

# Information on Applications for Special Admission (Military/Social Service, Top athletes)

Bachelor's/Master's programs with restricted admission

Special admission due to previous admission and military/social service

## Special Admission (Military/Social service)

An applicant is only eligible for special admission if he/she has **actually applied and has been admitted to the same degree program prior to or during his/her military/social service period**. Thus, everyone interested in pursuing a degree program is encouraged to apply for admission prior to or during his/her military/social service period.

To claim your entitlement for special admission you need to **re-apply to TH Köln** and **submit a copy of your Letter of Admission from TH Köln** with your application.

If you are still performing military/social service and your service period will end before the beginning of the lecture period, your application can be considered based on your previous admission. Please be advised that your entitlement for special admission will expire if you have not re-applied for admission during the first or second application period after the termination of your military/social service.

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## Information on military/social service

This information only applies to applicants who have already completed military/social service or will do so by April 30 (for applications to the summer semester) or October 31 (for applications to the winter semester) at the latest.

According to section 19 I in conjunction with section 23 II, sentence 1 of the Regulation on the allocation of study place in North Rhine-Westphalia (*Vergabeverordnung NRW*), last amended on May 4, 2012 the term 'service' is defined as follows:

- 1) **military service** of three years or less, according to section 12a of the Basic Law for the Federal Republic of Germany or an equivalent temporary military duty or service
- 2) **voluntary military service** according to the Legal Status of Military Personnel Act (*Soldatengesetz*)
- 3) **Federal Volunteer Service** according to the Federal Volunteer Service Act (*Gesetz über den Bundesfreiwilligendienst*)
- 4) service as a **development worker** for at least one year in accordance with the Development Worker Act (*Entwicklungshelfergesetz*)
- 5) **Youth Volunteer Service** (*Jugendfreiwilligendienst*)
  - **Voluntary Social Year** (*Freiwilliges Soziales Jahr*) as well as **Voluntary Ecological Year** (*Freiwilliges Ökologisches Jahr*) according to the Act to Promote Youth Voluntary Services (*Gesetz zur Förderung von Jugendfreiwilligendiensten*) as amended on May 16, 2008 - Federal Law Gazette I p. 842.
  - **European Voluntary Service** according to Decision No. 1719/2006/EC of the European Parliament and of the Council of 15 November 2006
  - **International Youth Volunteer Service** in accordance with the Directive for the Implementation of the "International Youth Volunteer Service" (*Richtlinie zur Umsetzung des „Internationalen Jugendfreiwilligendienstes“*) of December 20, 2010 (Joint Ministerial Gazette 2010, p. 1778) or a government-supported pilot project,
  - **Weltwärts** - voluntary service organized by the Federal Ministry of Economic Co-operation and Development (external website: <http://www.weltwaerts.de>)
  - **Kulturweit** - voluntary service organized by the Federal Foreign Office (external website: <http://kulturweit.de>) of at least six months duration

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- 6) **Care of a minor child or another relative in need of care** for up to three years. Care of a child or another relative must be carried out full time. If care is merely provided a few days or hours a week, this cannot be recognized as a service.
- Children include own biological children, as well as foster or adopted children, a spouse's or partner's children living in the same household and grandchildren living in the same household (in terms of section 25 (5) of the Federal Training Assistance Act (*Bundesausbildungsförderungsgesetz*)).
  - Other relatives include spouses, registered life partners (according to the Life Partnership Act (*Gesetz über die Eingetragene Lebenspartnerschaft*) or persons related in direct line or first-degree relatives by marriage (according to section 1589 (Relationship) of the German Civil Code (*Bürgerliches Gesetzbuch*)).
- ⇒ For EU/EEA citizens or other persons who apply under the same regulations as German citizens, services will be recognized if they have been performed in Germany or in the applicant's home country (if it is equivalent to a German service).

If you have performed more than one voluntary service this will not be considered individually. If you have performed more than one service, e.g. military services followed by a Voluntary Social Year, only the first service performed will be considered; please provide information on the second service performed on an additional sheet.

Exception:

If you performed military service followed by alternative civilian service, please submit certificates for both service periods.

## Top athletes

### Special Admission (top athletes)

If you are a top athlete you will be given priority consideration for admission. You qualify as a top athlete if you are a member of one of the Federal Sport Association's (*Bundessportfachverband*) teams listed below at the time of application. You are required to submit a **certificate issued by the responsible Federal Sport Association**:

- Olympic team & paralympic team or A team
- Secondary team or B team
- Junior team 1 and 2 or C team or D/C team
- Team sports squad (*Teamsportkader*)

### Checklist (Top athletes)

Current Certificate issued by the responsible **Federal Sport Association** indicating that you are a member of one of the following teams:

- Olympic team & paralympic team or A team
- Secondary team or B team
- Junior team 1 and 2 or C team or D/C team
- Team sports squad (*Teamsportkader*)

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## Checklist (Military/Social Service)

**All applicants** are required to submit

- Letter of Admission** issued by TH Köln for one of the last two application periods.
  - Notice of Deferment** issued by Hochschulstart (in case you applied for admission to a program participating in the Dialogue-oriented Service Procedure (DoSV)) for one of the last two application periods.
- Please note that your application will be rejected should you fail to present one of these documents.**

## Military Service/Voluntary Military Service/Alternative Civilian Service

- Certificate of service** (*Dienstzeitbescheinigung*) - the document must carry an **official seal**. Automatically generated documents are accepted without seal.
  - The Certificate of Service must include the start and (expected) end date of the service period.
  - A Draft Notice (*Einberufungsbescheid*) alone is not sufficient.

## Federal Volunteer Service/Development Worker/Youth Volunteer Service

- Certificate** issued by the organizing institution or in case of the European Voluntary Service issued by the European Commission
  - The certificate must include the start and (expected) end date of the service period.

## Child care

- All of the following documents:**
  - a) Birth certificate of the child/children
  - b) Registration certificate (*Meldebescheinigung*) of the child/children
  - c) Declaration in lieu of an oath stating that the applicant provided full-time care for the child/children.

## Care for close relatives

- All of the following documents:**
  - a) Registration certificate (*Meldebescheinigung*) of the relative(s).
  - b) **Specialist medical report** indicating type and level of care required.
    - The report must be comprehensible for non-experts in medical matters.
  - c) Declaration in lieu of an oath stating that the applicant provided full-time care for the relative(s).