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?
✓ Necessary IT tools for studying
✓ Outlook: information on the semester start
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…

- 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

- Südstadt 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: August 24th or September 7th, 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
Campus ID

✓ 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
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”
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](http://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**)

[Images of students working and collaborating]
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](#) on housing and tips on finding a place to live
Further Information

Our guides **Just Arrived** and **Getting Started**

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**Just Arrived**
A Guide for International Students

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**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?

international-affairs@th-koeln.de
+49 (0) 221 8275 3772

INSTEAD OF PHYSICAL OFFICE HOURS:
- Email
- Phone
- Zoom
Open Zoom Consultation Hours
www.th-koeln.de/internationalzoomconsultation

Any further questions?

Every Tuesday from 10-12 h
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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