

Information

for international PhD students

International Office
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http:// www.uni-osnabrueck.de

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This brochure was put together with great care. However, despite our best efforts errors cannot be ruled out and we provide no guarantee for the information in the brochure.

If in doubt, please get in touch with the appropriate institution.

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Welcome to Osnabrück University!

Living in Germany and studying at Osnabrück University may at first seem somewhat difficult to international PhD students. For this reason, the International Office has written a brochure containing useful information to familiarise you with your new surroundings and to help you become acquainted with life in Osnabrück.

Not only does this brochure contain important information about the formalities you need to complete before you come to Osnabrück, it will also be of assistance to you throughout your stay. Besides information on everyday life as a PhD student, you will also find advice on how to spend your free time in Osnabrück – e.g. university sports or cultural events – as well as useful addresses and telephone numbers.

If you have any further questions, please refer to the following site:

www.uni-osnabrueck.de/standard_en/3802.html

or contact the International Office at any time. We are always ready to advise you on a one-to-one basis and provide any other help you may require.

We wish you a successful and memorable stay in Osnabrück!

Staff of the International Office

1 Osnabrück University, past and present

Studying with excellent tutoring services and living like among friends: Osnabrück University offers its approx. 11,000 students both these aspects. The university, founded in 1973, is located in the historical centre of the city, its attractive focal point being the prince-bishop's palace. The Humanities and Social Sciences moved into the inner city, whereas the Natural Sciences and Mathematics are located at the Westerberg, one of Osnabrück's most beautiful areas.

But first of all, let us look back: Since its foundation 40 years ago Osnabrück University has developed into an attractive and innovative university. It is characterised by a wide range of modern courses as well as recognised international research achievements. The successful co-operation across the disciplines plays an important role in this success.

However, scientific research at Osnabrück University is not an end in itself – the results shape teaching. This is also shown in the four interdisciplinary institutes: “Migration Research and Intercultural Studies”, “Environmental Systems Research”, “Cognitive Science” and “Early Modern History”, which are widely known across Germany's borders. In addition, a number of graduate colleges and doctorate schools provide extensive scientific mentoring. Furthermore, the Institute for Islamic Theology, which was founded in 2008, pioneers with its study programs in the field of Islamic Theology.

With approx. 2,000 employees and a budget of about 100 million euro, Osnabrück University is one of the largest employers in the region and an important economic factor. Its research results do not remain in the ivory tower of science – they benefit the region with regard to economic, technical and cultural development. Numerous cooperative projects with businesses, institutes and communities have resulted from these endeavours. Osnabrück University also offers inhabitants of the city and region a wide variety of lectures, exhibits and concerts. At the same time, citizens are invited to actively participate in academic life by attending classes or enrolling to the “University for mature students”.

Osnabrück University is represented not only in the region but also worldwide. It maintains partnerships with over 90 institutions of higher education abroad, for example in Australia, China, Costa Rica, France, Great Britain, Japan, Canada, Russia, Switzerland and the USA. It also goes without saying that various departments maintain connections with a variety of academic institutions in many countries.

2 Structure of Osnabrück University

Individual fields of study at Osnabrück University are combined to various schools, which are responsible for research and teaching. The schools at Osnabrück University are listed below:

- FB 01 – School of Cultural and Social Sciences
- FB 03 – School of Education and Cultural Studies
- FB 04 – School of Physics
- FB 05 – School of Biology/Chemistry
- FB 06 – School of Mathematics/Computer Sciences
- FB 07 – School of Linguistics and Literature
- FB 08 – School of Human Sciences
- FB 09 – School of Business and Economics
- FB 10 – School of Law

Within the schools there are also several institutes. Interdisciplinary studies are offered at the following institutes:

- Institute for Cultural History of the Early Modern Era
- Institute for Migration Research and Intercultural Studies
- Institute for Environmental Systems Research
- Institute of Cognitive Science

Management and Administration

The central organs of the university are the Presidium and the Senate, organs of the schools, the Dean's Office and the School Council.

The University is managed by the Presidium, which consists of the President, two full-time Vice-Presidents and one part-time Vice-President. The President represents the university externally, is chairman of the Presidium and lays down the guidelines for the Presidium.

The Senate passes the University's resolutions, exercising its self-administrative rights. Furthermore, it comments on self-administrative matters and exercises a comprehensive right to receive information from the Presidium. The Senate is made up of various groups

(professors, academic staff, students, administrative and technical staff).

The Dean's Office, led by the Dean, is responsible for running the individual schools at Osnabrück University. The Dean is elected by the School Council, which is also an organ made up of different groups. The Dean represents the school within the university.

The responsibilities of self-administration at the university are observed by several other bodies and committees.

The student body, an independent organisation, is made up of all students enrolled at the university. The student parliament (StuPa) is the students' most important organ. Here their interests in higher education policy, social and cultural issues are represented. Their members are democratically elected each year by the students. The StuPa's main tasks are the election of the General Students Committee (AStA) and deciding upon the students' budget. At the school level, the departmental student organisation represents students' interests.

The AStA implements the StuPa's decisions and carries out administrative work. Furthermore, the AStA has, e.g. an advisory service for problems concerning grants and studying or legal issues, and organises political and cultural events.

The **AStA** has the following

Address: Alte Münze 12 (next to main university library)
49074 Osnabrück
Tel: +49 541 969 4872
Fax: +49 541 969 4808
E-mail: asta@uos.de
www.asta.uni-osnabrueck.de

Office hours:	Mon-Fri	10:00 – 13:00
	Tue also	13:00 – 15:00

Lecture free period:	Tue	10:00 - 13:00
	Thu	10:00 - 13:00

3 Advisory services and application procedure

3.1 Student Information Center Osnabrück (StudiOS)

You can find all important administrative offices for students and applicants in one building.

At the central information desk (**Info-Point**) you can find answers to many of your questions. If necessary you will be directed to the responsible persons.

You can reach the Info-Point under the e-mail address studios@uni-osnabrueck.de and online: www.uni-osnabrueck.de/index.php?id=417

Furthermore you have the possibility to receive information on the phone. The staff of the **Info-Line** (+49 541 969 7777) answers your questions or helps you to get in touch with the appropriate contact person.

The Info-Point and Info-Line are open from Monday till Thursday from 09:00 till 16:00 and Fridays from 09:00 till 14:00. The departments have unitary opening hours: Monday and Wednesday from 14:00 till 15:30 and Tuesday and Thursday from 10:00 till 12:00. Individual opening hours are available from the websites of the different institutions.

You will find the following offices in the StudiOS building:

The **Central Student Counselling Service** (ZSB) offers general information about study possibilities in Osnabrück.

You will get help in the **Admissions Office** concerning the application procedure for studies and the registration formalities.

At the **Bafög-Office** students have the possibility to apply for a study funding.

The **International Office** (AAA) helps and advises all international students and visiting academics in different fields.

The **Koordinationsstelle Professionalisierungsbereich** organises a special qualifying program for students of the 2-subjects-bachelor.

The **Mehr-Fächer-Prüfungsamt** (PATMOS) offers information concerning the exam administration and organisation in the 2-subjects Bachelor and Master programs.

The **UNISHOP** is also part of StudiOS; a wide range of clothes, stationery as well as gifts is offered there. The UNISHOP is open from Monday to Thursday from 11:30 till 14:30 and on Friday from 11:30 till 14:00.

3.2 Research Support Officer

The research support officer at Osnabrück University gives advice on how to apply for external PhD scholarships. She identifies national and international research sponsors and opportunities across all active disciplines especially for PostDocs and Senior Scientists. Please note that internal PhD fellowships are directly managed by the Schools and Graduate Colleges of Osnabrück University.

Research support officer:	Dr. Barbara Schwerdtfeger
Address:	Neuer Graben 7/9 Room 52/411
Tel:	+49 541 969 4115
Fax:	+49 541 969 4860
E-mail:	forschung@uni-osnabrueck.de www.uni-osnabrueck.de/en/research/service.html

Office hours: on appointment

3.3 International Office

Besides the Research Support Officer the **International Office** is an important contact point for international PhD students. The International Office offers information and service for international students, international doctoral students as well as international guest professors.

The International Student Advisor's office provides support, advice, and information for international students and guests, on issues such as social and leisure activities, accommodation, scholarships, hardship funds, etc. It also organises events and excursions, and endeavours to facilitate contacts between German and international students and guests.

The **International Student Advisor** is available at the following address:

Address: Neuer Graben 27 (StudiOS building)
Room 19/E07
Tel: +49 541 969 4765
Fax: +49 541 969 4495
E-mail: karoline.bachteler@uni-osnabrueck.de
www.uni-osnabrueck.de/index.php?id=780

Office hours: Mon, Wed 14.00 – 15.30
Tue, Thu 10.00 – 12.00

3.4 Zentrum für Promovierende Osnabrück (ZePrOs)

ZePrOs is the contact point for all PhD students Osnabrück University. It aims to support PhD students by offering workshops on key competences, establishing contacts with organisations from the public and private sector, building up a doctoral network and of course by offering individual consultations.

PhD students using the ZePrOs offers can therefore improve their chances of a successful launch into a career.

More information about ZePrOs is available from Dr. Sabine Mehlmann, responsible for individual advice and support regarding PhD studies:

Address: Neuer Graben 7/9
Room 52/413
Tel.: +49 541 969 6233
E-Mail: sabine.mehlmann@uni-osnabrueck.de
http://www.uni-osnabrueck.de/en/research/development_of_young_scholars/phdpost_doc_career_center.html

Office hours: on appointment

3.5 Application procedure

Ways of Earning a PhD

There are three different ways of achieving a PhD at Osnabrück University. However in each case you must have a professor who is willing to supervise your work. Basically, you can write your dissertation as part of a *Graduiererkolleg* (graduate college), in a doctoral program, or in the traditional German way, without any additional coursework. Some applications can be made directly to the academic staff running the doctoral programme whereas others should be addressed to the Students Office. Please consult the relevant web site for further details.

Graduate Colleges

In graduate and doctoral colleges, you are supervised along with other doctoral candidates who are researching related topics. Classes relevant to your topic are offered. As a member of a graduate college, you are often provided with financial support, but that means that new students are only occasionally accepted.

Doctoral Programs

The University also offers doctoral programs, without financial support through the program, for which students may register every year. Here you will be supervised and attend seminars along with other doctoral candidates, whose research is in similar areas.

Often particular rules apply for applicants interested in these graduate colleges and doctoral programs. For more information, please see the programs' websites.

PhD without a Program

Even if there is no doctoral program for your topic, it is still possible to achieve a PhD. First, you must find an appropriate mentor. If a professor is ready to supervise your dissertation, you can apply for admittance as a doctoral candidate. In order to become a doctoral candidate, you will need a statement from a professor who will supervise you. This means that you will only be admitted if you have already found a professor who is willing to supervise your research.

The first thing to do is to contact a professor in the faculty you are interested in, and send him or her a letter describing the reasons why you wish to earn an advanced degree, together with your curriculum vitae, copies of your transcripts, and a summary of your project.

When you have found a professor willing to supervise your work, you can fill out the admissions application (*Antrag auf Zulassung zum Studium*). The application form can be found in the download-area for international students. For winter semester admissions, please submit applications by **July 15**. For summer semester admissions, the application deadline is **January 15**.

Please submit the following documents along with your application:

- Notarized copies of your diploma and transcripts in your own language, as well as in either German or English. You must also include your secondary school diploma and transcripts, as well as your college degree and transcripts (Bachelor's and Master's degrees or diplomas). In some cases, you must submit the results of an admissions test;
- your professor's agreement to supervise you;
- Proof of German-language skills. If your dissertation is to be written in another language you do not need to demonstrate German language proficiency. In this case, your professor must confirm his or her permission to write your dissertation in a language other than German.

Address: Osnabrück University
Admissions Office / Studierendensekretariat
D-49069 Osnabrück

Please see also:

http://www.uni-osnabrueck.de/en/prospective_students/degree_seeking_students/phase_studies.html

3.6 Academic counselling

During your stay at Osnabrück University your mentor will assist you in planning and organising your PhD. Regular meetings with your mentor should be organised to ensure your research is going in the right direction.

4 Entry requirements to Germany

Citizens of EU countries, of EFTA countries (Iceland, Liechtenstein, Norway, Switzerland) and of those countries that have signed agreements with the Federal Republic of Germany (this includes Australia, Canada, Israel, Japan, New Zealand, South Korea and the USA) do not require a visa to enter Germany. After arrival in Osnabrück, these students can apply for a residence permit directly from the Foreigners' Office. Proof of your finances is required for this (at least € 659 per month; only for non-EU-students).

All other international students require a visa to study in Germany. You should therefore apply to the German embassy or consulate in your home country well in advance (approx. two to three months before your planned departure). The following documents are required to obtain a visa:

- a valid passport
- a document from Osnabrück University acknowledging either your application or your admission to the University
- proof of financial resources/funding (at least € 659 per month = € 7.908 for the first year)

To enter Germany a student, work or research visa is required. Please do not under any circumstances enter Germany on a tourist visa (for Schengen countries), because this cannot be transformed into one of the visa mentioned above!

5 Entering Germany – steps towards Matriculation

5.1 Welcoming Programs

In Osnabrück you have the chance to take part in the ‘Welcoming Programs’ offered by the International Office. These programs consist of two parts: the Welcoming Family Program and the Doktorandentandem.

Within the Welcoming Family Program you will be put in contact with a family or a single person from Osnabrück who will support you during the first stage of your stay in the city. This support can take on different forms, depending on the needs of each applicant. You can thus choose to be picked up from the railway station or the airport, to get into contact with people outside of the University and to find a contact person for organizational questions and issues related to everyday life. You will be introduced to life in Osnabrück and get an insight into the German culture and way of life.

Within the program Doktorandentandem you will get in touch with another doctoral student from Osnabrück. The program aims to support the contacts between international and German PhD students.

The co-ordinator of the Welcoming Programs, Jessica Filpe, will be happy to assist you with any queries you may have.

address: Neuer Graben 27
Room 19/E05
Tel.: +49 541 969 4722
E-mail: phd-os@uni-osnabrueck.de
http://www.uni-osnabrueck.de/en/research/service/research_and_teaching_in_osnabrueck.html

Opening hours: Mon 14:00 – 15:30
Thu 10:00 – 12:00

5.2 Welcome Week

At the beginning of each semester the International Office offers a Welcome Week in order to help you to become acquainted with the city and university during the Welcome Week. You also have the opportunity to get to know other international and German students. We organise events in and around Osnabrück.

The Welcome Week comprises:

- international breakfast
- lunch at the canteen
- introduction to central services: the Student Welfare Services (*Studentenwerk*), the Central Student Counselling Service, the University Sports Centre
- introduction to German and other foreign language courses
- help with formalities in small groups (opening a bank account, payment of the social contribution, health insurance, etc.)
- assistance with the formalities for the Admissions Office, receipt of student card
- assistance with the formalities for the Foreigners' Office
- a pub tour
- a day-trip, usually to Cologne or Hamburg

The application form for the International Welcome Week is available at:

http://www.uni-osnabrueck.de/en/prospective_students/service/welcome_week.html

5.3 Health Insurance

As a PhD student you usually have to take out private health insurance; it is only possible to take out statutory health insurance if you have an employment contract and are subject to social insurance contribution.

The Foreigners' Registration Office only accepts private health insurance which offers the same health services as the statutory health insurance. Private health insurance companies in Germany are bound to offer the same services like statutory health insurances (*Versicherungsvertragsgesetz* § 192, § 193).

For further details and information please contact the International Office.

5.4 Matriculation

Matriculation takes place after your arrival in Osnabrück. The following documents are required:

- written proof (receipt) that the semester social contributions (currently € 315.89 or € 240.89 for recipients of a German scholarship out of public funds) have been paid
- one passport-sized biometric photograph.
- other documents, if stated in the admission letter

5.5 Registration

Students need to register with the Foreigners' Office within one week of their arrival in Germany. If you plan to reside in the city of Osnabrück itself, registration with the Foreigners' Office takes place together with your application for a residence permit during the Welcome Week with the International Office.

For this you need copies of your passport, copy of your admission letter, health insurance policy, enrolment certificate, and – for non-EU students - proof of finance, copy of your visa (if applicable) and one passport photo. Your initial visa, which is usually only valid for a short period of time, between four weeks and three months, enables you to enter the country.

If you do not attend the Welcome Week, non-EU citizens go to the Foreigners' Registration Office (Ausländerbehörde) individually:

Address: Natruper-Tor-Wall 2 (Stadthaus 1), 49074 Osnabrück
auslaenderbehoerde@osnabrueck.de
<http://buerger.osnabrueck.de/public/index.php?!=172&mr=20&o=377>

office hours:	Mon, Fri	08:00 – 12:00
	Tue	08:00 – 16:00
	Wed	closed
	Thu	08:00 – 17:30

EU citizens contact the Registration Office (Bürgeramt):

Adress: Natruper-Tor-Wall 2 (Stadthaus 1), 49074 Osnabrück

buergeramt@osnabrueck.de

<http://buerger.osnabrueck.de/public/index.php?!=172&mr=20&o=376>

Office hours:	Mon, Tue	08.00 - 16.00
	Thu	08.00 - 17.30
	Wed, Fri	08.00 – 12.00

5.6 Residence permit

After registration with the Foreigners' Office non-EU students will receive a residence permit, which gives them the right to reside and study in Germany for two years at the most.

The residence permit is issued as a credit card-sized card with a supplementary sheet, your fingerprints, photo and personal details will be saved on a chip inside the card.

When the permit needs to be extended the Foreigners' Office will check if the purpose of residence in Germany is still valid. A change of degree program, for example, changes your purpose of residence. Extensions are usually made each time for up to two years.

After having finished your studies, you can apply for a residence permit in order to search a job. This residence permit will be valid for one and a half year at the most.

5.7 Re-registration and academic leave of absence

PhD students who wish to continue studying at the University of Osnabrück must re-register in due time (01-28 February for the following summer semester, 01-31 July for the following winter semester). For re-registration students receive a money transfer form for the payment of the fees together with the student identity card and the matriculation certificate from the Admissions Office. Payment of the fees before the end of the registration period is sufficient for re-registration. The Campuscard can be revalidated then.

Students who need or want to take an academic leave of absence due to medical or other reasons (e.g. study abroad, pregnancy) must apply

for an academic leave of absence. The academic leave of absence application form can be obtained from the Admissions Office. Normally no courses or exams may be taken during the student sabbatical.

The current enrolment regulations are available under:

www.uni-osnabrueck.de/index.php?id=469

(-> Ordnungen -> Immatrikulationsordnung)

6 Academic studies - Practical information

6.1 Libraries

The library of Osnabrück University is divided into the central library "Alte Münze" and several specialist branches:

www.ub.uni-osnabrueck.de

Central library "Alte Münze" and reading rooms for Philology/Cultural Sciences

Address: Alte Münze 16/Kamp
49074 Osnabrück

Tel: +49 541 969 4488

Fax: +49 541 969 4482

Lending: +49 541 969 4316

E-mail: info@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 09:00 – 22:00

Sat 11:00 – 16:00

Lending hours: Mon-Thu 09:00 – 18:00

Fri 09:00 – 16:00

Departmental library of Natural Sciences/Mathematics

Address: Albrechtstraße 28, ground-floor
49076 Osnabrück

Tel: +49 541 969 2543

Fax: +49 541 969 2597

Lending: +49 541 969 2544

E-mail: infon@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 09:00 – 21:00

Sat 11:00 – 16:00

Lending hours: Mon-Thu 09:00 – 18:00

Fri 09:00 – 16:00

Departmental library of Social Sciences

Address: Seminarstraße 33
49074 Osnabrück

Tel: +49 541 969 4578

Fax: +49 541 969 4482

Lending: +49 541 969 4577
 E-mail: info@ub.uni-osnabrueck.de
 Opening hours: Mon-Fri 09:00 – 21:00
 Lending hours: Mon-Thu 09:00 – 18:00
 Fri 09:00 – 16:00

Departmental library of Law and Economics

Address: Heger-Tor-Wall 14
 49078 Osnabrück
 Tel: +49 541 969 6209
 Fax: +49 541 969 6186
 Lending: +49 541 969 6100
 E-mail: infojw@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 08:00 – 00:00
 Sat 08:00 – 00:00
 Sun 10:00 – 00:00
 Lending hours: Mon-Thu 09:00 – 18:00
 Fri 09:00 – 16:00

Institute-based libraries have their own opening hours.

6.2 Internet access, Cip-Pools

Internet access at the schools

Each school has a Cip pool where students can use the internet for research purposes and for sending e-mails. For access to the Cip pool you require user permission, which you receive together with your matriculation documents. For further information please visit the homepage of the university Computer Centre:

www.rz.uni-osnabrueck.de/Ueber_Uns/Benutzerkonto/index.htm

W-LAN access at the university

With the ID and the password for your personal university account you can use the eduroam wireless internet with your notebook or smartphone. Further information is available under

www.rz.uni-osnabrueck.de/Dienste/Internet/WLAN/index.htm

6.3 University canteens and cafés

The canteens and cafés offer inexpensive dishes for students. The fact that the canteen of the *Studentenwerk* Osnabrück was voted "German Canteen of the Year 2001" and has won the first prize for organic food in 2008 demonstrates that the food is not only reasonably priced but also very delicious.

There is usually a choice of two main courses (one of which is normally vegetarian) and a stew, as well as a salad bar.

Meals cost between € 1.50 and € 2.50. Breakfast and snacks are obtainable from the cafés of the *Studentenwerk* Osnabrück. Evening meals are available.

The weekly menus are also available online: www.studentenwerk-osnabrueck.de/en/university-catering.html

Canteen and café "Schlossgarten"

Address: Ritterstraße 10
49074 Osnabrück

Opening hours:	Mon - Fri	11:45 – 14:15
(canteen)	Sat	12:00 – 13:30

Opening hours:	Mon - Thu	09:00 – 15:00
(cafeteria)	Fri	09:00 – 14:35

Opening hours:	Mon - Fr	11:00 – 18:30
(coffee lounge)		

Canteen and Café Lounge "Westerberg"

Address: Barbarastr. 20
49076 Osnabrück

Opening hours:	Mon - Fri	11:30 – 14:15
(canteen)		

Opening hours:	Mon - Thu	09:00 – 21:00
(coffee lounge)	Fri	09:00 - 16:30

Bistro Caprivi

Address: Caprivistr. 30A
49076 Osnabrück

Opening hours: Mon – Thu 07:45 – 16:20
Fri 07:45 – 13:45

6.4 Language proficiency

The Language Center (*Sprachenzentrum*) at Osnabrück University offers several language courses during the semester.

You can attend free German language courses, both general and subject-related courses. You can also attend courses on academic research and writing in Germany (in German and English).

Moreover, the Language Center offers a wide range of foreign language courses on different levels.

Address: Neuer Graben 7/9
Tel: +49 541 969 4886
Fax: +49 541 969 14886
E-mail: sprachenzentrum@uni-osnabrueck.de
www.uni-osnabrueck.de/sprachenzentrum

6.5 Vocational qualifications

A variety of institutions at Osnabrück University offer a wide range of workshops and seminars for you to obtain vocational qualifications.

Please refer in particular to the current programs of:

Equal Opportunity Office: www.uni-osnabrueck.de/index.php?id=475

Computer Center: www.rz.uni-osnabrueck.de

6.6 Sports

Every semester the **University's Center for Sports** promotes an extensive program of competitive and recreational sporting activities. The program containing further details can be obtained from

Address: Zentrum für Hochschulsport der Universität
und Hochschule Osnabrück (ZfH)
Jahnstr. 77
49080 Osnabrück

Tel: +49 541 969 4048, -4800

Fax: +49 541 969 4862

E-mail: zfh@uni-osnabrueck.de
www.zfh.uni-osnabrueck.de

Office hours:	Tue, Thu	09:30 – 12:30 14:00 - 16:00
	Wed	09:30 – 12:00

6.7 Cultural programme for international PhD students

In order to help you get used to your new surroundings and to get to know the region, the “**JOIN OS**” program (www.join-os.de) run jointly by the Osnabrück institutions of higher education, offers a wide range of activities, such as

- Visits to the theatre
- Excursions (e.g. to Hamburg, Cologne, Bremen or other interesting destinations)
- University ball.

German and international students are very welcome to participate!

There are also a number of further possibilities to get in touch with other students, e.g. foreign clubs, university sport, music ensembles, student working groups, university political groups, amateur dramatics groups, etc. You're bound to find something to suit your tastes and requirements!

Tandem language learning

Learning languages “in tandem” is when two native speakers of different languages teach each other their mother tongue.

For further information about this program please contact the Language Center, write an e-mail to tandemservice@uni-osnabrueck.de, or visit:

http://www.uni-osnabrueck.de/universitaet/die_universitaet_im_ueberblick/zentrale_einrichtungen/sprachenzentrum/service_projekte.html

Student chaplaincies

Both the Protestant and the Catholic Churches have established students' chaplaincies in Osnabrück. One key area of their work is facilitating meetings between international and German students. Both chaplaincies are open to people of all faiths and backgrounds. The programs of events are obtainable from the respective chaplaincies.

Evangelische Studierendengemeinde (ESG)

Address: Arndtstr. 19
49074 Osnabrück
Tel: +49 541 6090209
E-mail: kontakt@esg-osnabrueck.de
www.esg-osnabrueck.de
Chaplains: Ulrike Wackerbarth
Contact person for international students: Jeanette Beste, Annegret Wacker

Katholische Hochschulgemeinde (KHG)

Address: Lohstraße 16
49074 Osnabrück
Tel: +49 541 3507110
Fax: +49 541 3507119
E-mail: info@khg-os.de
www.khg-os.de
Chaplain: Alexander Bergel

There are several other religious communities in Osnabrück:

Buddhistisches Zentrum Osnabrück

Address: Lohstraße 24
49074 Osnabrück
Tel: +49 541 20 23 91 93
Fax: +49 541 20 23 91 94
E-mail: osnabrueck@diamondway-center.org
www.buddhismus-osnabrueck.de/de/zentren/Osnabrueck/

Jüdische Gemeinde Osnabrück K.d.ö.R.

Address: In der Barlage 41/43
49078 Osnabrück
Tel: +49 541 4842 0
E-mail: info@juden-in-osna.de
<http://jg-osnabrueck.de/jgo/>

Islamic communities and mosques:

www.islam-osnabrueck.de/3.html

6.8 Cultural events and student activities**Music ensembles**

If you are interested in music then you will find several opportunities such as

- the University Choir
- the Chamber Choir
- the Chamber Orchestra
- the Collegium musicum
- the University Big Band

Rehearsals are published in the calendar.

Student film clubs

A student initiative shows dubbed films (EW-building, Seminarstraße 20) every Monday and Tuesday during the lecture period.

Further information can be found at
www.unifilm.uni-osnabrueck.de

Uni-Funk Osnabrück

The Uni-Funk Osnabrück offers students interested in media the opportunity to produce and broadcast radio shows. The studio is located in the building of the canteen "Schlossgarten".

For further information please contact the Uni-Funk office:

Address: Alte Münze 12
49074 Osnabrück
E-mail: info@unifunk.de
www.unifunk.de

AEGEE Osnabrück

AEGEE stands for the “Association des États généraux des Étudiants de l’Europe”. It is an organisation enabling young Europeans to meet and become acquainted with each other’s cultures. AEGEE organises a wide variety of conferences meetings and other activities throughout the year.

If you would like to contact the Osnabrück branch of AEGEE, please visit them in their office:

E-mail: aegee@uos.de
www.aegee.uni-osnabrueck.de

Debating club

Each week, the Osnabrück debating club offers debates on current political and social topics, modelled on English and American debating societies.

Contact and more information: www.debattierclub-osnabrueck.de

Weltenwanderer – Zirkel für phantastische Spiele e.V.

The “Weltenwanderer” club meets regularly to play role games. Those interested can refer to www.wv-verein.de/home/impressum.php

Amateur dramatics societies

Besides the university’s Theatre Working Group there are several other amateur dramatics societies at the University, e.g. an English-speaking troupe.

Further information on the various societies can be found in the brochure issued by AStA and on the university notice boards.

6.9 Studying with children

Students with children can get information and counselling from UniBambinOS at the *Gleichstellungsbüro* (Equal Opportunity Office).

Address: Neuer Graben 19/21, room 03/334
 Tel: +49 541 969 4686
 E-mail: bambinos@uni-osnabrueck.de
www.uni-osnabrueck.de/universitaet/organisation/studentisches/unibambinos.html

7 Finances

7.1 Expenses

Around € 650 per month is required for living in Osnabrück and for paying for the following necessities (all costs are estimates):

- **books, photocopying and study material:**
between € 25 and € 50 per month
- **rent:**
about € 150 to € 260 per month
- **health insurance:**
approx. € 80 per month
- **Fees for public TV and radio:**
approx.. € 18 per month
- **meals:**
Inexpensive lunch (ca. € 2 daily) is available at the student restaurant (Mensa) run by Student Services. In addition, between € 100 and € 150 is required every month to prepare further meals at home.
- **semester fee:**
€ 315.89 per semester (€ 240.89 for exchange students and scholarship holders)

7.2 Opening a bank account

It is strongly recommended to open a bank account in Germany in order to pay your rent and health insurance. The advantage of having an account is that you can make reasonably priced money transfers.

By showing your matriculation certificate, your passport and your residence permit most banks will allow you to open a student account for which monthly fees are usually not charged.

7.3 Scholarships

The Research Support Officer and the International Office offer advice on scholarships for international PhD students.

For a summary of scholarships and scholarship providers please refer to

- www.uni-osnabrueck.de/studieninteressierte/erste_orientierung/abschluesse/promotion.html#c12853
- www.uni-osnabrueck.de/index.php?id=676
- www.stiftungsindex.de
- www.funding-guide.de

Furthermore, the Research Support Officer issues a brochure containing information on obtaining a scholarship. For more information, please contact:

Dr. Barbara Schwerdtfeger

Tel: +49 541 969 4115

Fax: +49 541 969 4860

E-mail: forschung@uni-osnabrueck.de

www.uni-osnabrueck.de/en/research/service.html

7.4 Gainful employment

International students who do not come from the EU, or who come from one of the new EU countries (membership since 2011) can usually work up to 120 full or 240 half days a year without a work permit. If you wish to work longer than that you need a work permit. Please visit the

Address: Bundesagentur für Arbeit
Johannistorwall 56
49080 Osnabrück

Tel: +49 1801 555111

E-Mail: osnabrueck@arbeitsagentur.de

www.arbeitsagentur.de

Students from EU countries (with the exception of EU accession countries – membership since 2011) may work as much as German students (up to 20 hours per week).

How can I find a job?

Besides advertisements in the university (Schwarzes Brett: www-old.uni-osnabrueck.de/SchwarzesBrett/standard/schwarzesbrett.php) and the local press you can try the job agency of the Bundesagentur für Arbeit.

Working as an academic assistant

Positions to work as a academic assistant at Osnabrück University are often available. You do not usually need a work permit for this kind of job, since it is usually assumed that the work is closely linked to your studies.

8 Living in Osnabrück

Housing market

You should start your search at an early date, at the latest after receiving your letter of admission. If necessary, you may have to consider renting a room before semester begins, just to ensure you have a room. There is always a very high demand for rooms at the beginning of the academic year. The high demand in the city often leads also to higher rents. Since students at Osnabrück University can use public transport in and around Osnabrück for free, you should also consider renting outside the city.

You may also like to consider contacting Osnabrück landlords and housing associations together with other students, in order to obtain a larger flat which you could share with other students. This can be beneficial not only from a financial point of view. Ensure that each person living in the shared flat receives his/her own individual housing contract.

You can also advertise for a room in the “Neue Osnabrücker Zeitung” at www.neue-oz.de or at Osnabrück University’s virtual notice board at www-old.uni-osnabrueck.de/SchwarzesBrett/standard/schwarzesbrett.php

Below you will find further tips and addresses to help you find accommodation.

Other halls of residence

Besides the housing complexes run by the Studentenwerk Osnabrück, the Prime Studentenwohnen, Martinsburg 29, 49078 Osnabrück, also rents accommodation to students. Tel: +49 541 46018.

Application forms can be found at:

www.primestudentenwohnen.de/osnabrueck-de/hermann-ehlers-haus-osnabruck-de

Newspapers and Internet

Please check the housing advertisements in the local press on Wednesdays and Saturdays or otherwise put an advert in the paper yourself:

Address: Neue Osnabrücker Zeitung (NOZ)

Große Straße 17-19
 49074 Osnabrück
 Tel: +49 541 310-0
 Advertisements: +49 541 310 310
www.neue-oz.de

You can also ask for the housing part of the “NOZ” to be sent to your home address: telephone subscription service: +49 541 310320.

On the University’s **bulletin board**

www-old.uni-osnabrueck.de/SchwarzesBrett/standard/schwarzesbrett.php you can also find housing advertisements, mostly by groups sharing an apartment.

Notice Boards

There are numerous notice boards in the departments and canteens, on which you can also hang posters.

Housing associations

The company WGO also offer housing facilities without a fee. However, a membership fee is charged.

Address: Wohnungsbaugenossenschaft Osnabrück eG
 Katharinenstraße 10
 49074 Osnabrück
 Tel: +49 541 335340
 Fax: +49 541 3353444
 E-Mail: info@wgo24.de
 http:// www.wgo24.de

Housing agencies

The following housing agencies help people find apartments and rooms for a commission:

Zweitraum Osnabrück, Am Pappelgraben 9, 49080 Osnabrück, Tel: +49 541 22466, www.zweitraum-osnabrueck.de

Short-stay periods

The following offer beds for short-stay periods:

1) Penthouse Backpackers, Möserstr. 19, www.penthousebp.com

- 2) Jugendgästehaus, Iburger Straße 183A,
www.jugendherberge.de/Jugendherbergen/Osnabrueck575/Portraet

It is recommended to make a reservation beforehand. A youth hostel membership card is required for the Jugendgästehaus. This card is valid in 4000 youth hostels all over the world, and costs € 12.50 for students under 27 years and € 21 for those over 27.

9 Travelling by train, bus, car, bike or plane

9.1 Travelling by public transport

Part of the semester contribution that students pay at the beginning of each semester goes towards the semester ticket. This means that you can use the following public transport systems free of charge:

- all buses in the city and district of Osnabrück, as well as on certain lines to neighbouring communities (also to North Rhine-Westphalia)
- many local train connections (see AStA website: www.asta.uni-osnabrueck.de/service/semesterticket)

Bus connections

The Stadtwerke Osnabrück issues a booklet containing a complete timetable of the buses running in Osnabrück. This booklet is available free of charge from the service centre of the Stadtwerke Osnabrück.

Address:	Mobilitätszentrum der Stadtwerke Neumarkt 9/10 49074 Osnabrück
Tel:	+49 541 2002 2211
Office hours:	Mon - Fri 07:00 – 18:00 Sat 09:00 – 13:00

9.2 Travelling by train

Travelling by train in Germany is relatively expensive. There are, however, special offers for those who book well in advance.

For further information, please visit the Ticket Office at Osnabrück main train station (Theodor-Heuss-Platz) or www.bahn.de. You can search for train connections within the whole of Germany on the internet.

As mentioned above, your semester ticket enables you to visit neighbouring cities and the surrounding areas free of charge.

9.3 Travelling by bus

Osnabrück can also be reached by bus from various destinations. Timetables are available from www.busliniensuche.de.

9.4 Travelling by car

Agency for arranging lifts

Agencies for arranging lifts are a cheap alternative to travelling by train. By paying towards fuel costs, you are permitted to travel in that person's car. A fee is also payable to the agency.

It is important to arrange the price with the driver before travelling and to ask the agency how many passengers the driver is permitted to carry.

www.mitfahrzentrale.de

www.mitfahrgelegenheit.de

9.5 Driving license

Driving licenses from EU countries as well as Iceland, Liechtenstein, and Norway are fully valid with no restrictions in Germany. All other driving licenses are generally valid for six months. After this period, you may only drive with a German license that you have to apply for from Stadthaus Osnabrück (municipal office).

You should apply to transfer your driving license into a German one as early as possible, and at least three months before it becomes invalid. Questions regarding whether you can drive in Germany with an international driving license and under which conditions you can transfer your license into a German one will need to be clarified on the basis of the country in which your license was issued. You can obtain precise information from the „Team Führerscheine“ at Stadthaus.

Address: Team Führerscheine
Stadthaus 1
Natruper-Tor-Wall 2
49076 Osnabrück

Tel: +49 541 323-3339

Office hours: Mo – Fr 8.30 - 12
 Thu 14 - 17.30

<http://buenger.osnabrueck.de/public/index.php?!=172&mr=20&p=1691>

Please note also that for entering the city center of Osnabrück you need a green "Umweltplakette", see <http://www.osnabrueck.de/umweltzone.html> .

9.6 Travelling by bike

Osnabrück is a cyclist's city: you can reach the university from all directions quite quickly, sometimes even quicker than by bus. In addition, the Osnabrück hinterland offers a network of bike paths for cycle tours. We therefore recommend that you bring a bike to Osnabrück or buy one second-hand upon your arrival.

Buying a bike

If you wish to buy a second-hand bike, there are several possibilities:

- AStA (bikes can be rented from the AStA)
www.asta.uni-osnabrueck.de/service/initiative-studibike
- auction bike sales at the lost property office of the Osnabrück police (Tel: 0541 327 0) twice a year
- bike shops, e.g. www.moewe-osnabrueck.de
- flea markets

Bike repairs

The students' union (AStA) organizes a bike garage where you can obtain help in repairing your bike. Since it is not a bike shop you must bring your own spare parts.

Office hours: Mon - Thu 14:00 – 16:00 (during the semester)
www.asta.uni-osnabrueck.de/service/fahrradwerkstatt

9.7 Travelling by plane

The next airport is the Münster/Osnabrück international airport (FMO).
 Information: +49 2571 94 3360
www.fmo.de

10 Health

In Germany there is a division between general practitioners (*Hausärzte*) and specialists (*Fachärzte*), e.g. cardiologists or orthopaedists. Normally if you have health problems you will first see a general practitioner. If you may have a special need of examination or treatment s/he will then refer you to a specialist.

Persons with private health insurance have to pay all invoices by themselves before getting the money back from the health insurance company.

You can find information and addresses of general practitioners and specialists in Osnabrück in the Yellow Pages or at:

www.gelbe-seiten.de

If you need special information please contact the International Office:

Tel: +49 541 969 4722

E-Mail: phd-os@uni-osnabrueck.de

Emergency calls/emergency services

Police: 110

Emergency ambulance
and fire services: 112

Rescue coordination center: 0541 19222

Doctor on call: 0541 961111

Chemist

(after-hours service): www.apotheken.de
("Notdienste")

In the local press you will find information about the medical emergency services.

Chemists near the university

Address: **Hirsch-Apotheke**
Große Straße 46
49074 Osnabrück

Tel: 0541 23772

Address: **Martini-Apotheke**
Martinistraße 19
49080 Osnabrück
Tel: 0541 41414

Address: **Bären-Apotheke**
Große Str. 5
49074 Osnabrück
Tel: 0541 20239527

An overall view of the chemists on duty is displayed at every chemist.

Hospitals

Address: **Klinikum Osnabrück GmbH**
Am Finkenhügel 1
49076 Osnabrück
Tel: 0541 405 0

Address: **Marienhospital**
Johannisfreiheit 2-4
49074 Osnabrück
Tel: 0541 326 0

Address: **Paracelsus Klinik**
Am Natrupe Holz 69
49076 Osnabrück
Tel: 0541 966 0

11 Cultural Offers in Osnabrück

11.1 Public Library

City library (including foreign language library)

Address: Markt 1
49074 Osnabrück
Tel: +49 541 323 2007
http:// katalog.stadtbibliothek.osnabrueck.de
Lending hours: Tue - Fri 10:00 – 18:00
Sat 10:00 – 13:00

11.2 Museums

Felix Nussbaum House

The Felix Nussbaum collection is housed in a very interesting building. It was designed by the famous American architect, Daniel Libeskind, and opened in 1998. The close connection between the architecture and the works of the artist enables visitors to get an impression of the life and suffering of the Jewish painter, who was born in Osnabrück in 1904 and murdered at Auschwitz in 1944.

www.osnabrueck.de/fnh/10508.asp

Historico-Cultural Museum

Osnabrück Historico-Cultural Museum has an extensive collection in the fields of archaeology, crafts and design, urban history and everyday culture, as well as an impressive collection of graphics with over 200 works by Albrecht Dürer.

www2.osnabrueck.de/10523.asp

Natural Science Museum am Schölerberg with Planetarium

The emphasis of these exhibits is on geology (geology of the Osnabrück hilly region/sunk ecological systems) and biology (representation of typical habitats in the Osnabrück region). There are also exhibitions on zoology and botany.

The gardens surrounding the museum have been designed from an ecological point of view.

www.osnabrueck.de/mas

Cathedral treasure vault / Diocesan Museum

The Diocesan Museum was founded in 1918. It contains a rich inventory of high qualitative sculptures, painting and religious textiles, as well as religious furniture from the cathedral and the diocese from the 13th to the 20th century.

www.bistum-osnabrueck.de/kultur/dioezesanmuseum.html

Dominikanerkirche Art Gallery

The Osnabrück Dominikanerkirche Art Gallery is a medieval monastery from the 13th/14th century. Since 1992 it has served as an exhibition centre and discussion forum for contemporary art. It is one of the most beautiful and highbrow exhibition halls in the North of Germany. The exhibitions focus on staged, spatial presentations.

www.osnabrueck.de/kunsthalle/6687.asp

Museum of Industrial Culture

This museum, which is housed in the former Piesberg coal mine, shows the development of Osnabrück from an agricultural smallholding city of the 18th century to the modern industrial and commercial location of the present. The museum focuses on the 19th century. Besides a permanent exhibition focussing on the central themes of "Coal-mining", "The legend of steam", "Early factories" and "Early industrialisation", temporary exhibitions on regional industrial history are also presented. Visitors can also travel in a glass lift to a depth of 30 metres below ground to view an exposed historical tunnel.

The Piesberg is surrounded by a 5 km trail, giving visitors a fascinating insight into the complex structure of "Man-Nature-Technology". There is also a 13 km circular bike path, enabling cyclists to "experience" the industrial landscape of the Piesberg.

www.industriekultur-museumos.de

11.3 Theatre

The Städtische Bühnen Osnabrück has two stages: the Stadttheater next to the cathedral and the smaller emma-Theater at Lotter Straße 6: Both theatres cover the genres of drama, music (opera, operetta, musical) and dance. There are a number of special rates for students. Exact information on the program and current rates can be obtained from the theatre.

www.theater-osnabrueck.de

die probebühne e.V

The probebühne e.V. is an amateur theatre.

www.probebuehne.de

Lagerhalle

The program at the Lagerhalle covers a wide variety of genres: film (frequently in the original language), live music, theatre and cabaret. Informative events on certain socio-political subjects also take place there.

The monthly program is available at the student canteen.

www.lagerhalle-osnabrueck.de

OsnabrückHalle

The OsnabrückHalle is a large, modern event and congress centre, where concerts, presentations, conferences, congresses, exhibitions, fashion shows and other events take place.

www.osnabrueckhalle.de

Concert ticket sales

Osnabrück does not have a concert hall where international rock and pop-stars regularly play. If you wish to go to a concert in one of the neighbouring cities, however, such as Hannover or Hamburg, you can buy tickets at ticket agencies in Osnabrück.

Announcements of other events

The Press Office of Osnabrück University issues a free calendar of events every two months, containing presentations, concerts and other events at the university. The calendar is available from the International Office or online:

www.uni-osnabrueck.de/presse_oeffentlichkeit/veranstaltungen/veranstaltungskaender.html

The City of Osnabrück also issues a free monthly official calendar publicising events in and around Osnabrück.

This brochure can be obtained from the Tourist Information Office, Bierstraße 22/23 (Tel: 0541 323 2202), as well as from other institutions (e.g. at banks).

The “Neue Osnabrücker Zeitung” (NOZ) also informs readers about events under the heading “Was ist los in Osnabrück” in the local section.

There are also various different magazines published monthly (e.g. Stadtblatt) with calendars of events for young people. These can be bought or obtained from almost all kiosks and pubs.

11.4 Cinemas

The current cinema program can be found in the Wednesday edition of the free newspaper “ON – Osnabrücker Nachrichten”, as well as in a number of pamphlets published by the cinemas, which can also be found in the canteen.

Commercial cinemas

Cinema Arthouse

www.cinema-arthouse.de

Filmtheater Hasetor

www.cinema-arthouse.de/content/index.php?id=55

Ufa-Film-Passage

<http://osnabrueck.filmpassage.de>

CineStar am Hauptbahnhof

www.cinestar.de

Films at the University

Uni-Film

Every Monday and Tuesday the student initiative “Uni-Film” screens films in a lecture hall of the EW Building (Seminarstraße 20, Room E10). Programs can be found throughout the university.

www.unifilm.uni-osnabrueck.de

Cine Club

During the semester the Institute of Romance Studies shows films from Spain, France, Italy and Latin America in the original version with

German or English subtitles. The entrance is free; more information is available on Stud.IP.

11.5 Going out

Besides going to the cinema, theater or museum, there are also other ways of spending your free time in Osnabrück.

There is a variety of cafés, bars and clubs both in the city center as well as in the surroundings. Here you can find a list with some of them:

Cafés

- Barösta
Redlinger Straße 1
- Bottled Café und Flaschenbar
Osterberger Reihe 10
www.bottled-os.de
- Lieblingscafé
Domhof 4c

Bars/Lounges

- Grand Hotel
Schlosswall 50
www.dasgrandhotel.de
- Heimlich Cocktailbar
Vitihof 4-5
www.heimlich.biz
- Rampendahl (eigene Brauerei)
Hasestraße 3-5
www.rampendahl.de
- Tiefenrausch
Redlinger Straße 7
www.tiefenrausch.it

Restaurants

- Arabesque
Osterberger Reihe 12
www.arabesque-osnabrueck.de
- Kartoffelhaus
Bierstraße 38

- Saro Tapas-Bar
Am Kamp 8

Clubs

- Alando Palais
Pottgraben 60
www.alando-palais.de
- Glanz und Gloria
Neuer Graben 40
www.glanzundgloria.biz
- Kleine Freiheit
Hamburger Straße 22
www.kleinefreiheit.info

12 Useful hints

12.1 Shopping

There are a lot of inexpensive supermarkets in Osnabrück which offer a vast choice of goods. Usually the basic food costs the same everywhere. It won't take you long to find out your best local shop. If in doubt, ask a tutor or a house-mate. Please note: Supermarkets do not open on Sundays.

12.2 Public Holidays

Public institutions like schools, universities, libraries or shops are closed on public holidays:

- New Year's Day (01 January)
- Good Friday and Easter Monday (date varies)
- Labour Day (01 May)
- Ascension Day(date varies)
- Whit Monday (date varies)
- Day of German Unification (03 October)
- Christmas and Boxing Day (25 and 26 December)

12.3 Postal services

Post offices in the city:

Wittekindstraße 5-8 (near the university, opposite Galeria Kaufhof)

Theodor-Heuss-Platz 6-9 (Main post office next to the central station with night desk)

Further information about offices and office hours can be found on the internet at www.deutschepost.de.

12.4 Telephoning

Public telephones

Nowadays pay phones are quite rare in Germany. Most public telephones are operated with phone cards which can be bought from post offices, kiosks, and filling stations.

Private telephone connection

The German telecommunications market was liberalized in 1998. Nevertheless the former government-owned Deutsche Telekom is still the largest provider, but there are also several others and the prices and services vary a lot.

13 Ending your doctoral studies

At the end of your doctoral studies in Osnabrück you need to ex-matriculate at the Students Office. Ex-matriculation means that the student officially leaves the university. Ex-matriculation occurs:

- at the request of the student,
- when the student has passed or failed their PhD,
- following incorrect re-registration.

After completion of your PhD, the residence permit usually becomes invalid, regardless of the date on the permit.

After completion of your PhD, your residence permit can be extended up to a period of one year in order to give you the opportunity to look for a suitable job. During this time you are allowed to work with no time limit.

After completion of your PhD you are advised to consult the Foreigner's Office immediately to discuss your departure or your wish to extend your residence permit.

If interested, you can register in the Alumni database of Osnabrück University and the Germany Alumni Portal:

www.uni-osnabrueck.de/en/alumni_international.html

www.alumniportal-deutschland.org

14 Important addresses and phone numbers

Emergency calls/emergency services

Police:	110
Emergency ambulance and fire services:	112
Rescue coordination center:	0541 19222
Doctor on call:	0541 961111
Chemist (after-hours service):	www.apotheken.de ("Notdienste")

In the local press you will find information about the medical emergency services.

Chemists near the university

Address: **Hirsch-Apotheke**
Große Straße 46
49074 Osnabrück
Tel: 0541 23772

Address: **Martini-Apotheke**
Martinistraße 19
49080 Osnabrück
Tel: 0541 41414

Address: **Bären-Apotheke**
Große Str. 5
49074 Osnabrück
Tel: 0541 20239527

An overall view of the chemists on duty is displayed at every chemist.

Hospitals

Address: **Klinikum Osnabrück GmbH**
Am Finkenhügel 1
49076 Osnabrück
Tel: 0541 405 0

Address: **Marienhospital**
 Johannisfreiheit 2-4
 49074 Osnabrück
 Tel: 0541 326 0

Address: **Paracelsus Klinik**
 Am Natruper Holz 69
 49076 Osnabrück
 Tel: 0541 966 0

Police headquarters

Address: Polizeidirektion Osnabrück
 Heger-Tor-Wall 18
 49078 Osnabrück
 Tel: 0541 327-0
www.pd-os.polizei-nds.de/startseite/

Foreigners' Office

Address: Stadthaus 1
 Natruper-Tor-Wall 2
 49076 Osnabrück
<http://buenger.osnabrueck.de/public/index.php?l=172&mr=20&o=377>

Office hours:	Mon, Fri	08:00 – 12:00
	Tue	08:00 – 16:00
	Thu	08:00 – 17:30
	Wed	closed

Advice centres

AIDS help line: 0541 801024
www.aidshilfe-osnabrueck.de

Family advice: 0541 1818070
www.awo-os.org/familienberatung-15-165-0.html

Psycho-social
 Counselling

Service 0541 969 2580
www.studentenwerk-osnabrueck.de/en/counselling.html

Women's advice: 0541 803405
 Women's help line: 0541 8601626

www.frauenberatung-os.de
 Parents counselling: <http://www.osnabrueck.de/kinder.html>
 Addiction counselling: 0541 940100
www.suchtberatungsstelle.de/standorte/osnabrueck.html
 Samaritans: 0800 1110 111 or -222

Lost property offices

City of Osnabrück: 0541 323 -2471 or -3028
<http://buerger.osnabrueck.de/public/index.php?!=172&mr=20&p=169>
 Fundbüro Uni OS: Porter's office in the EW Building (Seminarstr. 20)

If you have lost items on public transport you can also ask at the transport services (busses: Stadtwerke Osnabrück; trains: Deutsche Bahn AG, Westfalenbahn or NordWestBahn GmbH).

Deutsche Bahn AG

Travel service: 0180 6 99 66 33 (information/booking/hotline)
www.bahn.de

Münster/Osnabrück Airport

Information: 02571 94 3360
www.fmo.de

Selection of taxi services

City Car OS 0541 27781
 City Cab Osnabrück 0541 22499
 Mini Car OS 0541 27027
 Funk-Taxi-Zentrale 0541 32011

Information

Information national: 11833
 Information national (in Turkish) 11836
 Information national (in English) 11837

Information international: 11834
www.telefonbuch.de
www.gelbeseiten.de