First Steps @TH Köln: Zoom session for international first-year students
Our team

International Degree-Seeking Students welcomes you to TH Köln
Contents

✓ Short introduction
✓ Enrollment: what should I pay attention to?
✓ To whom do I turn with which questions?
✓ Necessary IT tools for studying
✓ Outlook: information on the semester start
✓ Information on city registration and immigration office
Team International Degree-Seeking Students
As part of the Department of International Affairs we advise you on…

- Questions about health insurance
- Questions about housing
- Questions about right of residence
- Questions about financing your studies
- Orientation at TH Köln
- Challenges during your studies

If we do not have the answer to your question, we will also support you in finding the right contact persons.
Let's stay in touch!

Watch out for emails from us:
international-affairs@th-koeln.de

Visit our website:
www.th-koeln.de/international-first-year-students

Stay tuned on Instagram:
@thkoeln_international

Your feedback is welcome any time!
Open Zoom Consultation Hours
We look forward to seeing you!
www.th-koeln.de/internationalzoomconsultation

Tuesdays and Thursdays from
10 am - noon

Technology
Arts Sciences
TH Köln
Further Information
Our guides **Just Arrived** and **Getting Started**

**Just Arrived**
A Guide for International Students

[Image: Just Arrived]

[Image: Getting Started]

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Congratulations on your Admission
Next steps
The Admission Letter
How to read it correctly?

- Offer for a place in a study program
- Offer must be accepted: please note the deadline for enrollment.
- If necessary, ask for an extension of the deadline to submit any missing documents
- You will find the contact in the upper right-hand corner of your admission
- The Student and Examination Services (“Studierenden- und Prüfungsservice”) is responsible for admission and enrollment.
Student and Examination Services
in short: “Studienbüro”

Your point of contact for ...

- Admission and enrollment
- Exam registration and deregistration
- Re-registration
- Leave of absence
- Exmatriculation
- Issuing a new student ID card
- and much more

Virtual Information Forum:
Get to know the Student and Examination Services and other central institutions of TH Köln!
Enrolment - Health Insurance
What to consider?
Health Insurance
What to consider?

- Having health insurance is compulsory for students in Germany
- In Germany there are two types of insurances: private and statutory (public)
  - Anyone is generally free to choose between the two systems
- Students are part of the public health insurance system and are asked to choose a statutory health insurance provider
  - The largest companies are: TK, Barmer and AOK
  - Monthly membership fees are standardized

**Exception:** students 30 years of age or older are not part of the public health insurance system and must take out private insurance instead
Health Insurance
Statutory or private?

If possible, we recommend you insure yourself with a **statutory health insurance**:

- Offers comprehensive protection in case of illness
- Good price/performance ratio
- Rates and benefits are regulated by law
- No pre-payment required for doctors and hospitals
Health Insurance
Private – What to consider?

- Do not select the cheapest tariff level: the lower the fees, the lower the protection!
- Read the insurance conditions carefully; these are not regulated by law for private providers
- Check carefully whether the insurance covers your own pre-existing diseases and personal medical needs

Possible providers:

- Vela (tariff: optimal)
- Care Concept (tariff: Care Student)
- Dr. Walter (tariff: Educare24 XL)
- and others
Health Insurance Enrolment

- Proof of health insurance is a **mandatory** requirement for enrolment

- Since January 1st, 2022 all German universities participate in the online “**student reporting process**”

A) Contact your chosen statutory health insurance company by e-mail and submit a membership application
   or
B) In case of private health insurance: pick any public health insurance provider and submit a copy of your insurance contract plus passport

1. Inform the health insurance company that you would like to study at TH Köln and submit "sender ID number" (Absendernummer) of TH Köln: H0000253.
2. Health insurance company will send a corresponding notification to TH Köln
In a Nutshell
Health Insurance

✓ If possible: opt for statutory insurance
✓ If private: read insurance conditions carefully and opt for highest tariff
✓ Contact statutory health insurance and have your insurance status submitted electronically to TH Köln
  ▪ A copy of the insurance card or a membership certificate is not sufficient.
✓ The choice of insurance type (statutory or private) is binding for the entire duration of the study program

More info on health insurance
Enrollment Documents Complete?
Next steps
Your CampusID

- You will receive a **password** and a **user name** from Campus IT **by email**

- It allows you to log in to various systems that are made available to you as a student, e.g.:
  - Your personal TH Köln email inbox
  - University network via VPN / WiFi
  - Examination and Student Service Online (PSSO)
  - ILIAS (teaching and learning platform)
  - campusID-Center
In a Nutshell
CampusID

✓ Check your email-inbox regularly (incl. spam filter) for emails from noreply@th-koeln.de
✓ Activate Campus ID
✓ Log in to the Campus ID Center and familiarize yourself with its functions
✓ Set up mail forwarding from TH-Köln-smail to your private email address
✓ Please note: during your studies, the Student and Examination Services (and some professors) will only accept emails from your TH Köln-smail-address for identification and security reasons

More info on Campus ID [only available in German]

Video Tutorial Campus ID
Your student ID card
in short: MultiCa = Multifunctional chip card

- **By post** you will receive your MultiCa letter
  - Important: Indication of a German address at the time of enrolment

- **Functions of the MultiCa:**
  - Borrow books free of charge (library card)
  - Pay cash-free in the cafeteria
  - Use the photocopying machines without cash
  - Use the washing machines and dryers in the dormitories of the KStW without paying cash

- **What other information does the letter contain?**
  - Request to pay semester fee
  - TANs for PSSO
In a Nutshell
MultiCa-Letter

✓ Check mailbox: name must be clearly written on the mailbox
✓ If necessary, inform contact person; use c/o address correctly
✓ Transfer semester fee:
  - **Important**: Meet the deadline!
    Otherwise you will lose your place in your study program.

More [info](#) on semester fee
More [info](#) on MultiCa
Student and Examination Service Online
In short: PSSO

- in PSSO you can e.g.:
  - Change your contact details online
  - Register for and deregister from exams
  - Print out certificates of enrollment and transcripts of records
  - All without the help of the Student and Examination Service

- For each transaction you need a transaction number for security reasons
  (short: TAN)
In a Nutshell
PSSO

✓ Activate TAN list for PSSO
✓ Log in to PSSO and get familiar with functions
✓ Print or download certificate of enrolment
✓ Update address if necessary

More info on PSSO
Video Tutorial PSSO
Teaching and Learning Platform
In short: ILIAS

- Electronic open-source platform
- Lecturers make materials available for download here
- Registration for courses often takes place here

More info on ILIAS

Video Tutorial ILIAS
Your Semester Ticket

- Semester fee includes a semester ticket
- Free use of busses and trains

✓ Download “VRS-Ticket” and “NRW-Ticket”
The Semester Start
Ready. Study. Go.
The Semester Start
Ready. Study. Go.

- Where can I find my schedule?
  - Check ILIAS
  - Check the initial information on the study program page under "For students"
  - Attend the first semester welcome of the faculty (date will also be published on the study program page under "For students")

- How can I find out if classes are face-to-face or online?
  - Pay attention to information e-mails from the faculty
  - If necessary, contact the study program manager
  - Follow the Corona information of TH Köln: www.th-koeln.de/corona_en
The Semester Start
Ready. Study. Go.

• How can I find out which other **offers and services** are available at TH Köln?
  – Visit the digital information forum
  – [www.th-koeln.de/freshmen](http://www.th-koeln.de/freshmen)

• How can I **meet other people** from my study program?
  – Be pro-active: form your own learning groups, write to students in Zoom Chat (if classes are online), ask your program coordinator
  – Look out for social freshmen events offered by the student council of your study program (**Fachschaft**)
We recommend that for your start of studies and life in Germany you get vaccinated against Covid-19!

As an international student, you are entitled to a vaccination against Covid-19 **free of charge** if you have an official address of residence in Germany or a German health insurance.

- Where do I get the vaccination?
  - Find a doctor via the patients' service online
  - More information on 116117.de

More info on vaccination
Housing
What to consider?
Student dormitory
A good option

- Kölner Studierendenwerk – short: “werk” – maintains several dormitories in Cologne, Leverkusen and Gummersbach

Good to know:
Students in Germany usually live in shared apartments (“Wohngemeinschaften, WG”) where you share your apartment and rent with other flatmates.
In a Nutshell
Housing

✓ Apply now for a place in the student dormitory
  – www.kstw.de/wohnen/bewerbung
  – Select all types of housing in the online application
  – Waiting time up to 6 months

✓ Accept the offer, even if it does not have the desired location; all dormitories are connected to the public transport system.

✓ No room guarantee, be sure to also search privately

More info on housing and tips on finding a place to live
After your arrival
Important steps
After your Arrival
Registering your place of residence

- **When to go?**
  - ✓ Two weeks after you have moved into your “permanent” place of residence
  - ✓ By appointment only; in Cologne: [online registration form](#)
  - ✓ Waiting times for appointments might currently be longer due to pandemic-situation; this is not your fault and will be accepted

- **Where to go?**
  - ✓ In Cologne, there are several registration offices; you are free to choose your office
  - ✓ Some locations are less busy than others, check different registration halls
  - ✓ If you are living outside Cologne, you must visit the office responsible for your city

- **What to bring?**
  - ✓ valid passport
  - ✓ signed confirmation from your landlord*landlady ([Wohnungsgeberbescheinigung](#))
After your Arrival
Registering your place of residence

More info on city registration
After your Arrival
Residence permit from the Immigration Office

- All **non-EU citizens** must request a residence permit for study purposes from the immigration office.

- Entry visa is valid for three months only.

- The residence permit has the size of a credit card.

- In addition to personal and residence data, biometric data (photograph, two fingerprints) are also stored on a chip integrated in the card.
After your Arrival
Residence permit from the Immigration Office

How to get it?
1. submit documents via email
2. Immigration Office will check your documents; in some cases, they may require you to hand in additional documents
3. You will receive an appointment
4. Visit the office and collect your residence permit

Keep in mind:
Current fee is approx. 110 €
After your Arrival
Residence permit from the Immigration Office

- What documents are required?
  - copy of valid passport – including all printed pages, including your visa, if applicable
  - current biometric passport photograph (35x45 mm)
  - certificate of city registration; rental contract
  - certificate of enrollment of TH Köln
  - certificate of health insurance
  - proof of financial resources: 861 € per month, meaning 10,332 € for one year; blocked account, proof of income from parents, bank guarantee or scholarship
After your Arrival
Residence permit from the Immigration Office

- **When to go?**
  - Approx. within three months after your arrival; take note of the validity period of your entry visa
  - By appointment only
  - Waiting times for appointments might currently be longer than usual due to pandemic. 
    → We recommend you start this process as soon as possible after your arrival

- **Where to go?**
  - In [Cologne](#), there are several immigration offices sorted by district
  - On top of that, there is the [central student service](#)
  - If you are living outside Cologne, you must visit the immigration office responsible for your city
Outlook
Extension of residence permit

- Your residence permit will be issued for one year in most cases and you will have to extend it accordingly.

- You will have to prove your finances every time you extend your residence permit. This might mean that you will have to refill your blocked account for a second/third year.

- When you extend your residence permit, the immigration office might ask you for a certificate of your study progress and estimated end date of your studies.
  - You can request this document from the Student and Examination Service.

- Basically same process as first application:
  - Submit documents via email or via online form (available for Cologne residents)
  - Approx. 6 weeks before expiry date
  - Immigration Office will check your documents; in some cases, they may require you to hand in additional documents
  - You will receive an appointment
  - Visit the office and collect your residence permit (current fee: approx. 96 €)
After your arrival
Residence permit from the Immigration Office

More info on residence permit
Additional offers
Language Learning Center
Sprachlernzentrum

- Language courses: English, French, Spanish, German
- Thematic German courses:
  - Technical German, How to hold a presentation, How to apply
- "Language, Studies, Career Start": Certificate Program
  - Time management
  - Academic writing
  - Application workshop
- Writing Consultation in German as a Foreign Language for International Students

Great!
- Free of charge
- Included in your semester fee

More info on language learning center
General Students‘ Committee
ASTA = Allgemeiner Studierendenausschuss

- represents student interests in and outside the university
- offers advice on the following topics:
  - Examination and study questions
  - Legal questions (first advice from lawyer available)
  - LGBT *
  - Psychosocial counselling (first advice from psychologists available)
  - Study with disability or illness
  - Studying with a child
  - Financing and social counselling

More info on ASTA

Great!
- Advisory services free of charge
- Included in your semester fee
Kölner Studierendenwerk
KSTW

- student dormitories
- university canteens
- daycare centers
- student financing
- advisory services
  - Advice on learning and study methods
  - Time and self-management skills
  - Writing academic papers
  - Psychological counselling
  - Anonymous online counselling available

Great!
- Advisory services free of charge
- Included in your semester fee

More info on KSTW
University sports
Stay active

- More than 100 different sports
- More than 250 courses in a week
- Most of them free of charge

Football, Zumba, Rowing, Salsa, Basketball, Hockey, Karate, Handball, Hip Hop-Dance, Baseball etc.

More info on university sports