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
✓ TH Köln-platforms
✓ Outlook: information on the semester start
✓ Accommodation
✓ City registration and immigration office
✓ Additional support structures
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
- 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.
For Starters
Have a look at: www.th-koeln.de/international-first-year-students
Events Calendar
Keep your eyes open!

th-koeln.de/international-first-year-students
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 (July 1st until September 30th, 2024) at:

WWW th-koeln.de/buddy-programm
Ready, Study, Go
Certificate Program

• we support you in your academic success
• we prepare you for the German labor market
• we offer you interesting contacts to companies in Cologne and the region
• you can find employment opportunities in companies - during your studies and after your graduation
Ready, Study, Go
Certificate Program

### Academic Writing and Communication

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### Application Trainings and German Work Culture

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[th-koeln.de/ready_study_go](http://th-koeln.de/ready_study_go)
Online-Consultation Hours
We look forward to seeing you!

Direct link to online-consultation

Every Tuesday from 10 am - noon (or by appointment)
Consultation Hours
Department of International Affairs

On campus:
Thursdays 10 a.m. to 12 noon
(no appointment required)

By telephone:
Tuesdays 10 a.m. - 12 noon and Thursdays 2 - 4 p.m.
T: +49 221-8275-2910

Good to know!
We are available on each campus:
- Deutz
- Gummersbach
- Südstadt

After your arrival…
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
Further Information
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
- Each campus has its own office and contact
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 Campus Management System

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

Direct access to CaMS
CaMS – Ihr Campus Management System

Language options (German => English)

Until you are fully enrolled...
...you log on to CaMS with your log in information!

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

Direct [link](#) to info sessions
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
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
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

© www.flaticon.com
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

More [info](#) on MultiCa
MultiCa-letter

 Activate TAN-list for PSSO

Info on MultiCa

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 Mail 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. Campusmanagementssystem (CaMS)

Im Campusmanagementssystem haben Sie u.a. die Möglichkeit ihren aktuellen Adress- und Telefonnummern 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:
www.campus.it.th-koeln.de

Hinweise:

https://cams.th-koeln.de

4. Semesterticket VRS und NRW

Das Semesterticket können Sie sich selbständig generieren und ausdrucken oder auf mobilen Geräten speichern. Weitere Informationen stellt Ihnen der ASIA der TH Köln zur Verfügung

www.arts.th-koeln.de/dienstleistung-und-service/semesterticket

Das Semesterticket können Sie hier generieren www.cts.nrw.de

Das Semesterticket ist nur in Verbindung mit der MultiCa gültig. Dafür muss es jedes 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”

More info on semester ticket

Video Tutorial 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?

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

Important!
Individual lecture starts may vary from Faculty to Faculty.
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

- 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
  ✔ 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, 10/07/2024

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: welcome24

When?
10/07/2024
14:00 to 16:00
add to my calendar
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 **1 year**

• Visa-free entry valid for **3 months**

• Process takes time, kick-off shortly after arrival or at least 3 months before your visa expires

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

How to get it?

1. submit required documents via email or via electronic form, if available
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

Important!
Amount will be raised to € 992 as of January 2025, we recommend already blocking the new amount starting September 1st, 2024
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
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: German, English, French, Spanish,
- Thematic German courses:
  - Technical German, How to hold a presentation, How to apply
- Writing Consultation for International Students (German as a Foreign Language)

IMPORTANT:
- 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

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

More info on language learning center
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
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
• Follow us on Instagram: @thkoeln_international

Contact us:
international-degree-seekings@th-koeln.de