

Herzlich Willkommen – Welcome

We look forward to your participation.

We're getting ready to start. Until then, we have the following information for you:

Zoom Meeting

Please enter your complete name as used in Mobility Online. This makes it easier for us to get back to you if you have questions.

Microphone and Camera

Keep your microphone switched off during the presentation. Please switch on your camera, we'd like to see your faces 😊

Ask questions

You can ask questions after the presentation in the chat or by unmuting your microphone - please raise your hand first.

Contact us outside the chat

E: incomings-exchange@th-koeln.de
T: +49 221 8275 3772



Welcome to TH Köln

STAY ON TRACK - Information for Exchange Students during their mobility at TH Köln

Referat für Internationale Angelegenheiten

Department of International Affairs

21.10.2025

Elin Petersson & Sandra Austrup

Incomings Exchange

Seite 2

Hochschulreferat für Internationale Angelegenheiten / Department of International Affairs

Technology
Arts Sciences
TH Köln

Today's Agenda

What are we going to talk about today?

- ✓ Quick reminder: Who does what?
- ✓ Your next steps in Mobility Online
- ✓ Exam registration – and who to ask for help
- ✓ How to stay: Extension and re-registration
- ✓ Residence permit and residence law
- ✓ Confirmation of Stay / Confirmation of Departure
- ✓ Accessing your Transcript of Records, language certificates & grading
- ✓ Before you leave: Things to do before departure



Quick reminder: Who does what?

Two positions at TH Köln work together to coordinate your exchange semester:

Your Departmental Coordinator will help you with the **academic aspects** of your stay (course selection, schedule, questions about exam registration, Transcript of Records etc.).

→ For PhD exchange: your Departmental Coordinator at TH Köln might differ from the general DC of the faculty!

The **Department of International Affairs** helps you with **organizational issues** (e.g. city registration, insurance, residence law etc.) regarding your exchange.

Your next steps in Mobility Online

Technology
Arts Sciences
TH Köln

MOBILITY-ONLINE

English Login Shibboleth

Technology
Arts Sciences
TH Köln

Willkommen bei Mobility Online
der TH Köln



Die Partnerhochschulen der TH Köln

Academic year

Subject

Country

<-- No choice -->

<-- No choice -->

<-- No choice -->

Keyword

Start search

Advanced Search

Links

Näkemiin
Ciao
Farvel
Doei
Tschüss

अलवदि !
Au revoir
Do свидания
Adios
Na Shledanou
Do zobaczenia

Tot ziens 再見
Do свидания
Adios
Do zobaczenia

Güle güle
Αγτίο σας
أقلىلى
Arrivederci
さよなら

Adieu

» Outgoings

Going abroad during your studies?

Information and consultation offers are listed on the websites of the Department of International Affairs.

स्वागत हे Bem Vindo
Dobrodojeda
Velkommen
Karibu
Shagatom
καλώς
ορίσάτε

خوش آمدید
Velkommen
Bienvenue
Tervetuloa
أهلا وسهلا
Shalom
Benvenuto

добро пожаловать
ようこそ
Välkommen
Soo Dhawoow
Hoşgeldiniz
Willkommen
Dobrodošli 欢迎

Serdceznie
witamy
Serdecznie

» Incomings

Are you interested or already looking forward to your time abroad at TH Köln?

The Department of International Affairs is happy to assist and accompany you during your stay abroad.

<https://www.th-koeln.de/thkoeln/LoginServlet>

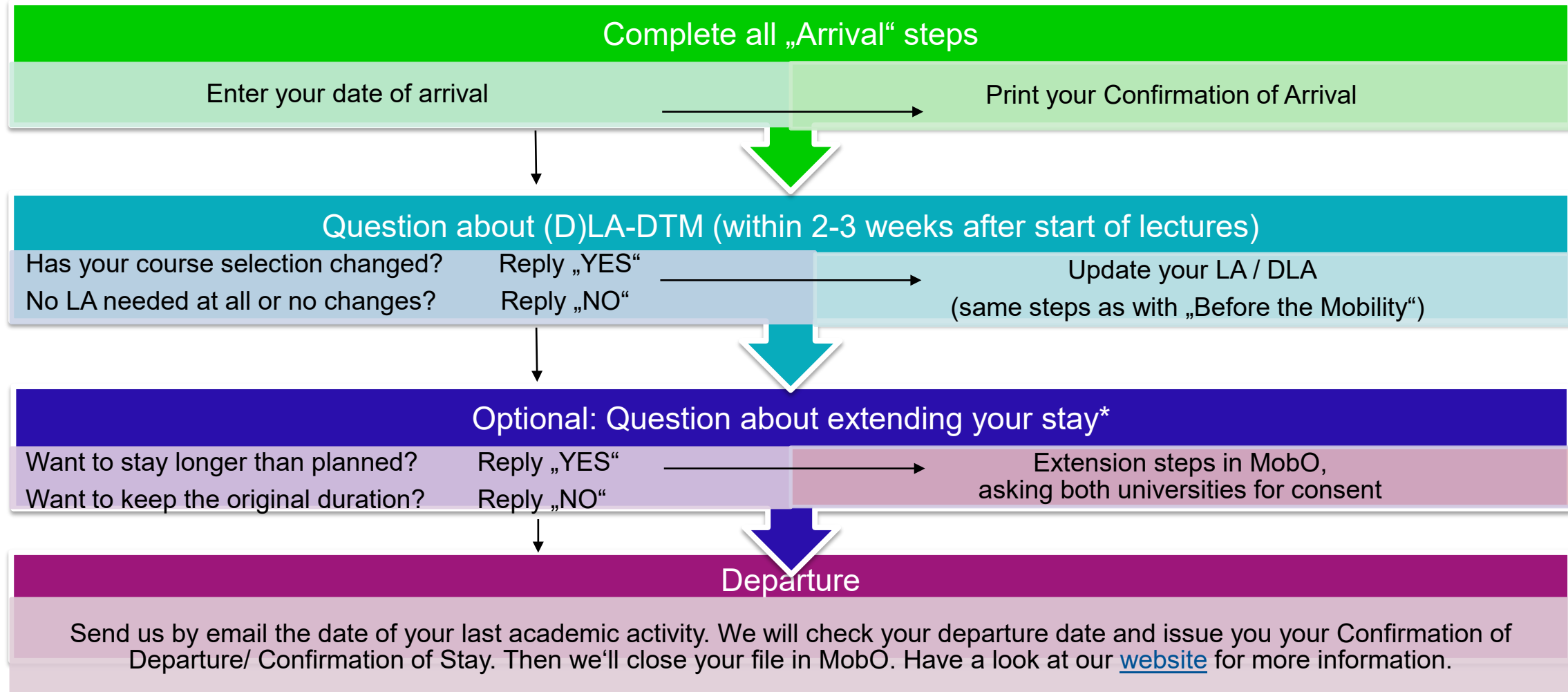
Elin Petersson & Sandra Austrup

Incomings Exchange

Hochschulreferat für Internationale Angelegenheiten / Department of International Affairs

Technology
Arts Sciences
TH Köln

Your workflow in Mobility Online



* This question will only appear if the planned duration of your stay ends with the current semester.

Things to do directly after arrival:

MultiCa collected by the student	☒
During your stay	
Starting date of stay	☒
Starting date confirmed by Department of International Affairs	☒
Confirmation of Arrival printed	☒
If you need to make any changes to your Learning Agreement BTM you can create a Learning Agreement DTM. Please let us know if you plan to make any changes to your Learning Agreement	
☐ Question regarding Learning Agreement (DTM) answered	☐
If you would like to extend your stay at TH Köln, you must first discuss this with your hosting faculty and your home university.	
Question regarding extension of stay answered	☐

To Do:

- ✓ Make sure you have completed those steps!
- ✓ Some functions in MobO will not be available if this part is incomplete.

Question about LA-DTM:

MultiCa collected by the student



During your stay

Starting date of stay



Starting date confirmed by Department of International Affairs



Confirmation of Arrival printed



If you need to make any changes to your Learning Agreement BTM you can create a Learning Agreement DTM.

Please let us know if you plan to make any changes to your Learning Agreement



Question regarding Learning Agreement (DTM) answered



If you would like to extend your stay at TH Köln, you must first discuss this with your hosting faculty and your home university.

Question regarding extension of stay answered



[Answer question regarding Learning Agreement During the Mobility](#)

Changes to the Learning Agreement (
Erasmus Studium (SMS)

Back to the application workflow
Create

Please answer the question below.

Do you plan to make any changes to your (digital) Learning Agreement BTM ? / Do you want to create a (digital) Learning Agreement DTM? *
☒ Yes
☐ No

Back to the application workflow
Create



LA – During the Mobility (PDF)

- Ideally within 2-3 weeks after the start of lectures!
- Changes are made in the PDF file that has already been confirmed before the mobility
→ changes are indicated in table A2/B2
- Sign the new version and let your home coordinator sign it, too
- Re-upload version with 2 signatures

To Do:

- ✓ If you need an LA-DTM, submit it ASAP!!!

LA – During the Mobility (DLA / OLA)

- Ideally within 2-3 weeks after the start of lectures!
- Changes are made in **your home university's platform**
- Please send us an **updated version** (with tables A2 and B2 filled out) – **NOT** a new DLA/OLA!
- Technical problems? Ask your coordinators at home.

Changes to the Learning Agreement

Mobility type: Semester

Table A2	Course Code (wenn vorhanden)	Course Title at the Receiving Institution (as in course catalog)	Deleted course	Added course	Reason for change	Number of ECTS (or equivalent)
	unknown	Export management	☐	☒	schedule change	6,00
	unknown	Simulation Game International Management	☒	☐	schedule change	6,00
						Gesamt: 6,00

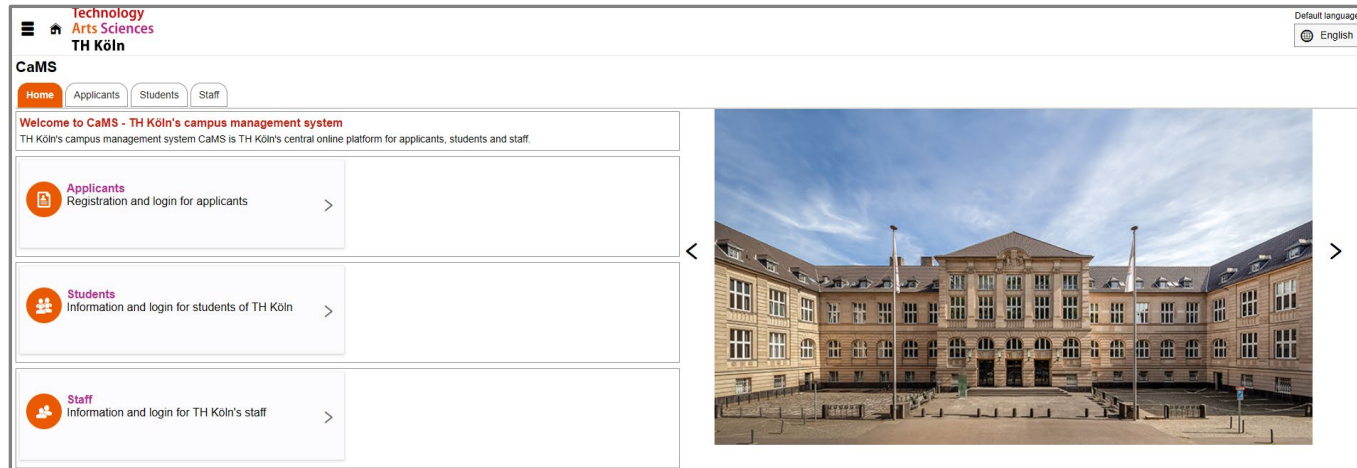
Table B2	Course Code	Course Title at the Sending Institution	Deleted course	Added course	Reason for change	Number of ECTS (or equivalent)	Automatic Recognition
						Total: 0,00	

Table C2	Course Code (if any)	Course Title or description of the study program at the Receiving Institution	Short description of the virtual component	Reason for change	Number of ECTS to be recognized	Automatic Recognition
					Total: 0,00	

To Do:

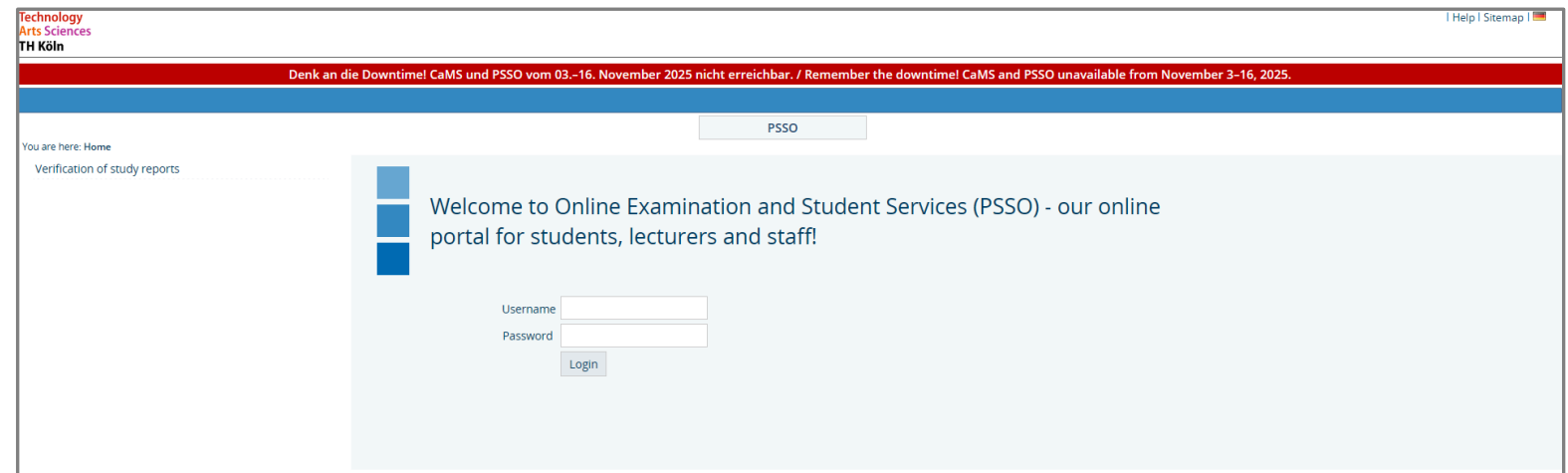
- ✓ If you need a DLA-DTM, submit it ASAP!!!

Exam registration – and who to ask for help



<https://cams.th-koeln.de/>

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



Elin Petersson & Sandra Austrup

Incomings Exchange

Hochschulreferat für Internationale Angelegenheiten / Department of International Affairs

Technology
Arts Sciences
TH Köln

Remember the downtime!

CaMS for you!

November 3 – 16, 2025

System update for the campus management system (CaMS)

The following systems will not be available during this period:

- ❌ **PSSO** – no registrations for examinations, viewing grades or generating TANs
- ❌ **CaMS** – no certificates/confirmations and applications



Please complete important tasks **before November 3, 2025!**

You should download your

- **Certificate of Enrollment**
- **BAföG Certificate (if applicable)**
- **Transcript of Records**

Helpful resources:

- [CaMS FAQ](#)
- [How to generate a ToR](#)
- [How to request a substitute TAN list](#)

More Information:



Exam Registration for Exchange Students

- Registration in general takes place via PSSO

→ Exception 1: ifs + KISD via Departmental Coordinator

→ Exception 2: study programs that already work with „EXA“

(at the moment: BA Bibliothek und digitale Kommunikation, BSc Data and Information Science, BSc+MSc Risk and Insurance, MSc Rettungsingenieurwesen, MSc Integrated Water Resources Management, MSc Natural Resources Management and Development, MSc Renewable Energy Management; BSc Raumentwicklung und Infrastruktursysteme)

- Forgot/lost/used up your TAN list? [Request a new one](#) ASAP!

- Registration is only possible during certain time frames!

Faculty / Institute	How to register?
Film (ifs)	via Nina Möhrke
Design (KISD)	via Angelica Salcines

To Do:

- ✓ Visit the [website](#) and check the deadlines

Exam Registration for Exchange Students

Exam registration for courses of other faculties:

→ Sent an Email from your email- account to the [Office of Student and Examination Services](#) at your campus location including the following information:

- your full name
- your student ID number
- complete name of the module + exam number, name of the lecturer
- study program and name of the faculty

→ Please note: other faculties can have different registration periods!!!

To Do:

- ✓ Visit the [website](#) and check the deadlines

Exam Registration for Exchange Students

Who can I ask for help?

- Your Departmental Coordinator: Exam registration period
- The respective lecturer: Exam contents, learning materials, place/date/procedure of the exam, what to bring to the exam
- Office of Student and Examination Services („Studienbüro“) at your campus location: (de-)registering for exams from other faculties/study programs, substitute TAN list

My campus location	Relevant Studienbüro location	Contact info
Südstadt campus	Claudiusstr. 1, 50678 Köln	Link
Mülheim campus		
Deutz campus	Betzdorfer Str. 2, 50679 Köln	Link
Leverkusen campus	Campusplatz 1, 51379 Leverkusen	Link
Gummersbach campus	Steinmüllerallee 1, 51643 Gummersbach	Link

To Do:

- ✓ Check the registration deadlines for your exams

Reminder: Exams after the end of the term

At Deutz campus and Gummersbach campus, some exams might take place after the official end of the summer term (= in September/October) / winter term (= in March/April)

- If your stay at TH Köln is scheduled for only one semester, you will lose access to your emails / ILU etc. after **August 31** (summer term) / **February 29/ 29** (winter term)
- Check your schedule and ask your lecturers about the exams!
- If you inform us **early enough**, we can help extend your enrollment until after your last exam (inform us by **July 1** for summer → winter term / **February 2** for winter → summer term)

Please note: If you want to **repeat an exam** you already failed once, or if the same exam was offered earlier but **you didn't take it**, you will have to pay the semester fee for the following semester.

→ If you are a **Double Degree** student, you must pay the semester fee for the following semester.

How to stay: Extension and re-registration

- If you would like to extend your stay at TH Köln for another semester, please follow the steps in Mobility-Online to inform us about your intended extension
- Your home university as well as your faculty at TH Köln have to confirm that they agree with your extension
- You will have to pay the semester fee in time.

Deadlines:

Extension for the **winter term: 15.06.**

Extension for the **summer term: 15.12.**

Extending your stay (in MobO)

During your stay

Starting date of stay

✓

Starting date confirmed by Department of International Affairs

✓

Confirmation of Arrival printed

✓

If you need to make any changes to your Learning Agreement BTM you can create a Learning Agreement DTM.

Please let us know if you plan to make any changes to your Learning Agreement

Question regarding Learning Agreement (DTM) answered

✓

If you would like to extend your stay at TH Köln, you must first discuss this with your hosting faculty and your home university.

▶

Question regarding extension of stay answered

[Answer question regarding the extension of your stay](#)

+

After the mobility

Please confirm if you wish to extend your stay at TH Köln *

☒ I would like to extend my stay (yes) ☐ I do not want to extend my stay (no)

I would like to study until *

Please now indicate the expected end of your extended stay.

Academic year of the extension *

<-- Please select -->

Back

Save

* Check TH Köln's academic Calendar [here](#)

Elin Petersson & Sandra Austrup

Incomings Exchange

Hochschulreferat für Internationale Angelegenheiten / Department of International Affairs

Technology
Arts Sciences
TH Köln

Extending your stay (in MobO)

Confirmation letter from your home university

Necessary information:

- your full name
- duration of the planned extension (e.g. “March 1 to August 31, 2026”)
- home university agrees to the extension
- you will remain enrolled at your home university during this period

a) in your MobO- Workflow: Upload confirmation of home institution

Or:

b) email from your coordinator to incomings-exchange@th-koeln.de
→ we'll upload the email for you



Faculty at TH Köln will now agree or reject the extension

Extension deadlines:

Extensions for **winter semester:**

Apply between 15.05. and 15.06.

Extensions for **summer semester:**

Apply between 15.11. and 15.12.

Extending your stay (in CaMS and in real life)

- Check your **re-registration block** in CaMS
→ re-register once the block has been adjusted
- Keep your **health insurance** valid
- Check the validity period of your **visa or residence permit and your rental contract**
→ if needed, apply for a new/extended residence permit, extend your contract
- Download your new **Certificate of Enrollment** from CaMS
(see [CaMS FAQ](#) for instructions)

Re-registration for a second semester (in CaMS)

- You need to re-register for every new semester you spend at TH Köln
- No matter if you were admitted for 2 semesters from the start or if you extended your stay later on
- Re-registration requires you to pay the semester fee
- Use the reference code (student ID number + first name + last name)!
- Need more information? See the [infopage](#), the [CaMS FAQ](#) and your personal CaMS account

Re-registration deadlines:

for **winter semester**: **July 10**

for **summer semester**: **January 10**

- Late fee of **€7.00** after the deadline

- Don't wait too long – **Disenrollment!**

Checking your re-registration block in CaMS

CaMS

Quicklinks

Student services

General information

Applications and requests

Leave of absence, disenrollment, adjustment of fees

Other applications and requests

My messages

No messages yet.

Block

My degree programs

Documents and photos

Contact information

Payments

Certificates

Block

It is not possible to re-register since your planned stay at TH Köln will end at the end of this semester. If you would like to extend your stay at TH Köln, please get in touch with the Department of International Affairs.

Semester **winter semester 2025**

Blocked functions

- Re-registration
- Leave of absence instead of re-registration

- All exchange students have a re-registration block.
- CaMS > „Student services“ > „Block“
- Re-registration for the blocked semester is not possible.
- If you complete the extension process in MobO, we'll adjust your block accordingly.

To Do:

- ✓ Check your block in CaMS
- ✓ Let us know if something seems wrong

The student in this example can't re-register for the winter semester 2025/26.

Re-registration for earlier semesters (summer 2025) is possible.

Questions???



Elin Petersson & Sandra Austrup

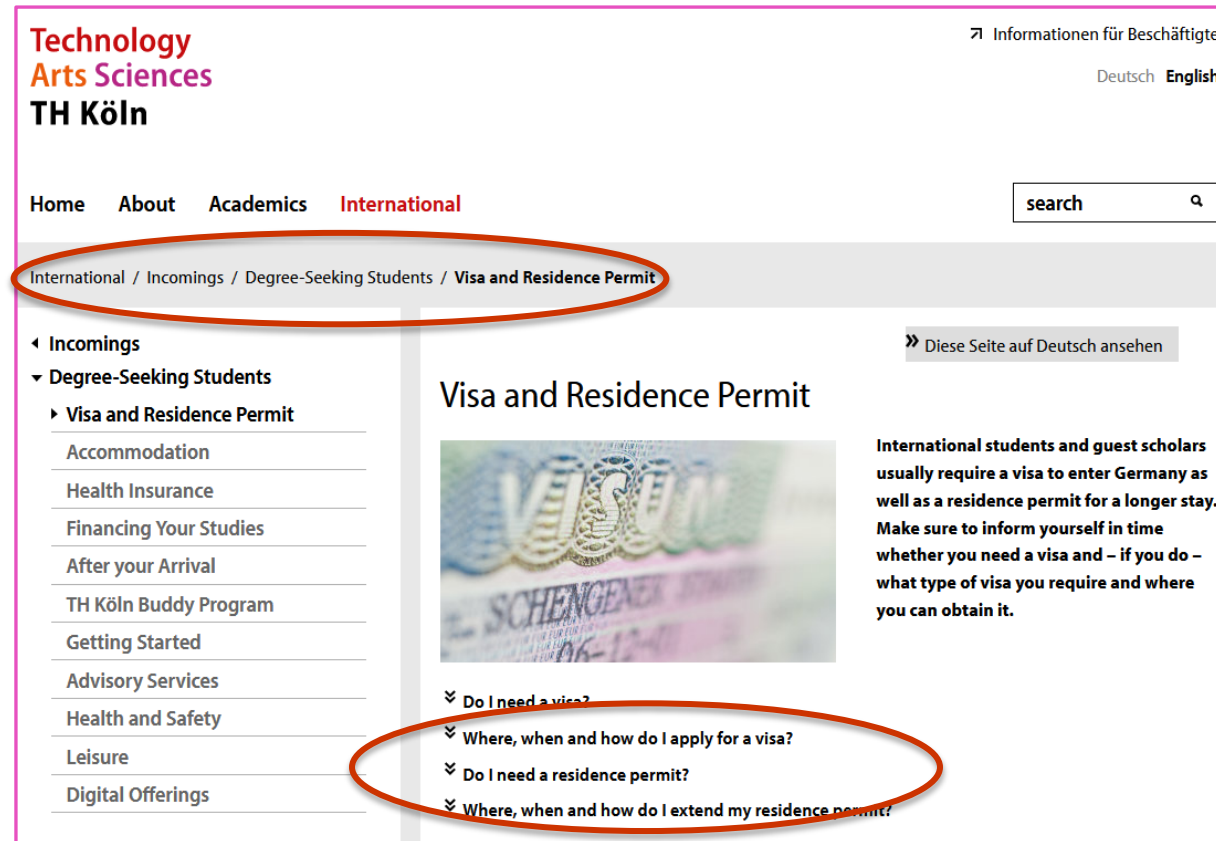
Incomings Exchange

Hochschulreferat für Internationale Angelegenheiten / Department of International Affairs

Technology
Arts Sciences
TH Köln

Residence permit and residence law

Check out our [website](#) for useful information...



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.

Residence Permit

When to apply?

- **Entry on visa:** at least 3-4 months in advance before visa expires
- **Visa-free entry:** shortly after arrival, after having registered with the city
- Do not wait until the last day, process takes time

Step 1: register with the city

Step 2: apply for residence permit

What if I have not found a place to stay yet?

- Application **must be** submitted **before expiry date**
- Submit application and include delivery address of a friend or relative in Germany



Residence Permit

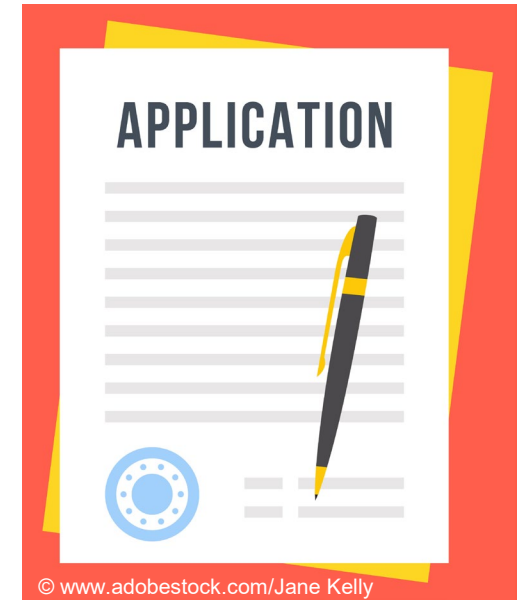
Where to apply?

- In Cologne, there are several immigration offices sorted by district
- Depending on your registered address, you must submit your application to the office responsible for your district
- Living outside Cologne? Submit application to immigration office responsible for your city



Residence Permit Required Documents

- ✓ Application form (provided by immigration office)
➔ in Cologne, electronic form ("*Erstantrag*")
- ✓ Copy of valid passport – all printed pages, including entry stamp and visa
- ✓ Current biometric passport photograph (35x45 mm, not older than 3 months)
- ✓ Certificate of city registration and rental agreement
- ✓ Certificate of enrollment of TH Köln
- ✓ Certificate of health insurance
- ✓ Proof of financial resources: € 992 per month, meaning € 11.904 for one year



Residence Permit

Proof of Financial Resources – Options

- Blocked bank account
- Scholarship confirmation
- Declaration of commitment given by someone else living in Germany who undertakes to support you
(*Verpflichtungserklärung § 68*)
- Own income (part-time job)
- *Accepted in Cologne:*
parents' declaration to cover living expenses for the duration of the studies



Why € 992?

This sum is officially considered the necessary amount a student in Germany needs to pay for living expenses, rent, and health insurance. The sum is subject to change.

Residence Permit

How to apply?

1. Find out the contact information of your responsible immigration office according to your place of residence
2. Submit required documents via email, online form or registered mail (*Einschreiben*)
3. Immigration office will check documents;
in some cases they may ask for additional documents
4. Receive invitation for an appointment, pay fee of € 110, leave fingerprints

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

5. Collect your residence permit



Don't

Just ask for an appointment.

Do

Submit the application form with the standard set of documents.

Confirmation of Departure / Confirmation of Stay

Your Confirmation of Departure **must confirm the last date of your academic mobility period.**

This means:

the last date of study activity at your host university - not the date of departing from your host country.

Confirmation of Departure / Confirmation of Stay

Please note: The relevant Date of Departure is the **date of your last academic activity** (exam, presentation, lecture, etc.) at TH Köln campus. We will add the date of your physical departure from Cologne / Germany as additional information.

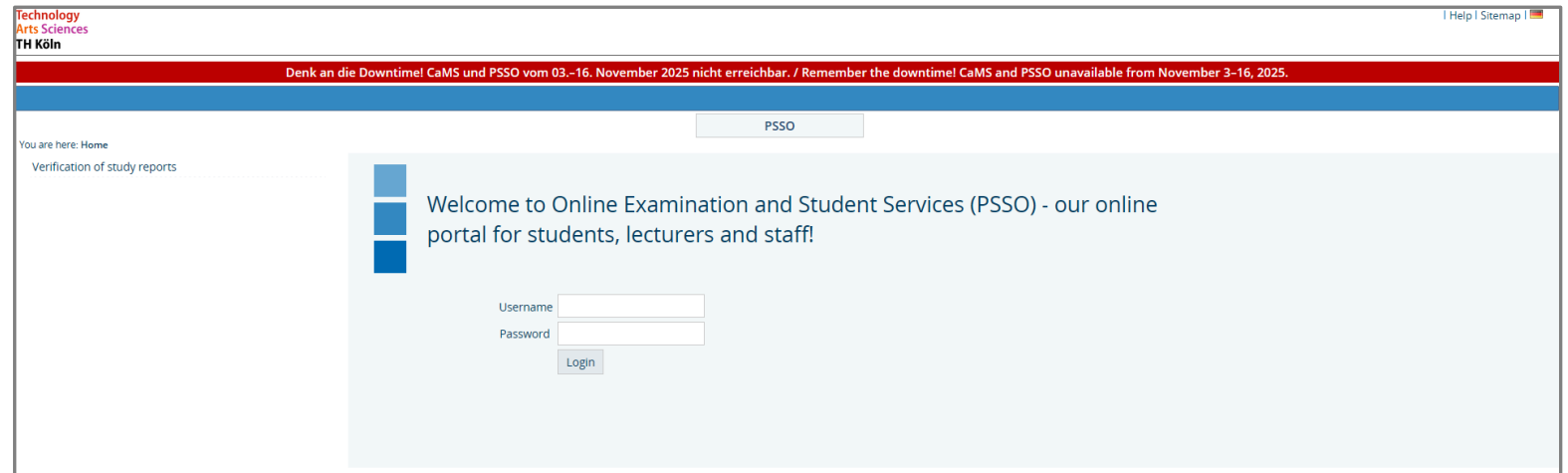
To get your confirmation document, please send us the following information by email:

- Your complete name and student ID number
- The date of your last academic activity
- Module & examiner of your last exam (or lecture, or presentation, or other "official" academic activity) at TH Köln campus
- TH Köln Campus and study program
- The date of your physical departure
- (optional: your home university's template – otherwise, we will use our own template)

Accessing your Transcript of Records, language certificates & grading

You can download your transcript of records, an overview of your examinations and respective grades and credits, through the Online Examination and Student Services (PSSO).

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



The screenshot shows the login page of the Online Examination and Student Services (PSSO) portal. At the top left, the logo for Technology Arts Sciences TH Köln is visible. A red banner across the top contains a notice about a downtime from November 3-16, 2025. Below this, a blue navigation bar includes a 'PSSO' button. The main content area has a light blue background and features a welcome message: 'Welcome to Online Examination and Student Services (PSSO) - our online portal for students, lecturers and staff!'. To the left of this message, there is a breadcrumb trail: 'You are here: Home' and 'Verification of study reports'. Below the welcome message, there are input fields for 'Username' and 'Password', followed by a 'Login' button.

Accessing your Transcript of Records (ToR)

- Grades should be entered within 6 weeks after the relevant exam
→ if not, send a polite email reminder to the examiner)
- You will have access to PSSO for 8 months after the end of your enrollment
- It is your responsibility to download the ToR and hand it in at your home university.
- Make sure to download the right versions!
- Please note: the Transcript of Records will be valid without signature and without stamp!

Accessing your Transcript of Records (ToR)

How to get your ToR in German:

Notenspiegel

PDF-Übersicht: alle Leistungen 

PDF-Übersicht: alle Leistungen mit Prüfungsdatum 

PDF-Übersicht: nur bestandene Leistungen (nicht zur Vorlage bei anderen Hochschulen) 

PDF-Übersicht: Bescheinigung über studiengangsfremde Leistungen 

PDF-Übersicht: alle Leistungen und angem. Prüfungen (zur Vorlage bei anderen Hochschulen) 

PDF-Übersicht: Leistungsbescheinigung nach §48 BAföG 

~~PDF-Übersicht: Transcript of Records (englisch) ~~

~~PDF-Übersicht: Transcript of Records - studiengangsfremde Leistungen (englisch) ~~

Those two English versions are incomplete, do not use them!

How to get your ToR in English:

- Switch PSSO to English first (upper right corner)!

Academic records

PDF overview: Academic Record (all assessments) 

PDF overview: Academic Record passed assessments only (not for submission to other universities) 

PDF overview: Academic Record - Courses from other programs 

PDF overview: Academic Record (for submission to other universities) 

PDF overview: Transcript of Records (englisch) 

PDF overview: Transcript of Records - Courses from other Programs (englisch) 

To Do:

- ✓ Watch our [PSSO tutorial](#) (the ToR part starts at 5:10)
- ✓ Check out our website: https://www.th-koeln.de/en/international_office/before-you-leave_51024.php

Timeline for grading

Rule of thumb: Grades are usually entered **within 6 weeks** after the exam.

In some situations, grading can take longer (e.g. illness of the examiner).

- Is there a deadline to submit your complete ToR at your home university?
(to select courses for the next semester, to graduate, to get your scholarship, etc.)
- Is there a safe buffer between your last exam and the deadline?
- **If the deadline might be too tight:**
 - ask your lecturers at TH Köln about their grading timeline
 - ask your coordinators at home about an extended deadline
 - explain the situation to both sides, look for a compromise
- If there's no deadline / the deadline is easy to meet:
 - relax and let your examiners work in peace



© Round Icons / unsplash

To Do:

- ✓ Monitor your deadlines and grading timeline

Certificates for SLZ language courses

Are you taking a language course at the **Language Learning Center (SLZ)**?

- By default, SLZ issues course certificates on paper that must be picked up on campus
- You can request a digital certificate via email instead
 - no need to wait for the paper version in Germany
 - waiting time can not be counted for your Confirmation of Stay!
- In justified cases, SLZ can send a paper certificate by post
- German language courses will automatically show up on your Transcript of Records
- Other language courses will only show up in your Transcript of Records if you ask:
 - get your certificate from SLZ
 - send it to the Office of Student and Examination Services by email



© Van Tay Media / unsplash

Before you leave – things to do at the end

Time to say goodbye!

You have studied one or two semesters at TH Köln, made new acquaintances, got to know a new city and its surroundings and hopefully come to love it.

Before you leave, you should tie up some loose ends.

We have compiled a small checklist to help you 😊



Before you leave – things to do at the end

- Download the checklist we're sharing in the Zoom chat
- For an extended version, read through our [“Before You Leave” website](#)

Technology
Arts Sciences
TH Köln

Checklist – Before You Leave

The following steps must be completed at TH Köln:

- Make sure you completed all steps in your Mobility Online workflow.
<https://www.th-koeln.de/mobility/>
- Get your Confirmation of Departure / Confirmation of Stay.
Email to incomings-exchange@th-koeln.de with:
 - Your full name
 - Date & name of your last on-campus exam / lecture at TH Köln + name of the examiner / lecturer
 - If available: Pre-filled template from your home university
- Generate both versions of your Transcript of Records.
https://www.th-koeln.de/internationales/informationen-luer-austauschstudierende_55633.php#sprungmarke_1_4
- Inform your Departmental Coordinator if you leave before the end of the semester.
https://www.th-koeln.de/en/international_office/information-for-exchange-students_55834.php
- Return all borrowed media to the library.
https://www.th-koeln.de/en/university-library_71012.php
- Save relevant emails from your Small-Account. You'll lose access after the end of the semester.
<https://webmail.th-koeln.de/>

The following steps must be completed in private:

- Cancel your rental contract in good time.
- Arrange a handover date for your apartment/room.
- If applicable, close your German bank account.
- If applicable, cancel your (international) health insurance.
- Deregister with the city.
(for Cologne: <https://www.stadt-koeln.de/service/produkte/00414/index.html>)
- If applicable, deregister with the GEZ ("Rundfunkbeitrag") public broadcasting fee.
https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_oer.html
- Cancel any other contracts you closed for the exchange semester.

You can find our CaMS FAQ here:
https://www.th-koeln.de/studium/cams---frequently-asked-questions_104321.php

Further questions?
We hope your stay at TH Köln was both fun and instructive.
If you have any further questions, contact us via email:
incomings-exchange@th-koeln.de
OR
visit our consultation hours:

Further information
Before your Leave:

Technische Hochschule Köln – TH Köln
Department of International Affairs
incomings-exchange@th-koeln.de

Questions???



Department of International Affairs

Questions? Contact us ... and follow us on Social Media!

Weekly office hours in Zoom and on campus:

https://www.th-koeln.de/en/international_office/department-of-international-affairs_77208.php

Please note:

Always use this email address to get in touch with us.

Thank you 😊



www.th-koeln.de/international

incomings-exchange@th-koeln.de



Follow us!

@thkoeln_international



Like us!

International Affairs Th Köln

Technology
Arts Sciences
TH Köln



Thanks for joining us!

Have a good semester and a successful exam period! ☺