INTERNATIONAL OFFICE

Information brochure for full-time international students at OTH Regensburg
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Welcome to OTH Regensburg!

Dear international applicants,

Thank you for your interest in studying with us at OTH Regensburg University of Applied Sciences (Ostbayerische Technische Hochschule für angewandte Wissenschaften). With eight faculties and more than 11,000 students, OTH Regensburg offers a wide range of degree programmes in engineering, business studies, design, and social services.

Most of our Bachelor degree programmes cover seven semesters (6 theoretical + 1 internship semester), and students can then take a Master degree programme lasting 3 semesters.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter semester (WiSe)</td>
<td>1 October – 14 March</td>
</tr>
<tr>
<td>Summer semester (SoSe)</td>
<td>15 March – 30 September</td>
</tr>
</tbody>
</table>

Our [International Office](#) is the first point of contact for all international students. This information brochure has been specifically compiled for international applicants planning to spend the whole of their study degree programme at our university of applied sciences. It will answer any questions you may have about applying for courses and preparing for your studies. You can also contact us for help and advice on things like dealing with public agencies or looking for accommodation, or if you are having financial difficulties, and much more besides.

A tutor will be on hand at the start of each semester to provide help on a range of issues.

Just call us or come in person to our office during consultation hours.

<table>
<thead>
<tr>
<th>International Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galgenbergstr. 30, Lecture Hall D 111–117, D 201, 93053 Regensburg</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:international-applicants@oth-regensburg.de">international-applicants@oth-regensburg.de</a></td>
</tr>
<tr>
<td>Website: <a href="https://www.oth-regensburg.de/en/international/incoming-students/full-time.html">www.oth-regensburg.de/en/international/incoming-students/full-time.html</a></td>
</tr>
<tr>
<td>The tutor’s e-mail: <a href="mailto:mentoring-international@oth-regensburg.de">mentoring-international@oth-regensburg.de</a></td>
</tr>
</tbody>
</table>

The team at our [Student Advisory Service](#) (Allgemeine Studienberatung) can help with any issues affecting your degree programme and also provide support in personal crisis situations.

<table>
<thead>
<tr>
<th>Student Advisory Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathrin Pentner, Galgenberstr. 30, Lecture Hall D 109, Tel. 0941 / 943-9711</td>
</tr>
<tr>
<td>Andrea März-Bäuml, Galgenberstr. 30, Lecture Hall D 107, Tel. 0941 / 943-9710</td>
</tr>
<tr>
<td>Katrin Liebl, Galenbergstr. 30, Lecture Hall D 111, Tel. 0941 / 943-9208</td>
</tr>
<tr>
<td><a href="https://www.oth-regensburg.de/studium/service-und-beratung/studienberatung.html">www.oth-regensburg.de/studium/service-und-beratung/studienberatung.html</a></td>
</tr>
</tbody>
</table>
The individual faculties can also help students deal with specific degree programme difficulties. You will find contact data of other students in your faculty here: [www.oth-regensburg.de/de/studium/studierendenvertretung-und-campus-leben/studierendenvertretung.html](http://www.oth-regensburg.de/de/studium/studierendenvertretung-und-campus-leben/studierendenvertretung.html) (only available in German)

The USO (Independent Student Organisation) mounts a range of events specially for students. (Contact: info@uso-ev.de)

The Student Guide published by the Student Council contains a wealth of practical tips (available at “Studierendenhaus”).

### 1. Certificates and language requirements (for Bachelor degree programmes)

As an international applicant, you will need to meet certain requirements before you can study for a Bachelor degree at OTH Regensburg.

**Please note:**

**Master degree programmes have different entry requirements.** Information about entrance requirements and application deadlines for the individual Master degree programmes will be found in the “Bitte lesen” factsheet. On the German version of the website [www.oth-regensburg.de/en/study/course-overview/master.html](http://www.oth-regensburg.de/en/study/course-overview/master.html) you can find the “Bitte lesen” files.

#### 1. Certificates

The documentary evidence of foreign formal qualifications (certificates, diplomas) must first be recognised for admission to a degree programme at OTH Regensburg University of Applied Sciences. OTH Regensburg conducts the admission of applicants with foreign university entrance qualifications jointly together with uni-assist, who validates all your certificates and transcripts of your educational records.

Please request a so-called "preliminary review documentation" (in German abbr. VPD) as soon as possible, as it can take 4 to 6 weeks to get it. The VPD also shows an average grade that is used as a basis for allocating university places.

For further information please check our website for international applicants: [www.oth-regensburg.de/en/international/incoming-students/full-time/bachelor.html#panel-16277-0](http://www.oth-regensburg.de/en/international/incoming-students/full-time/bachelor.html#panel-16277-0)

When you have received your VPD and it directly qualifies you for higher education, you can apply for a place in a degree programme. You need to submit the VPD with uni-assist logo as copy. You receive the paper VPD via post some days after the digital version via e-mail. Please respect the application deadline!

An overview of application periods for all Bachelor degree programmes: [www.oth-regensburg.de/en/study/course-overview/bachelor.html](http://www.oth-regensburg.de/en/study/course-overview/bachelor.html)

An overview of application periods for all for Master degree programmes: [www.oth-regensburg.de/en/study/course-overview/master.html](http://www.oth-regensburg.de/en/study/course-overview/master.html)
If you have not received your VPD by the end of the application period you can post us your certificates up until 31.07. for a winter semester or 31.01. for a summer semester. Please state your application number and your first study degree programme.

You will find information about the grading of your certificates in the information system on the recognition of international educational achievements at anabin.kmk.org/anabin.html (only available in German).

Special information for applicants from the P.R. China and Vietnam

Before applying to OTH Regensburg, these applicants must obtain a certificate from the Academic Evaluation Centre (APS) of the respective German Embassy; this serves as an entitlement for admission to a first degree course. The necessary documents must be submitted to the APS as an original – copies will not be accepted. Following a positive review, the APS will issue a certificate which is valid for one year. This certificate must be handed to OTH directly. Plausibility interviews are also held at the Academic Evaluation Centre of the German Consulate General in Shanghai.

For more information:
www.aps.org.cn/zh/ and china.diplo.de/cn-zh (P.R. China) or vietnam.diplo.de/vn-vi (Vietnam)

2. Assessment examination / Preparatory College (Studienkolleg)

If you are not directly qualified for higher education you need to sit an assessment examination at a preparatory college in order to obtain a German university entrance qualification. In the Free State of Bavaria this examination is organised by the Studienkolleg Coburg for the Universities of Applied Sciences.

Entrance examinations in German and Mathematics are held in January and July for admission to the Studienkolleg. Over a period of two semesters (1 year) the Studienkolleg prepares students for the assessment examination which will qualify you to apply for a place in a degree programme at OTH Regensburg.

It is also possible to take the assessment examination without any preparatory semesters.

Please apply directly to one of the Studienkollegs.

Please note:
Pass certificates of assessment examinations (taken in July) may be submitted to OTH Regensburg after the application period (15 July) up until 31 July.
3. German language skills

Course applicants who have not obtained their university entrance qualifications at a German-language institution must show that they have an adequate command of German before starting their course. Different language requirements apply for the different courses.

The following are suitable:

<table>
<thead>
<tr>
<th>Generally accepted</th>
<th>Engineering, IT</th>
<th>Business</th>
<th>Social Services</th>
<th>Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSH</td>
<td>min. DSH 1</td>
<td>min. DSH 2</td>
<td>min. DSH 2</td>
<td>min. DSH 1</td>
</tr>
<tr>
<td>TestDaF</td>
<td>min. TDN 3 in all exam papers</td>
<td>min. TDN 4 in all exam papers</td>
<td>min. TDN 4 in all exam papers</td>
<td>min. TDN 3 in all exam papers</td>
</tr>
</tbody>
</table>

The following certificates are accepted as equivalent to DSH or TestDaF certificates:

<table>
<thead>
<tr>
<th>alternatively</th>
<th>Engineering, IT</th>
<th>Business</th>
<th>Social Services</th>
<th>Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goethe certificate</td>
<td>min. C1</td>
<td>min. C2</td>
<td>min. C2</td>
<td>min. C1</td>
</tr>
<tr>
<td>telc certificate</td>
<td>min. C1</td>
<td>min. C2</td>
<td>min. C2</td>
<td>min. C1</td>
</tr>
<tr>
<td>telc certificate “Hochschule”</td>
<td>min. C1</td>
<td>min. C1</td>
<td>min. C1</td>
<td>min. C1</td>
</tr>
<tr>
<td>DSD II certificate</td>
<td>Stage II with level B2 in all exam papers</td>
<td>Stage II with level C1 in all exam papers</td>
<td>Stage II with level C1 in all exam papers</td>
<td>Stage II with level B2 in all exam papers</td>
</tr>
<tr>
<td>DSP II certificate</td>
<td>Stage II with level C1</td>
<td>Stage II with level C1</td>
<td>Stage II with level C1</td>
<td>Stage II with level C1</td>
</tr>
</tbody>
</table>

This table is for admission to courses at OTH Regensburg only, it does not necessarily apply to other universities of applied sciences.

You can either attach proof of your proficiency in German to your application or bring it with you not later than on the day you register with us in person (enrolment).
The procedure for **awarding places** can be viewed at: 
www.oth-regensburg.de/en/study/application/faqs.html#panel-45824-6

**Please note:**
OTH Regensburg does not provide German classes of its own, but we cooperate with the **Center of Language and Communication (ZSK)** at the University of Regensburg, who offers German as a foreign language (DaF) (www.ur.de/zentrum-sprache-kommunikation/daf/kurse/online-anmeldung/index.html). 
In case you want to take a **preparatory German language course**, the OTH International Office will help you with the registration. Please check the information on our website: 
www.oth-regensburg.de/en/international/incoming-students/full-time/preparatory-german-language-course.html

German courses are also offered by the Volkshochschule Regensburg (www.vhs-regensburg.de/programm/fremdsprachen/deutsch-als-fremdsprache/) and by a number of language schools.

There is the possibility for international OTH-applicants to pass the "Deutsche Sprachprüfung für den Hochschulzugang" (DSH) and other **German proficiency tests** at the ZSK of the University of Regensburg.

**II. Visas and residence permits**

<table>
<thead>
<tr>
<th>1. No visa required</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU nationals and nationals from Iceland, Liechtenstein, Norway, Switzerland, Israel, the USA, Canada, Japan, South Korea, Australia, New Zealand, Andorra, Honduras, Monaco, San Marino, Brazil and El Salvador do not need a visa to enter the Federal Republic of Germany.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Study visa</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students from non-EU countries</strong> (except for Iceland, Liechtenstein, Norway, Switzerland, Israel, the USA, Canada, Japan, South Korea, Australia, New Zealand, Andorra, Honduras, Monaco, San Marino, Brazil and El Salvador) must apply for a so-called <strong>student visa</strong> before they can enter the Federal Republic of Germany. These visas can be obtained from the German diplomatic representation (embassy, consulate) in your home country or your current country of residence.</td>
</tr>
</tbody>
</table>

Please note that the visa application process can take up to two months so you should contact the German embassy, consulate etc. as soon as possible!

Your **admission notice** is the basis on which you can apply for a student visa. Your entry to Germany should be planned for the date on which you are required to appear at OTH Regensburg as shown in your admission notice. As well as the admission notice, before granting a visa the German diplomatic representation will ask for other documents such as **proof of financing** and evidence that you have **health insurance** cover. You should ask the German embassy or consulate where you currently reside exactly which documents you must produce.
3. Applicant visa

If you are planning to take a German course at a language school in Germany in preparation for studying here, i.e. you have not yet been issued with an admission notice for a university to support your visa application, you can still apply for an entry visa as a prospective student. You should ask the German diplomatic representation in your home country exactly what requirements you need to meet (confirmation of registration with a language school, higher education entrance qualification, proof of financing etc.).

Please note:
Under no circumstances should you come to Germany as a tourist or visitor. A tourist visa cannot be converted to a student visa once you have entered the country.

Further information can be found here:

www.auswaertiges-amt.de/sid_19FBFC6900826D07F0AB6A491AD92538/EN/EinreiseUndAufenthalt/Uebersicht_node.html
www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html

4. Certificate of right of residence / residence permit

EU nationals and nationals of Iceland, Liechtenstein and Norway must register with the city’s civic centre (Bürgerzentrum), if they plan to stay for more than three months.

Required are:
- A residence card for nationals of EU member states and EEA countries and their family members
- A valid passport
- A biometric passport photo

Non-EU nationals must register with the Regensburg Bürgerzentrum and apply for a residence permit within one week of arriving in the city. Residence permits for students are not issued until after they have enrolled.

The following documents must be produced when applying for a residence permit:
- Application for a residence title
- A valid passport with entry visa
- A certificate of enrolment from OTH Regensburg
- Health insurance certificate
- A biometric passport photo
- Proof of adequate means of subsistence (700€ per month)
- Funds to pay fees

Please note:
You must register with the Bürgerzentrum (Foreigners’ Registration Office) within one week of moving into a room or apartment, stating your new address.
III. Application

Bachelor degree programmes

You will need to apply online within the specified period in order to be accepted for a course, and you can also apply for more than one course. You will find the necessary application forms here: 
www.oth-regensburg.de/en/study/application.html

You must also print out the online application, sign it and post it to OTH Regensburg with the following documents:

- Higher education entrance qualification (obtained in Germany OR a certificate from uni-assist confirming your qualifying documentation, with your average grade)
- Curriculum Vitae (CV)

Application period for Bachelor degree programmes:

Winter semester (starts 1 October): 1 May to 15 July
(Exceptions: Architecture and Industrial Design till 15 June)

Summer semester (starts 15 March): 15 Nov. to 15 Jan.

Please check the dates on our website: 
https://www.oth-regensburg.de/en/study/course-overview/bachelor.html

As a general rule a pre-study placement/internship is required for almost all our courses! Depending on the specific course, this pre-study placement lasts 6-12 weeks and must have been completed by the start of your studies. There are exceptions to this rule for certain courses. Please read the information on our website:
www.oth-regensburg.de/en/study/organising-your-study/internship/pre-study-placement.html

Applicants for the Architecture and Industrial Design degree programmes are required to sit an aptitude test.
Send your application to:

OTH Regensburg
University of Applied Sciences
Admissions and Organisation Office
Prüfeneringer Str. 58
93049 Regensburg

Please note:
Please do not send any original documents with your application (except applications from China and Vietnam), just certified copies.

There is a limit to the number of places available for many of our courses, so applicants will be selected based on the average grade obtained in their higher education entrance qualification. 5% of places are reserved for foreign applicants who are not on a par with German applicants as regards meeting entry requirements.

Master degree programmes

To see the Master degree programmes offered at OTH Regensburg, visit www.oth-regensburg.de/en/study/course-overview/master.html. Follow the links to find out more about the study programmes.

The tuition language for all Master degree programmes is German. Exceptions: The Master of European Business Studies (MEB) and Master of Electrical and Microsystems Engineering (MEM) are available in either German or English language.

Your application for a place on a Master degree programme at our university of applied sciences should be made online at: www.oth-regensburg.de/en/study/application.html

Please also print out and sign your online application and mail it together with the necessary supporting documents to OTH Regensburg.

Information about entrance requirements, application periods and the necessary documents will be found in the “Bitte lesen” factsheet for each individual Master degree programme at www.oth-regensburg.de/studium/studiengaenge/master.html.

For details about course content and the selection procedure, please contact the relevant departmental advisor: www.oth-regensburg.de/en/study/service-and-advice/academic-counselling.html

Information about grants: www.oth-regensburg.de/de/studium/studienbeitraege/studienfoerderung (only available in German)
IV. Enrolment (registration)

After having finalized your application, you will receive confirmation of receipt via e-mail. Successful applicants will receive an **admission notice** indicating until when they have time to enrol for their chosen course.

Applicants who are offered a place must accept the offer online in the application portal within the period indicated (approx. 2 weeks). (Applicants for DoSV study courses must also first accept online at hochschulstart.de). Your application cannot be further processed if your acceptance is late, so please make sure that you accept an offer within this period!

Once you have accepted the OTH’s offer of admission you will be able to download a pdf document called “**Antrag auf Immatrikulation**” (**request for enrolment**) which indicates the next steps and the deadline for enrolment.

The **admission note** you will receive by post. The enrolment will also have to be confirmed **via post**. Please note that the time frame in which you will receive the admission notice and will have to confirm your enrolment usually falls:

- between mid-August and the beginning of September for the **winter semester**
- between mid-February and the beginning of March for the **summer semester**.

In the request for enrolment document, you will also find a list of the documents needed for enrolment, e.g.

- Health insurance certificate
- Proof that you have paid the tuition fees (bank statement)
- Valid identity card/passport
- Admission notice
- Proof that you have completed a pre-study placement, if applicable
- Further documents depending on your degree programme

If you don’t hand in all necessary documents or miss the deadline, your enrolment will not be accepted.

Please note:
This registration at our university of applied sciences is valid for your first semester only – you will have to re-register and pay tuition fees for each further semester.

Please read our FAQs carefully before applying!

[www.oth-regensburg.de/en/study/application/faqs.html](http://www.oth-regensburg.de/en/study/application/faqs.html)
V. Health insurance

All students must have adequate health insurance cover. You will not be able to either register or re-register at our university of applied sciences without valid health insurance cover.

Foreign health insurance policies or private policies which stipulate a maximum amount of cover cannot usually be accepted.

Students from countries which have a social insurance agreement with Germany (that’s all EU countries, plus Liechtenstein, Norway and Switzerland) only need the European Health Insurance Card (EHIC) or equivalent proof of their insurance in their home country.

Limited insurance agreements which only cover absolute emergencies exist with Bosnia-Herzegovina, Croatia, Macedonia, Montenegro, Serbia, Turkey and Tunisia, so it’s advisable to take out a German health insurance policy in these cases.

All other students must purchase German health insurance cover.

Students aged over 30 years cannot be insured at the student rate and must purchase private health insurance.

Information about health insurance will be found here: www.oth-regensburg.de/de/studium/studium-organisieren/formalitaeten-organisatorisches/versicherungen (only available in German)

We strongly advise you to take out personal liability insurance which will cover many of the claims for damages caused through the fault, negligence etc. of the policyholder.

VI. Tuition fees

Tuition fees in Bavaria were abolished at the start of the 2013/14 winter semester. Students are only required to pay an enrolment (or re-registration) fee of €150. This fee varies each semester, so check it before re-registering. You will receive an e-mail from our admissions office once it’s time for re-registering.

Each student must remit this amount per semester when re-registering.

More information: www.oth-regensburg.de/rueckmeldung.html (only available in German)
VII. Living in Regensburg, living expenses

One of the main questions foreign students ask when they come to Regensburg to study is “Where can I find acceptable and affordable accommodation?” Regensburg is a lively university city with over 30,000 students, so the housing market is always very tight. It's the responsibility of students themselves to look for accommodation. Our International Office can only provide assistance as it does not have its own halls of residence and only has a very limited room allocation in different halls. www.otb-regensburg.de/en/international/incoming-students/general-information.html

1. Halls of residence

You will have to begin your search for a room in halls at an early stage, and make sure you don’t miss their different application deadlines. More info can be found here: www.stwno.de/en/housing.
You will find more information about privately-run halls of residence in Regensburg here: https://www.uni-regensburg.de/international/internationale-studierende/medien/privatwohnheime_liste_08_2015.pdf (only in German available)

2. Private rented accommodation

Another option is to look for accommodation in the private housing market – watch out for ads in the local press and posted up on bulletin boards at the OTH and the University. It is also advisable to not just search for accommodation in Regensburg, but also in the surrounding towns and villages. Your student-ID allows you to take public busses and trains in a certain radius around Regensburg for free. The range of validity you can find here: www.rvv.de/index.php?id=49,16

The following sites are worth a visit if you are searching online:

www.studenten-wg.de  
www.wg-gesucht.de  
www.wg-welt.de  
www.wohngemeinschaft.de  
www.stwno.de/joomla/de/wohnen  
www.stwno.de/joomla/de/wohnen/zimmerboerse  
https://zeitwohnen-regensburg.de/de/  
www.zwischenmiete.de  
www.immobilienscout24.de  
www.wohnungsboerse.net  
www.mein-monteurzimmer.de/monteurzimmer-regensburg  
www.regensburg.de/leben/wohnen-u-bauen/wohnungssuche-in-regensburg

3. Short-term accommodation

If you are planning just a short stay in Regensburg, there are several inexpensive alternatives to hotels. A useful summary of accommodation and prices will be found here: www.hostelworld.com/ or at www.booking.com/.
Youth Hostel, Wöhrdstr. 60, 93059 Regensburg, Phone: 0941 / 57402
www.jugendherberge.de/en/youth-hostels/regensburg-262/portrait/
Brook Lane Hostel, Obere Bachgasse 21, Phone: 0941 / 6900966
www.hostel-regensburg.de (only available in German)
B&B Hotel, Landshuter Str. 111–113a, 93053 Regensburg, Phone: 0941 / 784910, www.hotelbb.de/en/regensburg/overview
City Hostel, Kumpfmühlerstr.65, 93051 Regensburg
www.cityhostel-regensburg.de

4. Living expenses

This section provides an overview of the monthly living expenses you should expect to have to cover during your stay in Regensburg. Please note that the table can only give an average indication of current prices, but you should in any event allow for at least € 600 to € 900 per month to cover day-to-day living expenses.

<table>
<thead>
<tr>
<th>Monthly rent (halls of residence)</th>
<th>ca. € 200–400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly rent (private housing)</td>
<td>ca. € 300–600</td>
</tr>
<tr>
<td>Monthly food / grocery expenses</td>
<td>ca. € 150–200</td>
</tr>
<tr>
<td>Health insurance per month (only for students from non-EU countries or countries with no social insurance agreement)</td>
<td>ca. € 80</td>
</tr>
<tr>
<td>Internet / phone per month</td>
<td>ca. € 25</td>
</tr>
<tr>
<td>TV licence fee (per household / month)</td>
<td>€ 18</td>
</tr>
<tr>
<td>Semester fee (incl. six-month bus ticket)</td>
<td>€ 150</td>
</tr>
<tr>
<td>Mensa / midday meal</td>
<td>€ 2–4</td>
</tr>
<tr>
<td>Eating in a restaurant</td>
<td>€ 7–12</td>
</tr>
<tr>
<td>Cup of coffee</td>
<td>ca. € 2,50</td>
</tr>
<tr>
<td>Beer (0.5 litre)</td>
<td>ca. € 3</td>
</tr>
<tr>
<td>Ticket to the movies</td>
<td>ca. € 8–10</td>
</tr>
<tr>
<td>Open-air pool</td>
<td>ca. € 3,50</td>
</tr>
<tr>
<td>Disco / club ticket</td>
<td>€ 5–8</td>
</tr>
</tbody>
</table>

VIII. IT Access

When they register, each student is given a personal password (computer centre / “Rechenzentrum” RZ account) with which they can log into IT systems in computer rooms at OTH Regensburg and the University of Regensburg (CIP pools).

Computer centre: www.oth-regensburg.de/hochschule/einrichtungen/rechenzentrum/services-und-support.html
The RZ account is a virtual account which can be topped up at validation machines located at major points around the OTH.

- Seybothstraße entrance
- Seybothstraße CIP pool
- Mensa Seybothstraße
- Library Seybothstraße
- Mechanical engineering building, Seybothstraße entrance
- Prüfening main entrance
- Prüfening Mensa

You will need this account for any printing and plotting you do at the university of applied sciences.

The **information stand** for students is located in the Computer Centre, Seybothstraße 2, Room S 048
Phone 0941 / 943-5120, e-mail: support@oth-regensburg.de

**IX. BAföG Funding**

The Federal Education Assistance Act (abbr. BAföG, providing financial support for students in Germany) is an inexpensive way of funding a first degree course. While students are within their ‘Regelstudienzeit’ (standard period of study), half of the BAföG money is an interest-free loan and half is a grant, so half the amount is non-repayable.

Foreign students will only be entitled to BAföG funding in exceptional cases. The local BAföG office can advise you on your specific situation.

University of Regensburg
Studentenwerk Niederbayern/Oberpfalz – Amt für Ausbildungsförderung
Albertus-Magnus-Str. 4
93053 Regensburg
Phone 0941 / 943-2209

Information about BaföG can also be found at [www.stwno.de/en/financing/bafoeg](http://www.stwno.de/en/financing/bafoeg) and [www.bafog-bayern.de](http://www.bafog-bayern.de) (only available in German).
X. Job opportunities

For many students, working in a paid job during the study semester or during vacations is an essential source of additional income.

**Students from EU countries** are able to take side jobs in the same way as German students, with the following limits.
- During study semesters: 20 hours per week
- During vacations: 40 hours per week

**Students from non EU countries** will not normally be entitled to a work permit and can only work for up to 120 full days or 240 half days a year without a permit (see the stamp in your passport).

Anyone wishing to work more than 120 full or 240 half days in a job that is not just a part-time or temporary job must get permission from the foreigners’ registration office (Ausländerbehörde).

Go here for information about legal issues affecting student jobs: [www.stwno.de/de/beratung/geld-im-studium/jobben](http://www.stwno.de/de/beratung/geld-im-studium/jobben) (only available in German).

Where can I find a job?

The **university of applied sciences** offers a range of jobs on its home page: [jobboerse.oth-regensburg.de/index.php/en](http://jobboerse.oth-regensburg.de/index.php/en)

**Temp agencies** also provide part-time or temporary jobs for students.

[www.arbeitsagentur.de/web/content/EN/index.htm](http://www.arbeitsagentur.de/web/content/EN/index.htm)
[jobs.meinestadt.de/](http://jobs.meinestadt.de/) (only available in German)
[jobsuche.monster.de/](http://jobsuche.monster.de/) (only available in German)

XI. Financial support and legal advice

1. **Support for foreign students at OTH Regensburg** from the 3rd semester onward is provided by the Bavarian universities of applied sciences. To be eligible, students must not be receiving any Bafög funding, they must be in verifiable financial distress and be able to show academic success.

   Application deadlines: 15 April and 31 October
   Apply here: [www.oth-regensburg.de/en/international/incoming-students/useful-links.html](http://www.oth-regensburg.de/en/international/incoming-students/useful-links.html)
   More information can be obtained from the International Office, Galgenberstr. 30, D 115

2. **Money for books (Oskar-Karl-Forster Bursary)** from the 2nd semester onward: a one-off payment of up to €400 for purchasing books or other study aids.

   Applications deadlines: 31 May and 31 December
3. Legal advice

Free legal advice is available in Germany for persons with a particular need. Applications should be made to the Legal Advice Scheme (justiz.de/formulare/index.php – only available in German). Applications for legal advice can be made in person at the Amtsgericht Regensburg, or mailed to:

Amtsgericht Regensburg, Augustenstr. 3, 93049 Regensburg
If your application is approved, you can go ahead and make an appointment to consult a lawyer of your choice. A basic fee of € 10 is charged for this service.

The Verbraucherservice Bayern (Consumer Service Bavaria) also provides inexpensive advice (€10–20) on a range of issues such as consumer rights, insurance, finance etc. On the Consumer Service homepage (www.verbraucherservice-bayern.de/beratung/regensburg/ – only available in German) you will find templates you can use to write letters of complaint.

Verbraucherservice Bayern, Frauenbergl 4, 93047 Regensburg
Phone 0941 / 563458, e-Mail: regensburg@verbraucherservice-bayern.de

XII. Information and addresses

A lot of basic information about life and culture in Germany will be found in the Handbuch Deutschland (Manual for Germany): homepage.alexanderkeck.de/Core/HfD/html/book_en.html and www.study-in-germany.de/en/ (the DAAD website).
You can find information specific to studying in Bavaria on this site: www.study-in-bavaria.de/en/.

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XIII. Sickness and emergencies

Police 110

Fire / rescue service 112

Only in case of acute, life-threatening emergencies such as fire, accident and sickness (if you cannot get to a doctor unaided). Emergency numbers 112 / 110 can be dialled without an area code, including from your mobile phone (with a valid SIM card only).

Medical assistance (Regensburg area) 01805 / 19 12 12

If you need a doctor on weekends, public holidays or during the night. This service will give you details of the doctor on call who is nearest to you.

nationwide: 116 117

A&E department of the University Hospital 0941 / 944 2310

The A&E is open 24/7 (Franz-Josef-Strauß-Allee 11, Bus 6, dir. Klinikum), for acute sickness or injuries.

Emergency medical service, Krankenhaus Barmherzige Brüder 0941 / 3690

A GP is available if you have health problems outside normal practice hours (Prüfeninger Str. 86, Bus 1, dir. Prüfening).

Hours: Wednesday and Friday 4.00 to 8.00 p.m., Saturday, Sunday and public holidays 8.00 a.m. to 9.00 p.m.
If you need a dentist on weekends, public holidays or during the night.

**Ambulance transport**

Health insurance companies will normally only pay for an ambulance if it is requested by a doctor as this is strictly speaking for people who cannot take a taxi because of the seriousness of their condition. If you have private health cover you should check that your policy would pay for this service. Your health insurer will probably not pay for the use of an ambulance if this is not shown in the schedule. Ambulance transport costs around € 600 on average!

**What do I need at the doctor's or in a hospital?**

Students who have a European Health Insurance Card (EHIC) must produce it when visiting a doctor or hospital. Students from outside Europe who have private or mandatory health insurance for Germany must produce their insurance card.

**XIV. Mentoring for foreign students**

1. **International coffee-hour**

During the semester the coffee-hour for international exchange and full-time students takes place once a week at the Studierendenhaus on the Campus. Enjoy some diverting hours drinking coffee and eating snacks!

You can contact the tutors under mentoring-international(at)oth-regensburg.de.

2. **Mentoring "First steps"**

Experienced students from higher semesters (so called “mentors”) regularly support students during their first semester (“mentees”) – both students from abroad and German students as well. The goal here is to get support in all aspects of your studies and orientation in a new surrounding.

You can find all information about this First steps-programme on our website: www.oth-regensburg.de/en/study/service-and-advice/mentoring/mentoring-first-steps.html

3. **Mentoring for refugees**

CampusAsyl e. V. offers a mentoring programme for refugees, which is supported by a student assistant of the International Office of the OTH.

Contact: mentoring@campus-asyl.de

Responsible for content: Hannelore Siegl-Ertl and Andrea Nuißl

OTH Regensburg / International Office

Phone +49 (0)941 / 943-1131 resp. -9302

E-mail: hannelore.siegl-ertl@oth-regensburg.de, andrea.nuissl@oth-regensburg.de

You also find this brochure on the OTH homepage under International/Incoming students/Full-time/Information brochure.

October 2019