15–14:00** · Fri **11:15–13:30**
FORUM	Mon–Thu **08:00–16:00** · Fri **08:00–15:00**
Bona Vista	Mon–Thu **08:00–18:00** · Fri **08:00–15:00**
Picknick	Mon–Fri **07:30–20:00**
Grill Café	Mon–Thu **14:00–21:00**
Mensa ZM2, Campus Fürstenallee	Mon–Fri **08:00–14:15**

Opening hours can change during semester breaks, so check the website for current information.

A few survival tips



- **Bona Vista** coffee deserves a special mention. I genuinely feel like I survive some university days because of that coffee. It is also a convenient place to grab a quick snack between lectures.
- Looking for something cheap and filling? The **pasta buffet** in the **Mensa Academica** is one of the budget-friendly options: a small plate costs around **€1.70**.
- The **FORUM** also serves selected food at half price after 14:00 during the lecture period. The catch: popular dishes can disappear quickly, so getting your favourite dish is sometimes a matter of luck.
- And then there is the **Grill Café**, a place where you can relax after a long day. I usually keep an eye on their monthly menu, especially when **Flammkuchen** or **Lahmacun** is on it. They also host events like **karaoke** nights and **quizzes**, so it is worth checking what is coming up.

More than just housing and food

The Studierendenwerk can also be useful when you need help with *BAföG*, study financing, financial difficulties, social or personal problems and childcare.

They also offer various student and cultural activities throughout the year.

Schatzkammer

The ***Schatzkammer*** is a great little initiative where donated everyday items such as kitchenware, clothes, books and decorations are made available to students free of charge. It is in **ME 0.113**, next to the Picknick.

MensaParty

And yes, the Mensa can also become a party venue! The **MensaParty** takes place once a year around the start of the winter semester, turning the campus Mensa into a proper party with music, drinks and dancing. Tickets start at €7.

Menus, current opening hours, events, housing applications and support services can change, so use the **QR code** to check the latest information directly from the Studierendenwerk.
stwpb.de · Instagram: @studierendenwerkpb

Hochschulsport

UNIVERSITY SPORTS



The *Hochschulsport* (University Sports) programme offers students opportunities to stay active while meeting people from different backgrounds.

With a variety of sports and activities available, it is also a great way to **make friends with local students** and become part of campus life outside the classroom.

Looking for your favourite sport or want to try something new? Check their current programme and find something that suits you.

Health & Training Center (GTZ)

Your Uni Gym! You'll find everything you need for your workout: modern equipment, free weights and a mat area. Here you have the time and space to achieve your fitness goals.

my beneFIT@upb.de

The Student Health Management programme at Paderborn University supports you with information, activities, and a strong network focused on student health.

TIP

Join your favourite course even if you don't know anyone yet. Sports can be one of the easiest ways to meet people beyond your international student circle.

Current programme and courses
uni-paderborn.de/universitaet/hochschulsport

Equality & advice

Equality, Diversity & Inclusion

EDI

The University of Paderborn is committed to equality, diversity and inclusion across the university community. The EDI area provides information, resources and initiatives relating to diversity, equal opportunities and respectful coexistence at UPB.

If you experience discrimination, exclusion or barriers to participation, or want to learn more about diversity and inclusion at the university, the **EDI portal is a useful place to start**.

Contact details: scan the QR code.

ZSB

ZENTRALE STUDIENBERATUNG

The ***Zentrale Studienberatung*** **(ZSB)**, or Central Student Advisory Service, provides guidance on questions and challenges related to studying at UPB.

Whether you are looking for orientation, need help making decisions about your studies or are facing difficulties during your university journey, the ZSB can help you find the right information and support.

ZfS

Learn German. Connect. Communicate.

The *Zentrum für Sprachlehre* (ZfS) is UPB's language centre and offers language-learning opportunities for students.

For international students, one of the most useful options is the **German language program**, which can help you learn German alongside your degree.

The ZfS also offers **Language Cafés**, and other opportunities to practise languages, pronunciation and communicate with other students.

TIP

Even if your degree is taught entirely in English, learning some German can make everyday life in Paderborn easier and help you connect with people outside the international student community.

Zentrum für Sprachlehre
uni-paderborn.de/zfs
@upb_zfs

Student Groups

ASV: International Students' Representation

ASV is a project group which represents international students at UPB and organizes events, activities, and workshops for the international student community.

Eurobiz e.V.

A student initiative especially for **exchange and Erasmus students**, organizing social events and activities to help them meet people and experience student life in Paderborn.

More project groups & initiatives

You can look for other project groups and initiatives here.

TIP

Join their events to meet students beyond your own program.

Garbage Separation

Germany takes **waste separation seriously**. Sort your garbage correctly, putting everything in the *Restmüll* bin is not the norm!

BIN / COLLECTION	WHAT GOES IN IT	EXAMPLES
Yellow Bin/Bag ***Gelbe Tonne***	Packaging made of plastic, metal or composites	Plastic packaging, cans, Tetra Paks, yoghurt cups
Paper ***Papiertonne***	Clean paper and cardboard	Newspapers, cardboard boxes, paper bags
Organic ***Biotonne***	Compostable kitchen and garden waste	Fruit & vegetable scraps, coffee grounds, food waste
Residual ***Restmüll***	Non-recyclable household waste	Hygiene products, dirty tissues, certain mixed waste
Glass ***Altglas***	Glass bottles and jars	Sort by **white, green and brown glass** where collection points require it
Pfand	Deposit bottles and cans	Return eligible bottles/cans to supermarkets and get your **deposit back**

A FEW THINGS TO REMEMBER

- **Batteries and electronics** should **not** go into household bins. Use designated collection points.
- **Clothes** can go to textile collection points.
- **Bulky waste (*Sperrmüll*)** has separate collection/disposal rules. Don't simply leave furniture beside the bins unless a collection has been arranged.
- **Rules can differ slightly by municipality or student residence.**

Student Councils *(Fachschaften)*

If you have questions about your studies, the individual student councils are there to help you.

Here is an overview of the most important contact details:

Mathematics & Computer Science

- fsmi@upb.de
- +49 5251 60-3260
- Office: **E1.312**
- Tue, Wed & Thu, 13:00–14:00

Mechanical Engineering

- info@fsmb-upb.de
- +49 5251 60-3053
- Office: **P1.5.08.1**
- Mon–Fri, 9:00–11:00

Business & Economics

- fachschaftsrat@wiwi.upb.de
- +49 5251 60-3806
- Office: **Q0.421**
- Mon–Thu, 13:00–14:00

FRAG

- fachschaft.frag@kw.upb.de
- +49 5251 60-3221
- Office: **H3.237**
- Wed, 13:00–14:00

Physics

- kontakt@fsrphysik.de
- +49 5251 60-2670
- Office: **A4.201**

More info on student councils
Scan the QR code

Grading System

Exact grading rules may vary by program.

GRADE	ENGLISH	GERMAN
1.0–1.3	Very Good	*Sehr gut*
1.7–2.3	Good	*Gut*
2.7–3.3	Satisfactory	*Befriedigend*
3.7–4.0	Sufficient / Pass	*Ausreichend*
5.0	Failed	*Nicht ausreichend*

Apply for Your Residence Permit

If you are a **non-EU/EEA student**, apply for your residence permit **before your visa expires**.

- ☐ Contact the ***Ausländerbehörde***
- ☐ Prepare the required documents
- ☐ Attend your appointment and submit your application

CHAPTER 08

Life in Paderborn

STUDENT FAVOURITES, LOCAL SPOTS & THINGS TO DO

If you are looking for a place to grab a coffee, meet friends, go dancing, explore nature or find something to do on the weekend, Paderborn has plenty of student-friendly options.

CAFÉS

Label Coffee

Café 9 Juli: no laptops; good for meeting friends

Deppe: good for studying/working

Markt 5

Bar Celona

Loser Coffee

Heinrichs: behind the Dom

Röhren

Mühlen Café

Lokma: Turkish brunch & café

Havana











Nightlife, bars & movies

NIGHTLIFE

Kleiner Kreis: EDM & electronic music

Residenz

Capitol

Franz Ferdinand

VIBE

MOVIES & ENTERTAINMENT

Pollux: student discount on Thursdays

UCI: check for student discounts on Tuesdays

UniKino: university cinema

Libori Gallery: bowling & entertainment

Lichtblick: English-language movies; AStA Culture Ticket

BARS & PUBS

Auld Triangle Irish Pub: live music, quiz nights, karaoke & St. Patrick's Day events

Black Sheep: film quizzes & Saturday karaoke

Alles ist Gut: quiz nights, especially Thursdays & Saturdays

Globetrotter

Munchies

Limericks

Tuba

Erzengel

Ölberg

Nachtschwärmer

Weekend Cocktailbar: Wednesday 2-for-1 cocktail special

Lötlampe: student specials

And many more…





Restaurants & food

INTERNATIONAL & LOCAL FOOD

Haci Baba: Turkish restaurant, open until 00:00

Sakura: sushi

Kyoto: sushi

Fleur & Flamme: Flammkuchen

L'Osteria: pizza

Pizza Toni

Bon Appétit

El Chingón: Mexican

Indian Palace: Indian

Goa curry

Allegro

Tweedy's

House of Panda

Road House Downtown

BAKERIES

Lange

Goeken

Benslips

DÖNER

Barlin Döner: open until around 4:00 on weekends

Antalya / AM Döner

Yam Yam

Dila's

Baba Haus: Schloss Neuhaus



FOOD DELIVERY

Lieferando

Uber Eats

ICE CREAM & GELATO

Mulino

Artusa

Outdoors & active life

PARKS, LAKES & OUTDOORS

Paderquellen

Paderwiesen

Monte Scherbelino

Haxtergrund

Lippesee

Padersee

Riemekepark

Habichtsee: Schloss Neuhaus

AT LIPPESEE

Salitos Beach

Water skiing / *Wasserski*

HIKING & WALKING

Auenpark: Schloss Neuhaus

Kurwald Bad Lippspringe

Altenbeken: trails

SWIMMING & WATER

Maspernplatz

Westfalen-Therme

Freibad Schloss Neuhaus

Rolandsbad

GYMS

Uni Gym

FitX: 24 hours

ExtraSports

McFIT

Yes Sport

CLIMBING

BlocBuster Climbing Hall

Climbing Park at Fischteiche

OTHER ACTIVITIES

Adventure Minigolf: near Fischteiche

Minigolf at Auenpark

Volleyball at Paderwiesen: courts can be booked through the city; generally no court fee, but check whether you need to bring/pay for a ball

Paintball

Laser Tag: Frankfurter Weg / OWL Games

Escape Rooms: OWL Games & Westerntor

Kegeln: traditional German bowling with a smaller ball and nine pins

SAUNA

Schwimmoper

Westfalen-Therme

Events, culture & trips

EVENTS & FESTIVALS

Libori: Paderborn's major annual festival

Christmas Market: City & AStA

Schloss Neuhaus Festivals & Events

St. Martin's events: Schloss Hamborn

AStA Parties

G-Hörsaal Parties

Luna Park

CULTURE IN PADERBORN

Paderborn Cathedral (Dom)

Heinz Nixdorf MuseumsForum (HNF)

Schloss Neuhaus Palace & Park

Paderborn Stadium

Museums & galleries around the city

RUNNING & RACES

Paderborn Easter Run (*Osterlauf*): registration/fee required

St. Martinslauf: registration/fee required

Hermannslauf: popular regional trail race; registration/fee required

AROUND PADERBORN

Wewelsburg Castle & Museum

Tierpark Nadermann: Delbrück

Vogelpark

Externsteine: Detmold

Hermannsdenkmal: Detmold

Sparrenburg Castle: Bielefeld

DAY TRIPS

Bielefeld: shopping & sightseeing

Kassel, Bergpark Wilhelmshöhe: hiking, monument & museums

SafariPark Schloss Holte-Stukenbrock: especially convenient if you have access to a car

SHOPPING & SECOND-HAND

Paderborn City Centre

Bielefeld: larger shopping & city trip

Schloss Neuhaus *Flohmarkt*

Südring Centre Parking Lot: usually on the last Sunday of the month

Studierendenwerk *Flohmarkt*

Your year here

Oct–Feb Winter semester. Dark at 16:30, and from late November the Christmas market (*Weihnachtsmarkt*).

Feb–Mar Exams, then the lecture-free period (*vorlesungsfreie Zeit*). Half the city travels, the other half works.

Apr–Jul Summer semester. Everyone sits outside: AStA Sommerfestival, barbecues at the Pader springs (*Paderquellgebiet*).

End of Jul Libori. Nine days of funfair, processions and around a million visitors in a town of 155,000.



Where people actually go

Riemekeviertel & centre

Bars and student pubs, ten minutes by bike.

Pader springs & Padersee

Picnics in summer, running loops all year.

Weekly market

On the Domplatz, Wednesday and Saturday mornings.

Teutoburg Forest

Hiking and the Externsteine, an hour away by train.

Making friends

Germans make friends slowly and keep them for decades. Join something that repeats every week: *Hochschulsport*, your student council (*Fachschaft*), a choir. Repetition beats charm.

Libraries



University Library (*Uni-Bibliothek*)

Your main place for academic books, journals, research databases and quiet study spaces. You can also borrow books and use online resources with your UPB account.

Public Library (*Stadtbibliothek Paderborn*)

Useful for books beyond your studies, German-learning materials, newspapers and general reading, art & craft, gaming and trying out other things.

TIP

Check their websites for opening hours, borrowing rules and available study spaces before you go.

Download These Apps

1. TRANSPORT

DB Navigator: train connections, tickets and journey planning across Germany.

PaderSprinter Mobil: local bus routes, departures and connections in Paderborn.

Uber / Bolt

2. ACCOMMODATION

WG-Gesucht: shared flats (*WGs*) and rooms.

Kleinanzeigen: furniture, household items and accommodation listings.

ImmoScout24: apartments and long-term accommodation.

3. FOOD & EVERYDAY LIFE

KaufDA: weekly supermarket brochures and discounts.

Too Good To Go: discounted surplus food from restaurants, bakeries and shops.

Picnic: online supermarket and home delivery.

Lieferando / Wolt: food delivery.

REWE / Lidl / Kaufland apps: digital coupons, offers, shopping lists and supermarket information.

PAYBACK: points and offers at participating shops.

Phone directory

⚠ Emergency

112 · Fire & ambulance
110 · Police
116 117 · Medical on-call
0800 111 0 111 · Crisis helpline

Emergency & Safety

UPB Campus Security — **+49 5251 60-2222**
Safety concerns on campus

UPB Main Switchboard — **+49 5251 60-0**
General university enquiries

AStA and IO

International Office (IO) — **io-info@zv.uni-paderborn.de**, **+49 5251 60-1818**
International students, applications, enrolment, studying & living in Germany

AStA – International Affairs — **internationales@asta.upb.de**, **+49 5251 60-4415**
International student support, representation, problems with student life

AStA Copy Service — **+49 5251 60-3178**
Printing, copying and student printing services · ME.U 201

AStA Social Office — **soziales@asta.upb.de**, **+49 5251 60-3688**
Financial/social difficulties and student support · ME U 209

AStA Stadtcampus — **stadtcampus@asta.upb.de**
Questions about the Stadtcampus

AStA Diversity & Equality — **gleichstellung@asta.upb.de**, **+49 5251 60-3176**
Discrimination, equality and diversity concerns

AStA Job board — **jobboerse.asta.upb.de**

Study & Academic Support

ZSB – Student Advice Centre
Study planning, orientation, changing programmes, study difficulties
zsb@upb.de
+49 5251 60-2007

Learning Counselling
Study techniques, time management, procrastination, exam preparation
lernberatung@uni-paderborn.de
+49 5251 60-2811

Examinations Management (SG 3.2)
Exams, registration, results, certificates, examination administration
See the UPB Examination Management webpage (assigned alphabetically)

PAUL Support
Questions/problems with PAUL
paul@upb.de

Studierendenservice / Service Center
Enrolment, re-registration, study documents, administrative matters
servicecenter@zv.uni-paderborn.de

InRegioFIT – IO
Study-to-work transition, workshops, regional opportunities
anna.miroyan@zv.upb.de
+49 5251 60-4406

InRegioFIT – ZfS
Workshops and advice on language at university and in the workplace
jennifer.mueller2@uni-paderborn.de
+49 5251 60-4695

Digital Services

ZIM – IT & Media Services
ZIM account, Wi-Fi/eduroam, VPN, email, software and technical issues
zim@uni-paderborn.de
+49 5251 60-5544

Notebook Café
In-person IT and device support
H1.201
+49 5251 60-5544

PAUL Support
PAUL-related technical/administrative questions
paul@upb.de

Language, Sports & Campus Life

ZfS – Centre for Language Studies
German courses, language courses, language cafés & language learning
zfs@uni-paderborn.de
+49 5251 60-3510

Hochschulsport
Sports courses, fitness and recreational activities
hochschulsport@upb.de
+49 5251 60-5287

Health & Insurance

Techniker Krankenkasse (TK)
Student health insurance and insurance questions
TK Campus Office
ME 0.229

TK · Bastian Wiesel
Your TK contact on campus
bastian.wiesel@tk.de

Studierendenwerk Paderborn

stwpb.de

Accommodation – Tanja Kirsch
Student residence allocation
kirsch@stwpb.de
+49 5251 89207-680

Accommodation – Gülhan Özbük
Student residence allocation
oezbuek@stwpb.de
+49 5251 89207-630

Social Office – Anke Migula
Social/financial support and counselling
soziales@stwpb.de
+49 5251 89207-802

General Housing
General housing enquiries
+49 5251 89207-680

Equality, Diversity & Accessibility

Diversity Officer
Discrimination, diversity-related concerns and counselling
laura.maring@uni-paderborn.de
+49 5251 60-2246

Central Equal Opportunities Officer
Equality and equal-opportunity matters
annika.hegemann@uni-paderborn.de
+49 5251 60-3724

Studying with a Disability/Impairment (S-M-B)
Accessibility, accommodations and study support
s-m-b@upb.de

Faculty & Programme Contacts

Computer Science	**studienbuero-informatik@uni-paderborn.de**
Computer Engineering / Electrical Engineering	**studienberatung@ei.upb.de**
Business Administration & Economics	**studium@wiwi.upb.de**
Applied Neurosciences in Sports & Exercise (ANSE)	**ANSE@sport.upb.de**
Physics	**fsr@physik.upb.de**
Material Science	**fachschaft-material-science@lists.uni-paderborn.de**

Student councils (*Fachschaften*)

Mathematics & Computer Science	**+49 5251 60-3260**
Mechanical Engineering	**+49 5251 60-3053**
Business & Economics	**+49 5251 60-3806**
FRAG	**+49 5251 60-3221**
Physics	**+49 5251 60-2670**

City

City registration office (*Einwohneramt*) Appointments for your *Anmeldung*	**termine-reservieren.de/termine/paderborn**



CHAPTER 10

Your Paderborn Quest

- [ ] Walk along the Paderquellen
- [ ] Explore **Schloss Neuhaus**
- [ ] Discover a place in Paderborn you didn't know existed
- [ ] Find the **Three-Hares Window** at the cathedral
- [ ] Try a traditional German bakery breakfast
- [ ] Find your favourite **Döner, café or restaurant**
- [ ] Have a coffee with someone you've just met
- [ ] Have a **Mensa meal with a new person**
- [ ] Use your **Culture Ticket** for the first time
- [ ] Try a ***Hochschulsport*** course
- [ ] Find your ***Fachschaft***
- [ ] Attend a AStA/student event
- [ ] Make a friend from a country you've never visited or a German friend
- [ ] Join a student club or initiative
- [ ] Learn a local German expression
- [ ] Experience **Libori**
- [ ] Take a day trip somewhere nearby using your **Deutschlandticket**
- [ ] Take your first “I live here now” photo
- [ ] Take a photo in a place you discovered through this guide

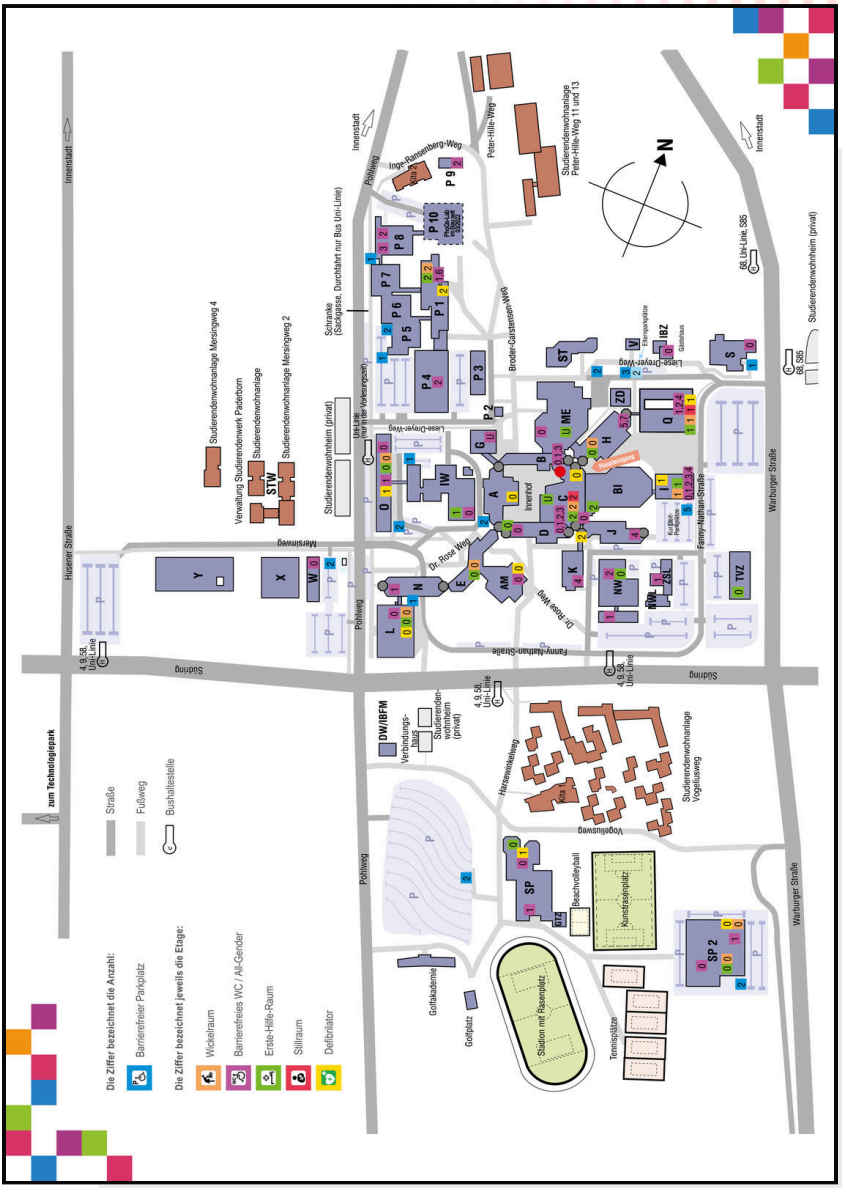
- [ ] **I took care of all the arrival paperwork**

Notes

Notes

Campus map

Nobody tells you where your lecture is in words. You get a code like **ME.U 201**: **ME** = building, **U** = floor (U = basement, 0 = ground floor), **201** = room.



Still stuck? Come by.

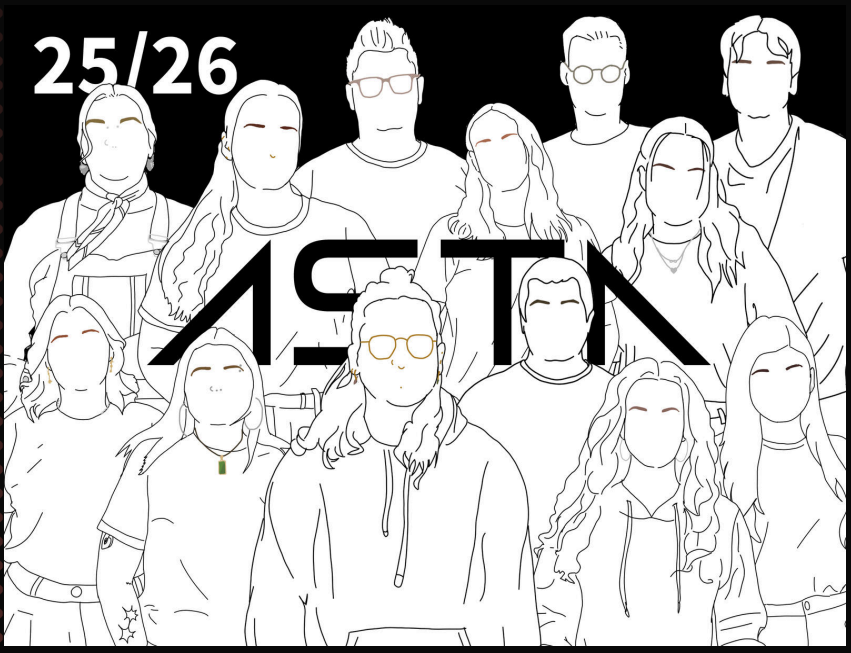
AStA office · ME.U 201, main campus

internationales@asta.upb.de

asta.uni-paderborn.de

@asta_uni_paderborn

Follow us on Instagram



A NOTE OF THANKS

A special thanks to my incredible AStA team of 2025/26, without whom I could not have brought this guidebook to life. Thank you for your support, ideas and encouragement throughout! <3

ASTA PADERBORN