First Steps @TH Köln

Pre-Arrival Web-Seminar
for new international first-year students
Welcome to TH Köln
50 year-jubilee song and video
Our team

International
Degree-Seeking Students
welcomes you to
TH Köln
Contents

✓ Short introduction of our team
✓ 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
✓ Accommodation
✓ Information on city registration and immigration office
✓ Additional supporting offers
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.
Open Zoom Consultation Hours
We look forward to seeing you!
www.th-koeln.de/internationalzoomconsultation

Every Tuesday from 10 am - noon
Further Information
Our guides **Just Arrived** and **Getting Started**

**Just Arrived**
A Guide for
International Students

www.th-koeln.de/international

**Getting started**
Basic knowledge for new students
and PhD student at TH Köln

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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!

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Enrolment - Health Insurance
What to consider?
Health Insurance
What to consider?

- Having health insurance is **compulsory** for students in Germany

- Students under 30 are automatically part of the public health insurance system

- You can choose a public health insurance provider
  - The largest companies are: TK, Barmer and AOK
  - Monthly membership fees are standardized

- In Germany there are two types of insurance systems: **private and statutory** (public)
  - Anyone under 30 is generally free to choose between the two
  - The choice is **binding** for the entire duration of the study program
Health Insurance
Public or private?

If possible, we recommend you insure yourself with a **public 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?

- students 30 years of age or older are not part of the public health insurance system and must take out private insurance instead.

- 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: Provisit Student)
  - Mawista (tariff: Student Pro)
  - and others
Health Insurance
Enrolment

- Proof of health insurance is a **mandatory** requirement for enrolment
- Since January 1\textsuperscript{st}, 2022 all German universities participate in the online \textit{“student reporting process”}
- Contact your chosen public health insurance company by e-mail and let them know that you would like to enroll at TH Köln
- Health insurance company will send a corresponding notification to TH Köln

More [info](#) on health insurance
You have been accepted to study in Germany? Kindly note that you need health insurance for enrollment. But don’t worry - we support you with that topic!

Feel free to join our online info session:

„Well prepared for your studies - Health Insurance in Germany“

When? Every Tuesday from 2 to 3 p.m. (German time)
Where? Online via MS Teams
What? ➔ the German health care system
      ➔ regulations for EU/NON-EU students
      ➔ coverage of public health insurance
Enrollment Documents Complete?
Next steps
Your CampusID

- **Personal log-in** to various systems you will use as a student:
  
  - Your personal TH Köln email inbox
  - University network via VPN / WiFi
  - Examination and Student Service Online (PSSO)
  - ILIAS (teaching and learning platform)
  - campusID-Center
How will I receive my Campus ID?

- **By email** from Campus IT ([noreply@th-koeln.de](mailto:noreply@th-koeln.de)) with the reference „Ihr Hochschulaccount der Technischen Hochschule Köln“

- You will receive a **password** and a **user name**

- Check your email-inbox regularly (incl. spam filter)
Your CampusID

✓ Activate CampusID
✓ Log on to the CampusID 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 CampusID [only available in German]

[Video Tutorial](#) CampusID
Your student ID card in short: **MultiCa** = Multifunctional chip card

- Identification for exams or to get student discounts
- Library and copy card
- Load money on the card and pay cashless at cafeterias and vending machines
- Laundry card in KSTW dormitories
- Semester ticket for public transport only valid with validated MultiCa

Please make sure to validate your card on campus: [Validation](#)
How will I receive my MultiCa?

- **By post** to Germany only
  (that is why you are requested to submit a German address for enrolment)

- Check letter box: name must be clearly written

- If you are using a friend’s address:
  use c/o address correctly and inform contact person

More info on semester fee

More info on MultiCa
Your MultiCa-letter

- Transfer semester fee
- Within 10 days after having received the letter
- Enrolment is finalized only once the fee has been credited to our accounts

More info on semester fee
More info on MultiCa
Please find your initial transaction authentication numbers (TAN) for PSSO below:

<table>
<thead>
<tr>
<th>TAN zur Erzeugung einer neuen TAN-Liste</th>
<th>TAN zur Aktivierung Ihrer neuen TAN-Liste</th>
</tr>
</thead>
<tbody>
<tr>
<td>524245</td>
<td>488129</td>
</tr>
</tbody>
</table>

Reserve-TANs
Backup TANs
463403   435453   393058

Please retain this letter for future use, as you will have to generate a new TAN list with the TANs listed above. This initial TAN list is only to be used for your first login to the system. Each TAN can only be used once and will not be recognized for any future transactions. Should you run out of TANs, please use one of the backup TANs. We suggest crossing out used TANs to keep track of your remaining valid TANs.

More info on PSSO

Video Tutorial PSSO
Student and Examination Service Online
In short: PSSO

- in PSSO you can:
  - (De-)register for exams
  - Update your contact details
  - 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 (short: **TAN**) for security reasons
Student and Examination Service Online
In short: PSSO

✔ Activate TAN list (see MultiCa letter)
✔ Log in to PSSO and get familiar with functions
✔ Print or download certificate of enrolment
✔ Update address, if you move

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 (not registration for exams!)

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 Schedule

Where can I find my schedule?

- Check information on the **website** of your study program under "For students"
- Check **ILIAS**
- Attend the **first semester welcome of the faculty** (date will also be published on the website of your study program under "For students")

More [info](#)
The Semester Start

Academic Calendar

Where can I find the official semester dates?

<table>
<thead>
<tr>
<th>Semester dates</th>
<th>Lecture period</th>
<th>Semester break</th>
</tr>
</thead>
</table>

More info
The Semester Start
Covid-19

Are classes conducted online or on campus?

- Pay attention to information e-mails from the faculty
- If necessary, contact your study program manager or academic advisor
- Follow the Corona information of TH Köln: [www.th-koeln.de/corona_en](http://www.th-koeln.de/corona_en)
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](https://www.patientservice.de)
  - More information on [116117.de](https://www.116117.de)

More [info](https://www.flaticon.com) on vaccination
The Semester Start
Late Arrival

What happens if I don’t get my visa on time?

- It is not possible to defer your admission
- You can enroll without a visa but you must pay the semester fee
- You can arrive any time during the semester but you might not be able to complete your classes
- TH Köln cannot speed up your visa process
Accommodation

What to consider?
Accommodation
Student Dorms

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.
Accommodation
Student Dorms

✓ Apply **now** for a place in the student dormitory
  – [www.kstw.de/wohnen/bewerbung](http://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](http://www.flaticon.com) 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
  - ✓ Check office hours; in Cologne: [online registration form](#)
  - ✓ Waiting times for appointments might currently still be longer than usual 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*)

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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
Fachschaft
Student Association of your Faculty

- organize social events for first-year students
- sell lecture notes or exams from previous semesters
- help you with questions about the timetable
- provide information on examination matters, for example how to behave in case of illness during exams and in which cases you can view your exam
- you can drop by the student association’s open office hours without an appointment

Great!

- less formal
- insider information from other students

More info
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

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

More info on AStA

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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

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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
Events Calendar
Keep your eyes open!

www.th-koeln.de/international-first-year-students
Let’s stay in touch!
Your feedback is welcome any time

Stay tuned on Instagram: @thkoeln_international

Feel free to contact us and watch out for emails from us: international-affairs@th-koeln.de