

## Registration on CaMS

**READ BEFORE:** Do not follow those instructions or take any action of your own before you have received a registration email from noreply@th-koeln.de, subject line: Neuer Account!

Please read these instructions completely and carefully before you start the registration / enrollment process. Past experience has shown that critical errors can otherwise occur that prevent you from enrolling!

**Note:** On most TH Köln platforms (like CaMS) you will find the option to change the language at the top right! This guide is based on the English-language version of CaMS.



### 1.1 Generate the Security Code

Go to [cams.th-koeln.de](https://cams.th-koeln.de), click on “Applicants - Registration and login for applicants” and then on “Login for applicants”. Then click on the Hyperlink “Forgot your login information?”.



#### CaMS

##### Login

If you are already enrolled, please return to the home page and use the login for students with your campusID. If you have just enrolled, please check your email inbox. Only applicants with a valid “bew-” ID can log in here.

Username   
Password

Login

[Forgot your login information?](#)

Now you can generate a security code with your username (see registration email) and your date of birth.



You are here: [Home](#)

#### Your login information

Dear user,  
If you have forgotten your login information for your existing account, you can request it again.

##### Request to change your password

\* Username or email address   
\* Date of birth (mm/dd/yyyy)

##### Security question

Please answer the security question below. This is for spam protection.

Security question (Captcha)  Please write down the first, third and fifth letter of 'FEMALES'.

\* Response to the security question

[Request login information](#) [Cancel](#)

After successfully completing the fields, you will receive a security code (Saving the code is mandatory!) and an automatic e-mail with an individual link to change / set up the password

Sie sind hier: [Startseite](#)

### Passwortänderung beantragen

 Bitte notieren Sie sich den Sicherheitscode. Sie benötigen ihn im weiteren Verlauf, um für Ihren Account ein neues Passwort eingeben zu können:

Ihr Sicherheitscode

Sicherheitscode: **50583**

 Wenn die Benutzerkennung gültig ist und eine E-Mail-Adresse hinterlegt wurde, wird Ihnen eine E-Mail mit einem Link zugeschickt. Über diesen Link gelangen Sie auf eine Seite, auf der Sie Ihr Passwort erneut vergeben können. Bitte beachten Sie, dass jene Seite nur in der Desktop-Ansicht aufrufbar ist.

## 1.2 Set up the password

Save the security code and open the link from the e-mail. There you must now determine a password using the security code.

Sie sind hier: [Startseite](#)

### Passwortänderung beantragen

Bitte tragen Sie den Sicherheitscode und Ihr neues Passwort zwei Mal ein.

Vergabe eines neuen Passwortes

\* Sicherheitscode

\* Neues Passwort

\* Neues Passwort wiederholen

Fertig

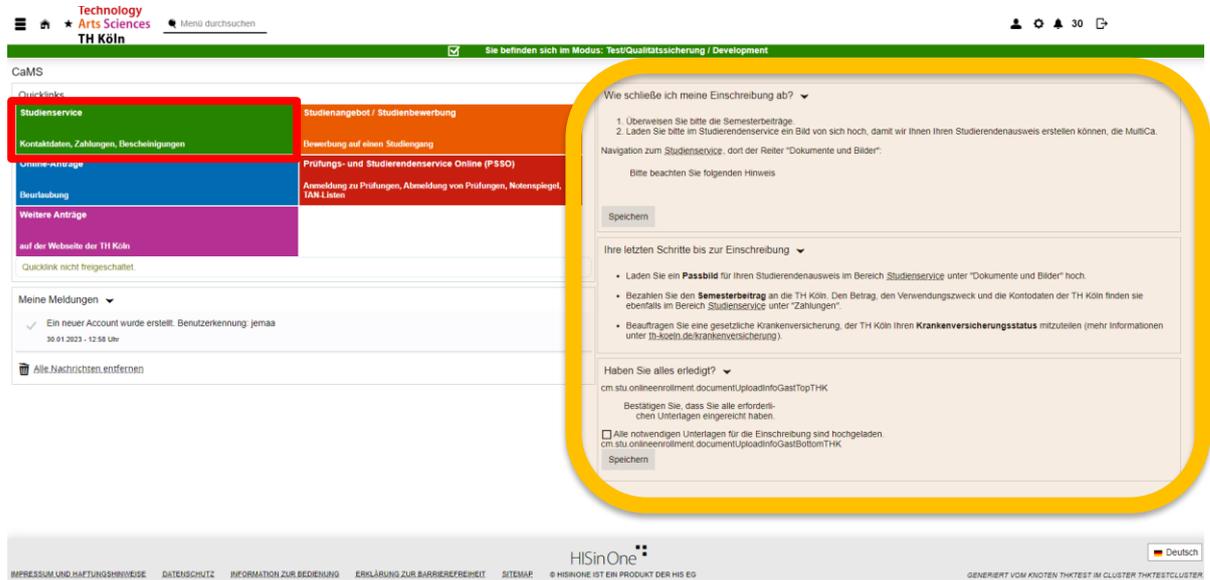
You can now log in with the generated password.

You can then make full use of CaMS.

The screenshot shows the CaMS website interface. At the top, there is a navigation bar with 'Technology Arts Sciences TH Köln' and a language selector for 'English'. Below this is a 'CaMS' section with tabs for 'Home', 'Applicants', 'Students', and 'Staff'. The main content area is titled 'Your application to TH Köln' and includes instructions for new applicants and students. A red box highlights the 'Login for applicants' button. To the right, there is a sidebar with 'Application periods and programs offered at TH Köln' for Summer semester 2025, 'Get in touch' information for various campuses and offices, and a 'Links' section with various helpful links. The footer features the 'HiSinOne' logo.

# Student Services

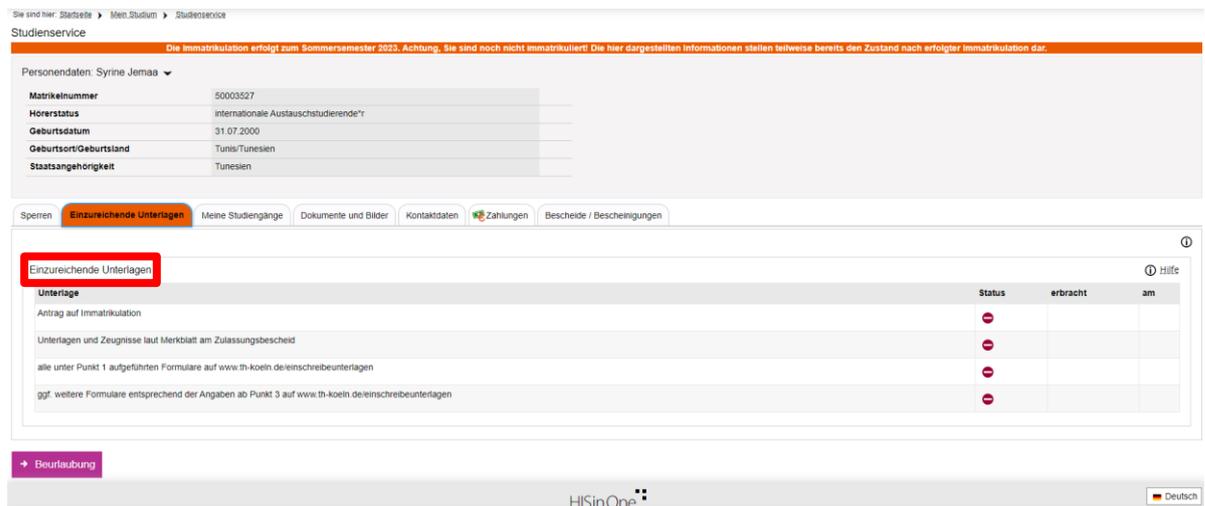
You can find all the information relevant to you via the student service. To access it, you must click on the green button after logging in.



## 1.3 Completion of Enrollment

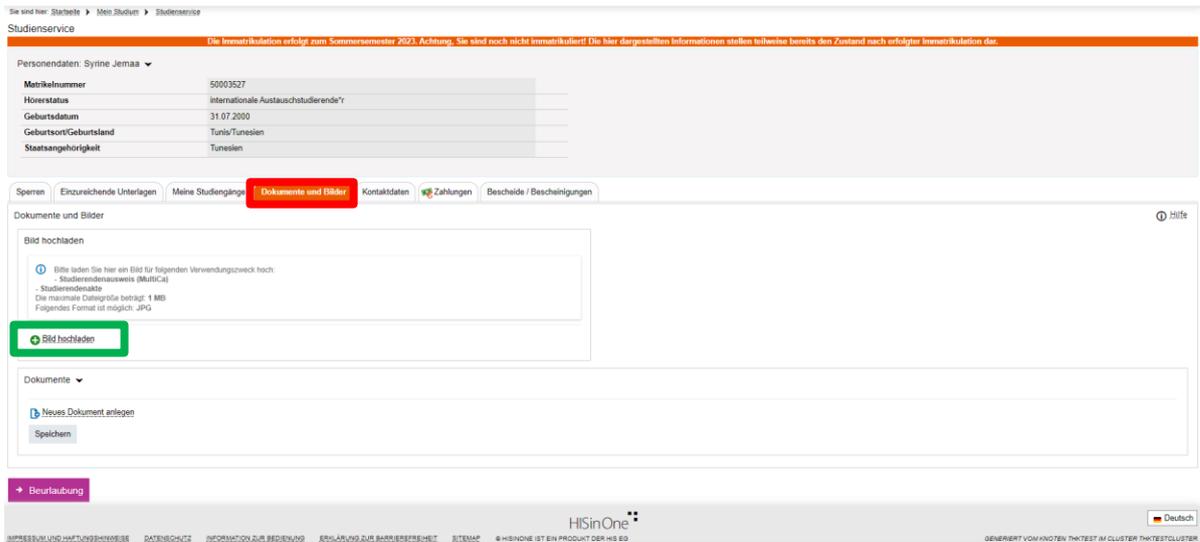
Several steps are required to complete the enrollment process. These are displayed on the CaMS starting page and are framed in yellow in the Student Services overview graphic.

You can also view the required documents in Student Services under "Documents to be submitted".

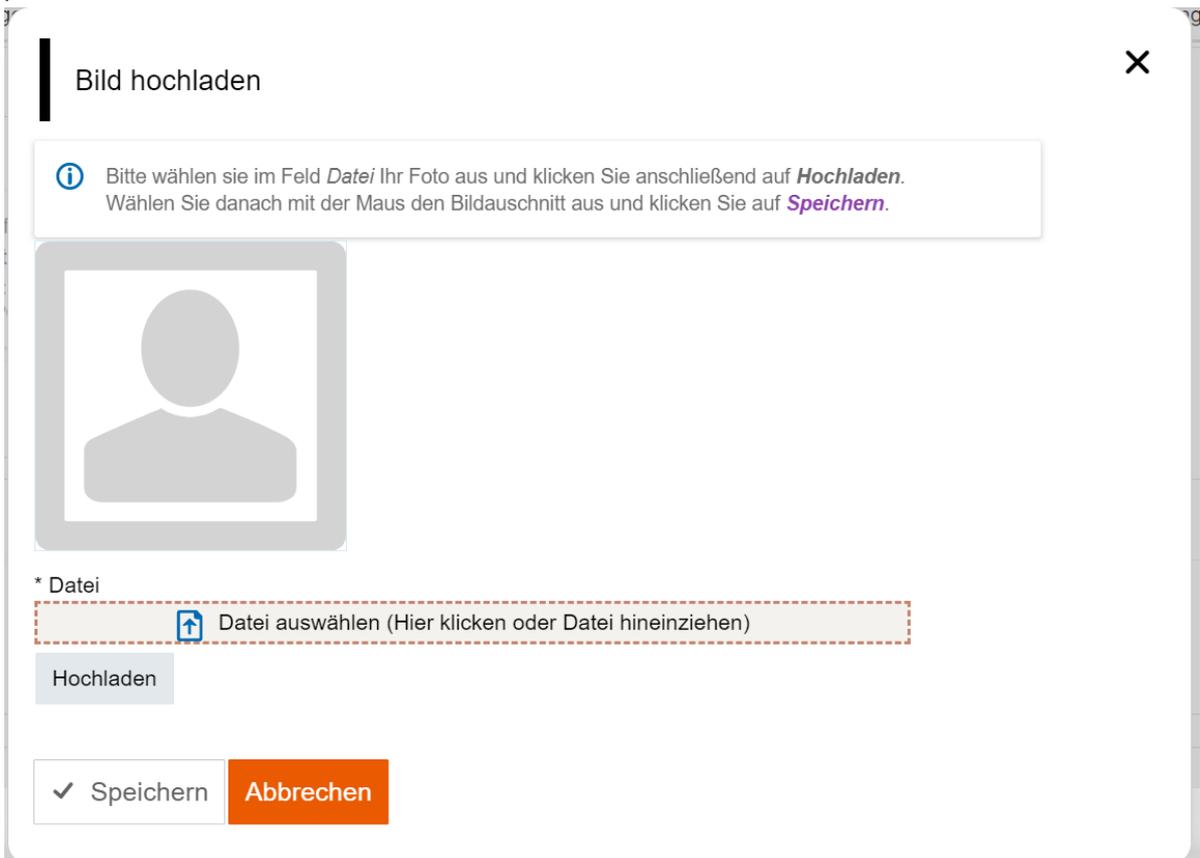


**Note:** The documents you are required to submit may differ from those shown here. Exchange students generally only have to upload a passport photo. The information on the CaMS starting page is relevant for you (see yellow marker on the 1st image of this page).

To submit your photo, go to the “Dokumente und Bilder” tab and upload the relevant image.



To upload a **passport photo**, select the green marked area “Upload photo”. The following field appears.



You can now click and drop the file into the dotted area or select and upload a file in your documents by clicking on it once.

**IMPORTANT:** After a file has been uploaded, both the “Upload” button and the “Save” button must be pressed so that the file remains saved.

## 1.4 Pay the semester fee

To pay the semester fee, please go to the tab „Zahlungen“ / „Payments“.

Personendaten: Syrine Jemaa

Matrikelnummer	50003527
Höherstatus	internationale Austauschstudierende*
Geburtsdatum	31.07.2000
Geburtsort/Geburtsland	Tunis/Tunesien
Staatsangehörigkeit	Tunesien

Rechnungen

Offene Zahlungen

Bitte überweisen Sie den in "Soil" angegebenen Betrag mit dem unten stehenden "Verwendungszweck" an die Bankverbindung der TH Köln:

TH Köln  
Sparkasse KölnBonn  
IBAN: DE50 3705 0198 1931 6140 89  
BIC-SWIFT: COLSDE33

Zeitraum	Fällig am	Verwendungszweck	Soil	Ist	Aktionen
Sommersemester 2023	10.02.2023	50003527 Vorname Nachname	319.20 €	0.00 €	Details anzeigen

You will now find all the relevant information for paying the semester fee.

First of all, you will find the account details of the TH Köln - University of Applied Sciences (marked in green). The table shows the fee due for the respective semester (red marking) and the payment deadline (yellow marking).

The reason for payment indicated there is essential. This is made up of your matriculation number, first name and surname.

Example: Alexis Zufall with the matriculation number 11123456 would like to pay his outstanding contribution of €319.20. He uses the account details marked in green and transfers the amount with the purpose "11123456 Alexis Zufall".

As soon as your transfer has been received and allocated, it is listed under "Actual". When payment is complete, the "Outstanding payments" display disappears.

## 1.5 Generate your Study Certificate

You can also download study certificates via the student service. To do this, you need to go to the tab "Bescheide / Bescheinigungen".

Personendaten: Syrine Jemaa

Bescheide und Bescheinigungen

Studienbescheinigung (0)  
Sie haben noch keine Bescheide.

Weitere Bescheide (0)  
Sie haben noch keine Bescheide.

Sonstige Übersichten

Übersicht über meine Daten:  
[Datenkontrollblatt \(Deutsch\)](#)  
[Datenkontrollblatt \(Englisch\)](#)

As soon as the semester fee has been paid in full and received, you can download the current certificate of enrollment via the “Certificate of Enrollment” button (green marking).

Bescheide: Studienbescheinigung
✕

Semester

Zeitpunkt der Anforderung	Bescheidtyp	Semester	Druckzeitpunkt	Gelesen	Aktionen
02.01.2023 12:03:22	BAföG Bescheinigung	Sommersemester 2023	02.01.2023 16:43:00	✔	
02.01.2023 12:03:22	Studienbescheinigung	Sommersemester 2023	02.01.2023 16:42:55	✔	
09.12.2022 07:48:18	Studienbescheinigung	Sommersemester 2022	10.12.2022 18:20:55	✔	
09.12.2022 07:47:42	BAföG Bescheinigung	Sommersemester 2022	10.12.2022 18:20:59	✔	
09.12.2022 07:25:20	Studienbescheinigung	Wintersemester 2021/22	10.12.2022 18:21:07	✔	
09.12.2022 07:21:18	Studienbescheinigung	Wintersemester 2022/23	10.12.2022 18:17:18	✔	
09.12.2022 06:58:32	BAföG Bescheinigung	Wintersemester 2021/22	10.12.2022 18:21:11	✔	
09.12.2022 06:45:55	BAföG Bescheinigung	Wintersemester 2022/23	10.12.2022 18:17:57	✔	

Suchergebnis: 8 Ergebnisse | Zeilen pro Seite (Max:300)

Schließen

To download the respective certificate, simply click on the colored symbol under Actions.