First Steps @TH Köln
Pre-Arrival Web-Seminar for new international first-year students
Our team

International Degree-Seeking Students

welcomes you to

TH Köln
Contents

✓ Short introduction of our team
✓ Enrolment: what should I pay attention to?
✓ Necessary IT tools for studying
✓ Outlook: information on the semester start
✓ Accommodation
✓ City registration and immigration office
✓ Additional support structures
✓ Final Q&A Session: space for your questions
✓ Short Survey
Team International Degree-Seeking Students
As part of the Department of International Affairs we advise you on…

- **Orientation** at TH Köln
- Questions about **right of residence**
- Questions about **financing** your studies
- Questions about **housing**
- Questions about **health insurance**
- **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
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: start enrolment via TH Köln platform (CaMS)
- Note deadline for enrolment
- If necessary, ask for an extension of the deadline to submit any missing documents
- Info on health insurance
- Info on semester fee
- The Student and Examination Services (“Studierenden- und Prüfungsservice”) is responsible for admission and enrolment
Student and Examination Services
in short: “Studienbüro”

Your point of contact for ...

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

Virtual Information Forum:
Get to know the Student and Examination Services and other central institutions of TH Köln!
CaMS – Ihr CampusMangementSystem

Once you are fully enrolled...
...you log on to CaMS with your Campus ID!

Until you are fully enrolled...
...you log on to CaMS with your log in information!
CaMS – Ihr Campus Management System

• Enrolment
• Update personal contact details
• Information on your payments and fees
• Certificates of enrolment

Direct access to CaMS
Enrolment – Step by Step

1. Log on to CaMS => Request enrolment
2. Fill in application for enrolment
3. Upload enrolment documents
4. Transfer semester fee

☑ Enrolment complete

More info on semester fee
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
- All German universities participate in the **online “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
Info Session 'Health Insurance for International Students'

Before you can start your studies in Germany, you have to contact a public health insurance. Join our free online info session to receive information and support.

https://aktion.ecoach.tk.de/kampagne/infosessionforstudents
Enrolment Documents Complete?
Next steps
Enrolment – Step by Step

1. Log on to CaMS => Request enrolment
2. Fill in application for enrollment
3. Upload enrolment documents
4. Transfer semester fee

✓ Enrolment complete

5. Campus ID is sent to you via email => activate
6. MultiCa is sent to you by post => validate
7. TAN list (see MultiCa letter) => activate
8. Certificate of enrolment (in CaMS) => download
Your CampusID

**Personal log-in** to various systems you will use as a student:

- CaMS
- Your personal TH Köln email inbox
- University network via VPN / WiFi
- Examination and Student Service Online (PSSO)
- Teaching and learning platform (ILIAS)
- CampusID-Center
How will I receive my CampusID?

- **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
How will I receive my student ID card?

- ...as soon as the enrolment is complete and you see the status "enrolled" in CaMS.

- **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 MultiCa
Your student ID card
in short: **MultiCa** = Multifunctional chip card

- Identification for exams and for use of your semester ticket, to get the reduced prices in the university canteens or to get other student discounts

- Library card => borrow books for free

- Copy card => put money on the card at the terminal on campus

Please make sure to **validate** your card on campus after arrival.
MultiCa-letter

Page 1

Köln, Donnerstag, 22. Dezember 2022

MultiCa, PSSO, Studienbescheinigungen, Semesterscheck

An English version of this document is available for download at www.th-koeln.de/enrollment

Sehr geehrte Frau Plaga,

herzlich Willkommen an der TH Köln! Ihre Matrícula-Nummer lautet 1234567.

1. Multifunktionale Chipkarte (MultiCa)


2. Prüfungs- und Studierendendienst Online (PSSO)

In PSSO fügen Sie An- und Abmeldungen zu bzw. von Prüfungen, Anmeldungen und -ergebnissen und erhalten Notenergebnisse (PDF).

Direkt Login: https://pesso.th-koeln.de

Hinweise und Bedienungsanleitung: www.th-koeln.de/pesso

Für PSSO benötigen Sie sogenannte Transaktionsnummern (TAN), mit denen Sie Eingaben im System bestätigen. Mit diesem Schreiben erhalten Sie zunächst folgende Initial-TAN, mit denen Sie in PSSO eine neue TAN-Liste erstellen müssen:

<table>
<thead>
<tr>
<th>TAN</th>
<th>Zweck</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>TAN zur Erzeugung einer neuen TAN-Liste</td>
</tr>
<tr>
<td>67891</td>
<td>TAN zur Aktivierung Ihrer neuen TAN-Liste</td>
</tr>
<tr>
<td>Reserve-TAN</td>
<td>54321, 89101, 89101</td>
</tr>
</tbody>
</table>
MultiCa-letter


Zugang zu PSSO: Die Campus IT hat Sie bereits über Ihre Benutzerkennung für Ihren persönlichen Hochschul-Account und campusID zur Nutzung von Infostechnologie (IT)-Diensten der TH Köln per E-Mail an Ihre private E-Mail-Adresse informiert. Sollten Sie diese Mails nicht erhalten haben oder bei weiteren Fragen zu Ihrer campusID oder dem campusID-Center, bitte und unterstützen Sie gerne das Service-Team der Campus IT: [www.campus.de](http://www.campus.de).

Umgehbar nach Aktivierung Ihrer campusID können Sie sich mit diesem Benutzernamen und dem geübteren Passwort auch in PSSO einloggen.

3. Campusmanagement (CaMS)

Im Campusmanagement haben Sie u.a. die Möglichkeit Ihre aktuellen Adress- und Telefondaten zu ändern. Außerdem erhalten Sie hier Ihre Studienbezeichnungen und Rahmen-Bezeichnungen und können verschiedene Anträge stellen.

Zusätzlich können Sie im System nachsehen, ob der von Ihnen gezahlte Semesterbeitrag bei uns verbucht ist oder ob noch Zahlungen ausstehen.

Direkt Login [www.campus.de](http://www.campus.de)

Hinweise:[https://campus.de](http://campus.de)

4. Semesterticket VHS und NRW

Das Semesterticket können Sie selbstständig generieren und ausdrucken oder auf mobilen Geräten speichern. Weitere Informationen steht Ihnen der AGUA der TH Köln zur Verfügung [www.ega.de](http://www.ega.de).

Das Semesterticket können Sie hier generieren [www.dehiscence.de](http://www.dehiscence.de).

Das Semesterticket ist nur in Verbindung mit der MultiCa gültig. Daher muss diese jede Semester validiert werden.

Mit freundlichen Grüßen
Ihr Studierenden- und Prüfungsservice
Dieses Schreiben wurde maschinell erstellt und bedarf keiner Unterschrift.
Student and Examination Service Online
In short: PSSO

- (De-)register for exams
- Keep track of your transcript of records

- Self-service platform
- For each transaction you need a transaction number (short: TAN) for security reasons

More info on PSSO

Video Tutorial on PSSO
Your Semester Ticket

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

✓ Don’t forget to download your “Semesterticket NRW”

More info on semester ticket

Video Tutorial semester ticket

Please note
Only valid with active MultiCa!
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
The Semester Start
Ready. Study. Go.
The Semester Start

Academic Calendar

Where can I find the official semester dates?
Where can I find my schedule?

- Check information on the website of your study program under "For students"
- Check ILIAS and any other platforms mentioned
- Attend the first semester welcome of the faculty (date will also be published on the website of your study program under "For students")
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 enrol 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](#) on housing and tips on finding a place to live
Web-Seminar
Apartment Hunting Tips

Apartment Hunting Tips [in English]
Web-Seminar for international students, 12/07/2023

Finding an apartment in Cologne or the surrounding area is not easy - especially if you come from abroad. Where can I look for an apartment? How does the apartment search work? What do I have to keep in mind? We will talk about these questions in our web-seminar.

At a Glance
Apartment Hunting Tips
Web-Seminar for international students

Where?
Online via Zoom
TBD

When?
📅 12/07/2023
🕒 14:00 to 17:00
 添加到我的日历
After your arrival
Important steps
After your Arrival
Registering your place of residence

When to go?
Two weeks after you have moved into “permanent” place of residence

More info on city registration
After your Arrival
Residence permit

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

- Entry visa are usually valid for **three months** only

- Process takes time, kick-off shortly after arrival

- Current fee is approx. 110 €
After your Arrival
Residence permit

How to get it?

1. submit required documents via email
2. Immigration Office will check documents; in some cases, they may require additional documents
3. receive an appointment
4. visit the office and collect your residence permit

Keep in mind:
proof of financial resources (€ 934 per month / €11,208 for one year) must be provided every time you extend your residence permit
After your Arrival
Residence permit

Recommendation for Cologne
Use the special student service

- Online form:
  application for residence permit (Erstantrag)
- Email:
  auslaenderamt-arbeitsmigration@stadt-koeln.de
- Address:
  Dillenburger Str. 56-66, 50475 Köln
After your arrival
Residence permit

More info on residence permit
Additional Support
TH Köln Buddy Program

Our Buddy Program promotes the creation of partnerships between TH Köln students and international students who are about to begin their studies at our university.

Which advantages does the TH Köln Buddy Program hold for international students (Mentees)?

You …
- will get to know students of TH Köln and benefit from their advice and support
- will receive vital information about your stay in Cologne/Gummersbach/Leverkusen even prior to your arrival
- will receive support when it comes to navigating your way around your campus and mastering every-day life at our university
- are welcome to participate in a number of diverse joint activities

More info & registration (until September 30, 2023) at:

www.th-koeln.de/buddy-programm
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
- 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)
  - LGBTQ *
  - Psychosocial counselling (first advice from psychologists available)
  - Study with disability or illness
  - Studying with a child
  - Financing and social counselling

WhatsApp group „Internationals“

More info on AStA

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

- student dormitories
- university canteens
- daycare centers
- student financing
- advisory services

- Time and self-management skills
- Psychological counselling (also available online and anonymous)
- Emergency loans

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

© www.flaticon.com
© www.pixabay.com
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