



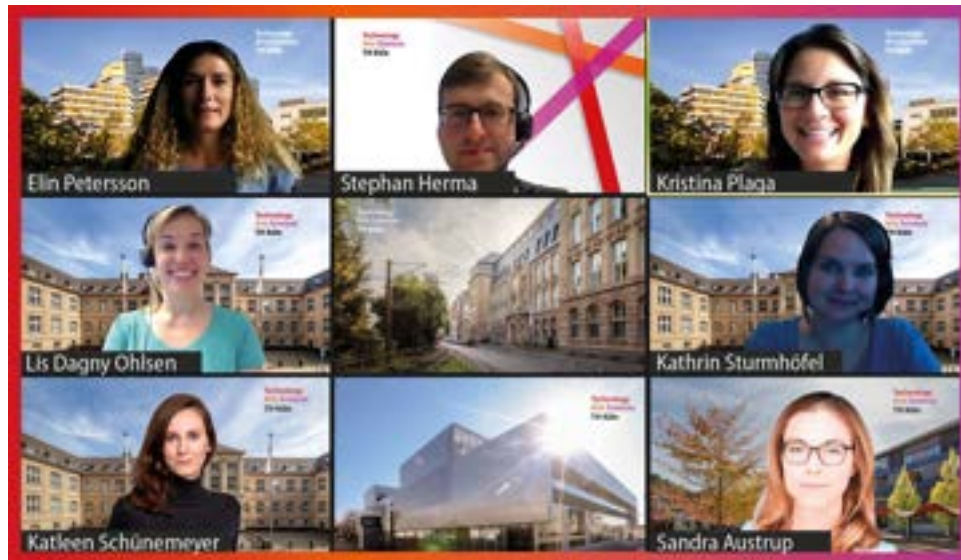
First Steps @TH Köln

Pre-Arrival Web-Seminar for New International First-Year Students

Contents

- ✓ Introduction of International Degree-Seeking Students team
- ✓ Enrolment: most important steps (including health insurance)
- ✓ TH Köln platforms
- ✓ Outlook: information on the semester start (late arrival)
- ✓ Accommodation
- ✓ City registration and immigration office
- ✓ Additional support structures
- ✓ Final Q&A Session: space for your questions
- ✓ Short Survey





Our team

**International
Degree-Seeking Students**

welcomes you to
TH Köln

Team International Degree-Seeking Students

As part of the **Department of International Affairs** we advise you on...

- Orientation at TH Köln and in Germany
- Right of residence/immigration office
- Financing your studies
- Housing/Accommodation
- 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.

For Starters

Have a look at: www.th-koeln.de/international-first-year-students

International / Incomings / Degree-Seeking Students

Visa and Residence Permit

Accommodation

Health Insurance

Financing Your Studies

After your Arrival

TH Köln Buddy Program

Getting Started

Advisory Services

Health and Safety

Leisure

◀ Incomings
▼ Degree-Seeking Students

Visa and Residence Permit

Accommodation

Health Insurance

Financing Your Studies

After your Arrival

TH Köln Buddy Program

Getting Started

Advisory Services

Health and Safety

Leisure

Degree-Seeking Students

- ✂ News for international students
- ✂ Before your Arrival
- ✂ Your Start of Studies at TH Köln
- ✂ Student Life in your City
- ✂ During your Studies

Welcome to TH Köln

Dear International Students,

We welcome you to our university and are pleased that you have decided to study at TH Köln.

Events Calendar

Keep your eyes open!

Getting started
Find all useful information for new first-year students summarized in our brochure "Getting started: Basic knowledge for new students and PhD students at TH Köln".
📄 Brochure "Getting started" (PDF, 328 KB)

Offers for international students

Feb 05, 2025 - Web-Seminar for International students

First Steps@TH Köln: Pre-Arrival Web-Seminar for new international first-year students [in English]

You have recently received an admission letter to TH Köln? Congratulations! Join us in the Zoom Session for international first-year students to learn about the next steps and use the opportunity to meet other new students and to ask us any open questions you may have – we look forward to meeting you! [More](#)

[More events](#)

Events

Jan 07, 2025 - Zoom Consultation Hours
📄 Online consultation hours for incoming



[🌐 Diese Seite auf Deutsch ansehen](#)

Intercultural Training: How to study at a German university [in English]

Web-Seminar for international students, 18/03/2025



Our interactive web-seminar prepares you to understand cultural differences in everyday university life and to avoid unclear situations. Gain practical insights into topics such as direct communication, taking self-initiative, interacting with professors, and the role of rules. Register now and get your studies off to a successful start!

At a Glance

Intercultural Training: How to study at a German university [in English]

Web-Seminar for international students

Where?
Online via Zoom (Zoom access details will be sent to you after registration)

When?
📅 18/03/2025
🕒 14:00 to 17:00
📅 [add to my calendar](#)



th-koeln.de/international-first-year-students

TH Köln Buddy Program

We create joint Buddy groups of senior TH Köln students and new international students.

Your advantages:

- get to know students of TH Köln and benefit from their advice and support
- receive vital information about your stay in Cologne/Gummersbach/Leverkusen even prior to your arrival
- receive support when it comes to navigating your way around your campus and mastering everyday life
- participate in a number of diverse joint activities

More info & registration (until March 15th, 2025) at:



th-koeln.de/buddy-programm



Ready, Study, Go



- Support for your academic success
- Preparation for the German labor market
- Network with companies in Cologne and the region
- Web-seminars and workshops on study financing, academic writing, side jobs, job application trainings and German work culture...



th-koeln.de/ready_study_go



[Ready, Study, Go @TH Köln](#)



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Online-Consultation Hours

We look forward to seeing you!



Direct [link](#) to online-consultation

Every Tuesday
from 10 am - noon
(or by appointment)

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Technology
Arts Sciences
TH Köln

Consultation Hours

Department of International Affairs



On campus:

Thursdays 10 a.m. - 12 noon
(no appointment required)



By telephone:

Tuesdays 10 a.m. - 12 noon and Thursdays 2 - 4 p.m.

T: +49 221-8275-2910

After your arrival...

Good to know!

We are available on each campus:

- ✓ Deutz
- ✓ Gummersbach
- ✓ Südstadt

Let's stay connected!

Our communication channels



Stay tuned on Instagram:
@thkoeln_international



Feel free to contact us and
watch out for emails from us:

international-degree-seekings@th-koeln.de



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Further Information



A close-up photograph of a piece of white lined paper with horizontal grey lines. The words "TO DO:" are handwritten in black ink in the center of the page. The paper is held in place by a blue binder clip at the top. The background shows a wooden surface on the left and right sides.

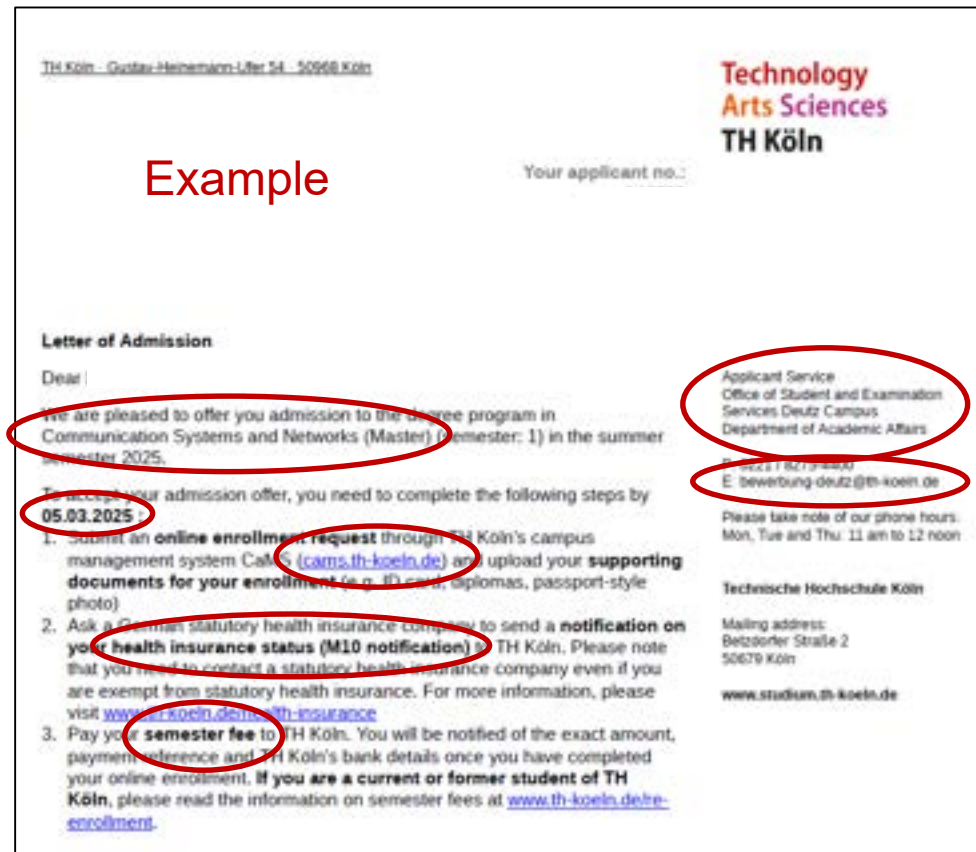
TO DO:

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Congratulations on your Admission
Next steps

The Admission Letter

How to read it correctly?



- The Student and Examination Services (“Studierenden- und Prüfungsservice”) is responsible for admission and enrolment
- Each campus has its own office and contact
- 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 status
- Info on semester fee

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 – Your **C**ampus**M**anagement**S**ystem

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

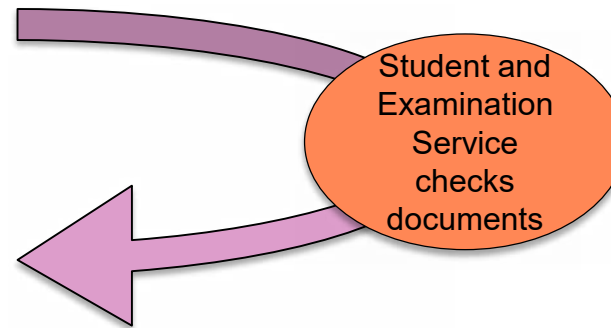


Direct access to [CaMS](#)

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

General remarks



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- In Germany we have a **good health insurance system**
- Having health insurance is **compulsory** for students in Germany
- In Germany there are two types of insurance systems: **public** (statutory) and **private**
- Anyone **under 30** is generally free to choose between the two
- The choice is **binding** for the entire duration of the study program
- Your **blocked account** provider may also offer you a **health insurance package**: we suggest you still compare different providers
- **Travel insurance** may be alright for visa process and but **not sufficient** for enrolment and your stay in Germany
- Private **may look cheaper** than public at first sight BUT...

Health Insurance

Public or private?



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Why private insurances may be so cheap:

- Not all necessary services are covered (especially psychotherapy)
- Waiting periods, especially for childbirth
- Illnesses that already exist before the start of insurance (even if not yet known) are not insured
- Maximum term 5 years (especially critical for students doing both BA and MA)
- Extensions are not allowed if illnesses have occurred in the meantime, in particular serious illnesses (e.g. initial contract was for 1 year, illness occurs within the first year, result: you are not allowed to continue or this illness will not be covered)
- Amount of deductibles vary (i.e. the amount you must pay yourself)

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
 - ✓ Family members are insured free of charge

- You can choose a public health insurance provider
 - The largest companies are: TK, AOK, DAK, Barmer
 - Monthly membership fees are standardized for students (approx. 140 € per month)



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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:
 - Dr. Walter (tariff: [Provisit Student](#))
 - Vela (tariff: [Optimal](#))
 - Care Concept (tariff: [Care Student](#))
 - Mawista (tariff: [Student Pro](#))
 - Ottonova (tariff: [Secure Premium](#))
 - and others



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Health Insurance

Enrolment



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- 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
- Privately insured: The status must also be sent via the online student reporting process from a public health insurance company to TH Köln (you can contact any public health insurance company)
- Health insurance company will send **M10 notification** to TH Köln



More [info](#) on health insurance

© www.flaticon.com

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.



Direct [link](#) to info sessions



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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. Student ID card is sent to you by post => validate
7. TAN list for exam registration => activate
8. Certificate of enrolment => download
9. Semester ticket => download

Your CampusID

Functions

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 (ILU)
- ✓ CampusID-Center




CaMS – Ihr **C**ampus**M**anagement**S**ystem


CaMS


Home Applicants Students Staff

Language options (German => English) →  Deutsch

Welcome to CaMS - TH Köln's campus management system
TH Köln's campus management system CaMS is TH Köln's central online platform for applicants, students and staff.

 **Applicants**
Registration and login for applicants >

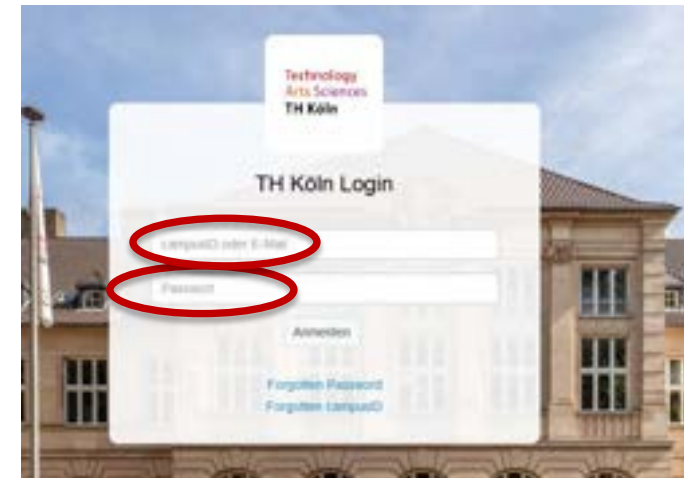
 **Students**
Information and login for students of TH Köln >

 **Staff**
Information and login for TH Köln's staff >

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

How will I receive my CampusID?

- **By email** from Campus IT (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

To Do's

- ✓ 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

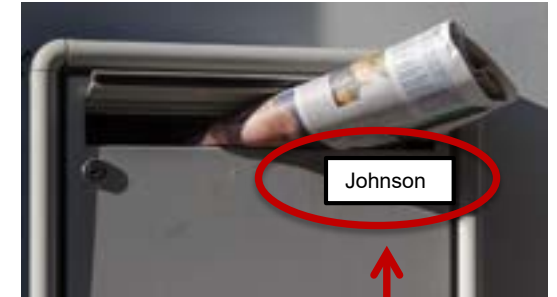


- Identification for exams and for use of your semester ticket, to get the reduced prices in the university canteens or to get other student discounts
- Library card => borrow books for free
- Copy card => put money on the card at the terminal on campus

Please make sure to validate your card on campus after arrival.

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 your letter box: name must be clearly written
- If you don't have an address, yet, you may use an address of a friend or family member anywhere in Germany (c/o)
- make sure to use c/o address correctly and inform contact person



Your name

Jonas Johnson
c/o Fam. Schulte
Poststraße 12
85567 München



More [info](#) on MultiCa

MultiCa-letter



English version available via
www.th-koeln.de/multica-letter

Activate
TAN-list for PSSO

Page 1

MultiCa, PSSO, Studienbescheinigungen, Semesterticket

Sehr geehrte Frau Piaga,

herzlich Willkommen an der TH Köln! Ihre Matrikelnummer lautet **1234567**.

1. Multifunktionale Chipkarte (MultiCa)

Beigefügt erhalten Sie Ihre MultiCa. Diese ist Ihr Studierendenausweis in deutscher und englischer Sprache. Zur Gültigkeit ist ein Semesteraufdruck erforderlich, der jedes Semester von Ihnen nach Zahlung der Semesterbeiträge an einer der Validierungsstationen neu aufgebracht werden muss. Eine Übersicht über die Validierungsstationen sowie weitere Informationen zur MultiCa und ihren zahlreichen Funktionen finden Sie unter www.th-koeln.de/multica.

2. Prüfungs- und Studierendenservice Online (PSSO)

In PSSO tätigen Sie An- und Abmeldungen zu bzw. von Prüfungen, informieren sich über Prüfungsanmeldungen und -ergebnisse und erhalten Notenspiegel (PDF).

Direkter Login: <https://pssso.th-koeln.de>

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

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

	12345	TAN zur Erzeugung einer neuen TAN-Liste	
	67891	TAN zur Aktivierung Ihrer neuen TAN-Liste	
Reserve-TANs	54321	89101	89101



Info on MultiCa

MultiCa-letter

Info on
semester ticket



Page 2

Diese Initial-TAN-Liste ist ausschließlich zum Einstieg in das System vorgesehen. Eine einmal benutzte TAN ist ungültig. Streichen Sie deshalb die TAN nach der Eingabe in das System durch, damit Sie immer wissen, welche TANs noch gültig sind.

Zugang zu PSSO: Die Campus IT hat Sie bereits über Ihre Benutzerkennung für Ihren persönlichen Hochschul-Account - die campusID – zur Nutzung von Informationstechnologie (IT)-Diensten der TH Köln per E-Mail an Ihre private E-Mail-Adresse informiert. Sollten Sie diese Mails nicht erhalten haben oder bei sonstigen Fragen zu Ihrer campusID oder dem campusID-Center, berät und unterstützt Sie gerne das Service-Team der Campus IT:
www.campus-it.th-koeln.de

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

3. Campusmanagementsystem (CaMS)

Im Campusmanagementsystem haben Sie u.a. die Möglichkeit Ihre aktuellen Adress- und Telefondaten zu ändern. Außerdem erhalten Sie hier Ihre Studienbescheinigungen und BAföG-Bescheinigungen 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.

Direkter Login: <https://cams.th-koeln.de>
Hinweise: www.th-koeln.de/cams

4. Semesterticket VRS und NRW

Das Semesterticket können Sie sich selbstständig generieren und ausdrucken oder auf mobilen Geräten speichern. Weitere Informationen stellt Ihnen der ASTA der TH Köln zur Verfügung
www.asta.th-koeln.de/beratung-und-service/semesterticket/

Das Semesterticket können Sie hier generieren www.cfs-nrw.de

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

Mit freundlichen Grüßen
Ihr Studierenden- und Prüfungsservice

Dieses Schreiben wurde maschinell erstellt und bedarf keiner Unterschrift.

Info on CaMS



Student and Examination Service Online

In short: PSSO

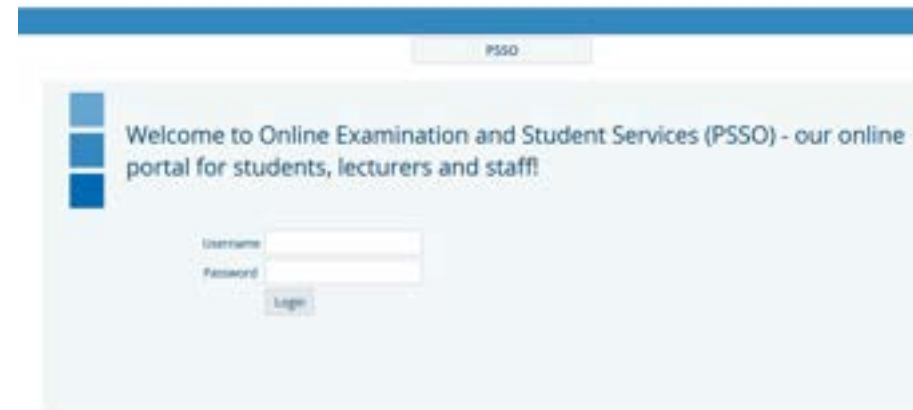
- (De-)register for exams
 - Keep track of your transcript of records
-
- Self-service platform
 - For each transaction you need a transaction number (short: **TAN**) for security reasons



More [info](#) on PSSO



[Video Tutorial](#) on PSSO

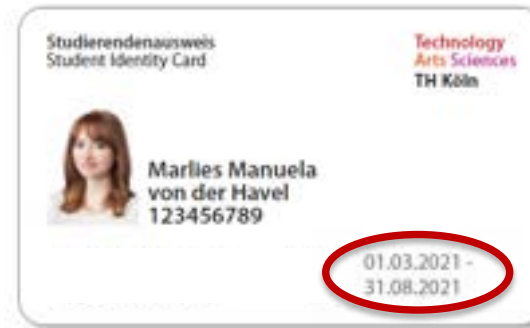


Your Semester Ticket

- Included in semester fee
- Free use of busses, trams and regional trains
- Valid in the whole of Germany
- No express trains (IC or ICE)!



✓ Don't forget to download your "Semesterticket"



More [info](#) on semester ticket



[Video Tutorial](#) on semester ticket

Please note

Only valid with active MultiCa!

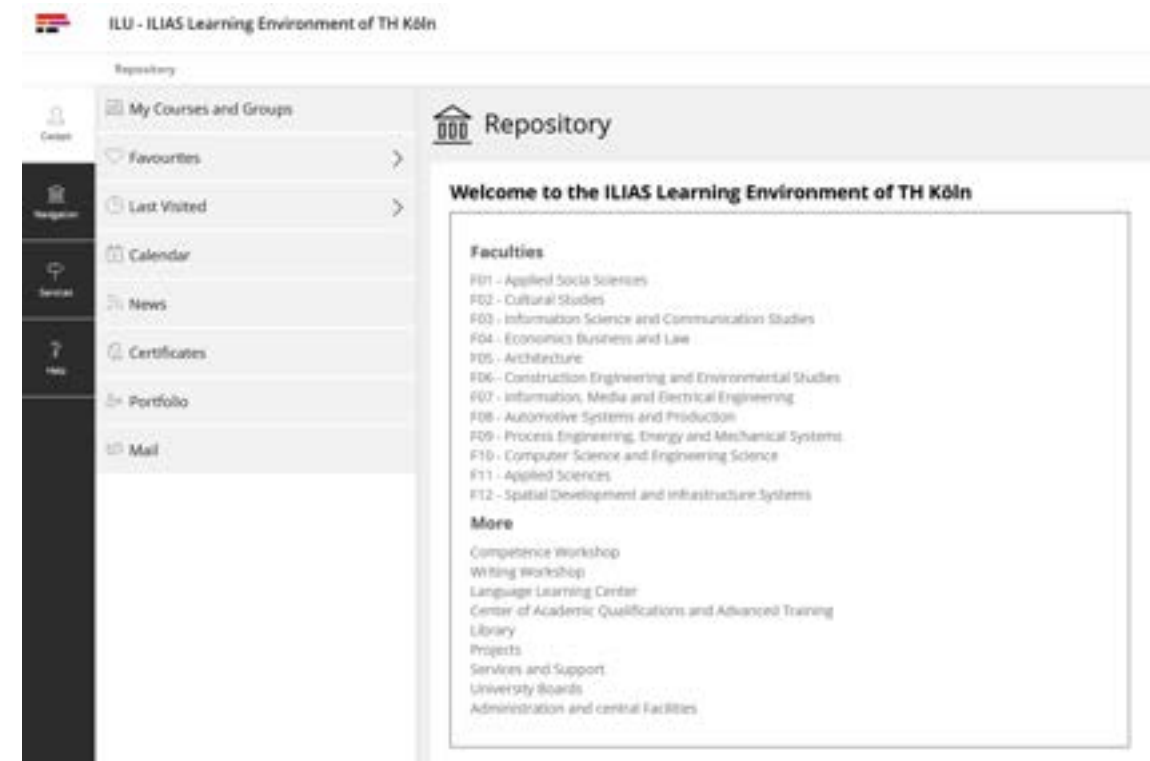
Teaching and Learning Platform

In short: ILU

- Electronic open-source platform
- Lecturers upload materials here
- Registration for courses often takes place here (not registration for exams!)



Direct link to [ILU](#)





The Semester Start

Let's Go

The Semester Start Academic Calendar

Where can I find the official semester dates?

Technology
Arts Sciences
TH Köln

Home About Academics International

Search

Academics / Student and Examination Services / Academic Calendar

Academics

Student and Examination Services

- Office of Student and Examination Services
- Examinations
- Online Examination and Student Services (PSSO)
- Re-Registration
- Leave of Absence
- Removal from the Register of Students

Academic Calendar

- Student ID Card: MultiCa
- SemesterTicket MfM
- Information for pregnant students and new mothers

Academic Calendar

In some programs lectures may start earlier or later than stated below. In case of doubt, please check with your Faculty. New first year students may also find relevant information on our info page for new students (link below).

Faculties

Information for new first-year students

Semester dates	Lecture period	Semester break
Summer semester 2022		
Mar 1, 2022 - Aug 31, 2022	Mar 21, 2022 - Jul 15, 2022	Jul 16, 2022 - Sep 18, 2022
Winter semester 2022/2023		
Sep 1, 2022 - Feb 28, 2023	Sep 19, 2022 - Feb 3, 2023	Feb 4, 2023 - Mar 19, 2023

Important!

Individual lecture starts may vary from Faculty to Faculty

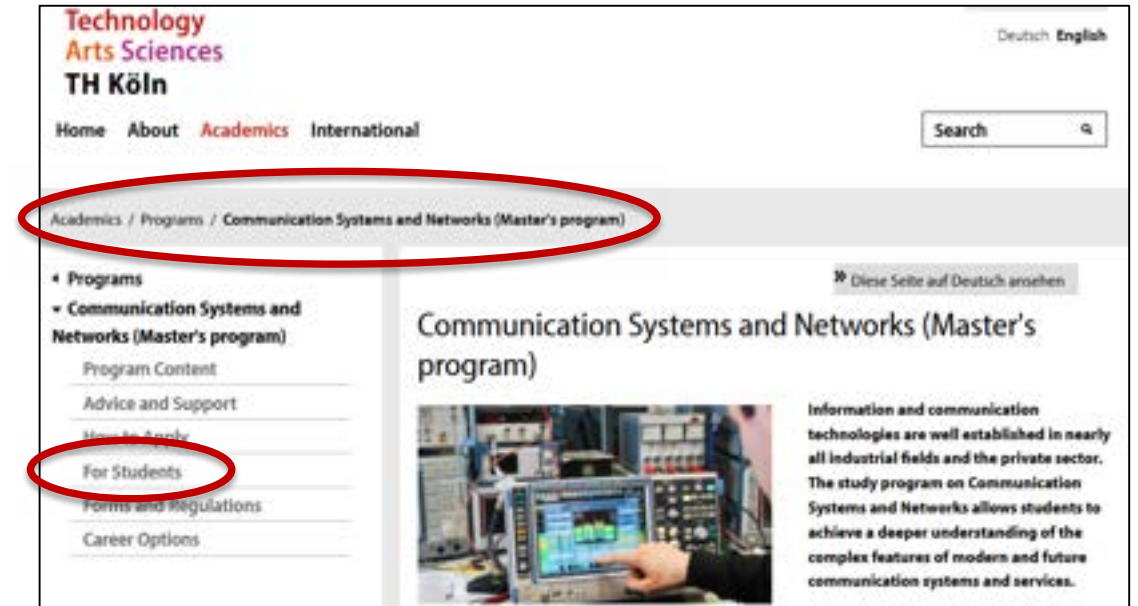


More [info](#)

The Semester Start Schedule

Where can I find my **schedule**?

- Check information on the **website** of your study program under **"For students"** →
- Check **ILU** and any other platforms mentioned



Important!

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



More [info](#)

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 and possibly health insurance contributions
- You can arrive any time during the semester but you might not be able to complete your classes
- We cannot speed up your visa process but we can issue you a **“late arrival” letter** for the Embassy



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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
 - 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, 11/02/2025



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

Meeting-ID: 686 8468 1940

Identification Code: welcome25

[Zoom-Link](#)

When?

11/02/2025

14:00 to 16:00

[add to my calendar](#)



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After your arrival

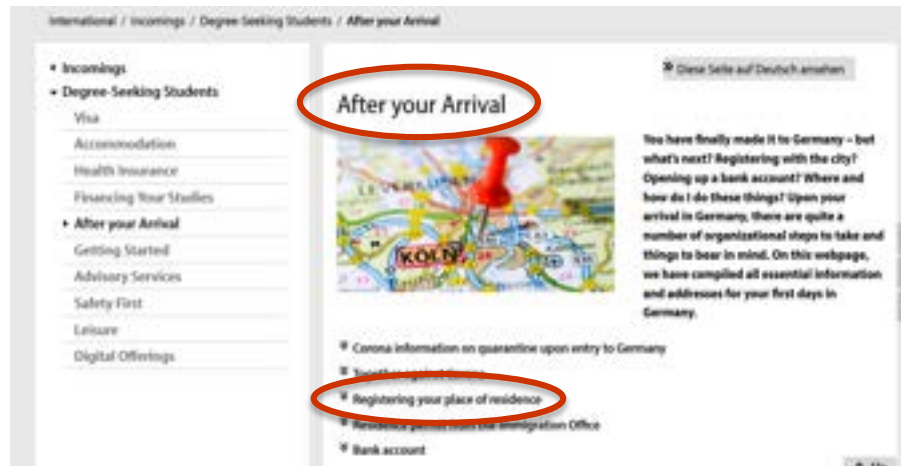
Important steps


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

Visa vs. Residence Permit Basics

- Most non-EU nationals must enter Germany on a **visa**
 - Most visa are issued for at least 6 months, often even for 1 year
- Some nationals may enter Germany without a visa
 - They can stay in Germany for 3 months
- All non-EU citizens must request a **residence permit** for study purposes from the immigration office in Germany
 - You have entered **visa-free**: apply for residence permit **within three months**
 - You have entered **with a visa**: apply for residence permit **within validity period of your visa**



Please note: Process takes time!

Do not wait until the last day but kick-off the process at least 3 months in advance or shortly after having registered with the city.

Visa

General Info



Residence Permit Application Process



1. Find out the contact information of your responsible immigration office according to your place of residence

2. Submit required documents via email or online form

Be pro-active!

Submit the standard set of documents by email/online form instead of just asking for an appointment.

3. Immigration office will check documents;
in some cases they may require additional documents

4. Receive invitation for an appointment, pay fee of € 110, leave fingerprints

Keep in mind:

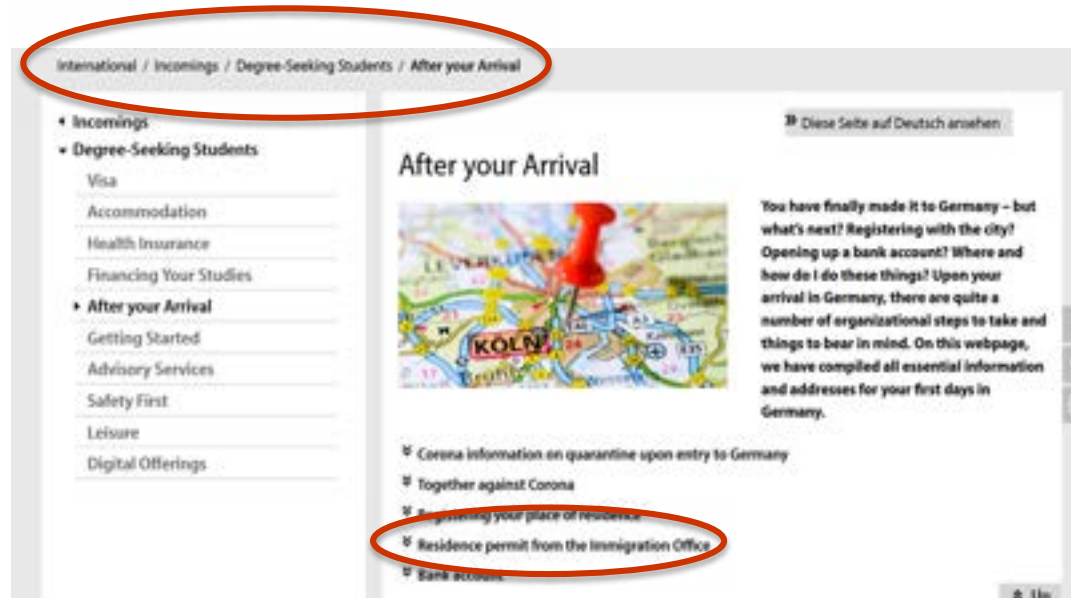
proof of financial resources
(€ 992 per month / € 11,904 for one year)
must be provided every time you extend
your residence permit

Note: if your visa expires before your residence permit is ready,
you may be issued a **Fiktionsbescheinigung** (preliminary document)

5. Collect your residence permit

After your arrival

Residence permit



More [info](#) on residence permit

Web-Seminar

Residence Permit



Visa, Residence Permit and the Immigration Office [in English]

Web-Seminar for international students, 09/05/2025



Are you a non-EU student at TH Köln with a study visa or residence permit? Join our upcoming session to get valuable insights! Learn about your responsibilities, the Immigration Office, and tips for extending your residence permit. Stay informed and prepared – don't miss out on this important information!



At a Glance

Visa, Residence Permit and the Immigration Office [in English]

Web-Seminar for international students

Where?

Online via Zoom


Meeting-ID: 655 4827 5203


Kenncode: 052025

 Zoom-Link

When?

 09/05/2025

 12:30 to 14:00

 add to my calendar



Additional Support

Language Learning Center

German language courses



IMPORTANT ADVICE:

- Make time in your schedule to include a German language course
- German language skills are extremely important when it comes to finding a part-time job
- Solid German skills help you to settle in more easily inside and outside the university
- German courses on levels A1 to B2+
- Thematic German courses:
Technical German, How to hold a presentation, How to apply
- Writing Consultation for International Students (German as a Foreign Language)

Great!

- ✓ Free of charge
- ✓ Included in your semester fee



More [info](#) on German courses

Save the date!


Placement tests in March!

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



 More [info](#)

Great!

- ✓ less formal
- ✓ insider information from other students

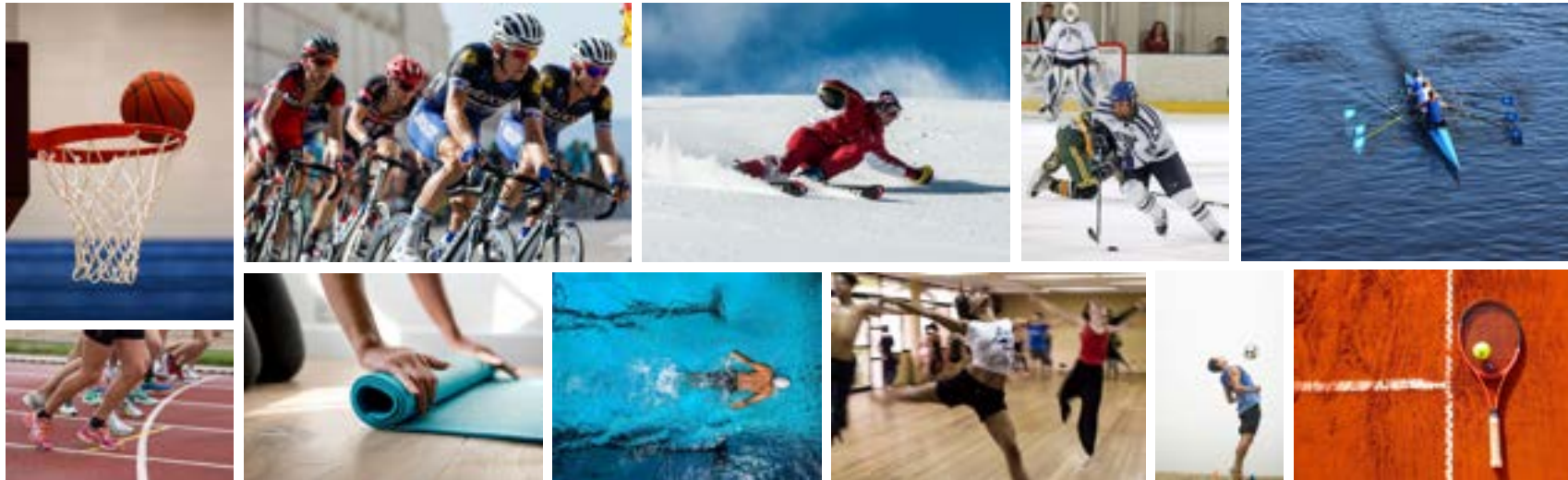
University sports

Stay active

- More than 100 different sports, more than 250 courses in a week
- Most of them free of charge
- Great way to meet new people and build a social network



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



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More [info](#) on university sports

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Don't forget

Your next steps

- Finalize your enrolment: www.th-koeln.de/enrollment
- Register for the Buddy Program: www.th-koeln.de/buddy-programm
- Register for Ready Study Go: www.th-koeln.de/ready_study_go
- Visit our website: www.th-koeln.de/international-first-year-students
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Questions? Contact us:
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