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

✓ Short introduction
✓ Campus-sites of TH Köln
✓ Enrollment: what should I pay attention to?
✓ To whom do I turn with which questions?
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✓ Outlook: information on the semester start
Our team

International Degree-Seeking Students

welcomes you to
TH Köln
The Department of International Affairs
Let us introduce ourselves
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.
TH Köln Campus-Sites

Südwest Campus
Deutz Campus
Gummersbach Campus

Leverkusen Campus
Location Mülheim
Teaching and research center: metabolon
Citylife and Countryside

Köln

Gummersbach
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!
Who is who at TH Köln?

**Department of International Affairs** *(Administration)*
Advice on all aspects of studying abroad, advice and support for international students, cultivating international cooperations, welcoming international guests.

**Student and Examination Services** *(Administration)*
In charge of organisational matters like enrollment, exam registration and deregistration, semester fees, removal from the register of students etc.

**Central Academic Advising Office** *(Administration)*
Deals with questions concerning choice / change of the study program, doubts concerning your studies

**Program Directors / Coordinators / Academic Advisors** *(Faculty)*
Every study program has a program director and further staff, who are taking care of subject-specific and organisational matters.
Enrollment - Health Insurance
What to consider?
Health Insurance
Statutory or private

**Tip:** 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
What to consider?

- statutory health insurance only possible until 30th birthday
- thereafter voluntary statutory or private insurance
- If you are already 30 years old at the time of enrollment, you must take out private insurance

- **If private:**
  - 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
Anyone studying in Germany must have health insurance.

Proof of health insurance is required for enrollment (and for the residence permit)

- **Proof of health insurance coverage "Health insurance certificate for university enrollment purposes"** = proof of health insurance coverage in accordance with legal provisions regarding student health insurance

- You can request this certificate from your German statutory health insurance company.

- **Note:** A copy of the insurance card is not sufficient.

- The choice of insurance type (statutory or private) is binding for the duration of the study program.
In a Nutshell
Health Insurance

✓ If possible: opt for statutory insurance
  − Have your insurance certificate issued
✓ If private: read insurance conditions carefully
  − Obtain exemption from compulsory health insurance from a statutory health insurance company
✓ Decision is binding for the duration of studies

More info on health insurance
Info Session "Welcome to Germany - good things to know!"

Dear upcoming students,
we are pleased to invite you to the online lecture "Welcome to Germany - Good things to know!" presented by TK.

DATES: September 21st or October 5th, 2021 (at 2 pm)

We would like to provide you with helpful information to make your start in Germany as easy as possible.

Questions like...
- What are the regulations for EU-students and NON-EU-students regarding health insurance?
- Why do I need a health insurance for my studies in Germany?
- How do I get the membership certificate for my visa?
- What can I actually do with my insurance card in Germany and what is covered?
…will be answered.

The webinar is divided into two parts, starting with a short presentation, ending with the possibility to ask your individual questions.

The info session will take place via MS Teams.

Click here to register for the webinar: Registration for the info session
Your Techniker
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: 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 enrollment

- **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
✓ inform contact person if necessary; specify c/o address exactly
✓ 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

Your name

Jonas Johnson  
c/o Fam. Schulte  
Beispielstraße 12  
50931 Köln
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 enrollment
✓ 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”

[Video Tutorial] semester 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](http://www.th-koeln.de/corona_en)
The Semester Start
Here we go

• How can I find out which other offers and services are available at TH Köln?
  – Visit the TH Köln first semester welcome event on October 4th
  – 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)
The Semester Start
Ready. Study. Go.

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?
  – In a vaccination center (until 30 Sept 2021) or at a doctor’s office
  – 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](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.kstw.de) on housing and tips on finding a place to live
Further Information
Our guides Just Arrived and Getting Started

Just Arrived
A Guide for International Students

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

www.th-koeln.de/international
Department of International Affairs
How to contact us?

INSTEAD OF PHYSICAL OFFICE HOURS:
- Email
- Phone
- Zoom

international-affairs@th-koeln.de

+49 (0) 221 8275 3772
Open Zoom Consultation Hours
www.th-koeln.de/internationalzoomconsultation
Stay in the Loop
Follow us on Social Media!

Like us!
International Affairs TH Köln

Follow us!
@thkoeln_international

@IA_at_THKoeln
Link Collection

General Information for International Students
www.th-koeln.de/international-first-year-students

Study Abroad
www.th-koeln.de/outgoings

Language Learning Center
www.slz.de

• Free German courses (and other languages)
  https://www.th-koeln.de/en/international_office/language-courses-for-students_60155.php

• Certificate Program "Language, Studies, Career Start"

• Writing Consultation

TH Köln Library
Link Collection

Financing and Scholarships

Sports and Leisure

Additional Advisory Services
https://www.th-koeln.de/en/international_office/advisory-services_51128.php
Impressum

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July 2021