

Enrollment

To accept your admission offer, please enroll as follows:

Send an email to studium-suedstadt@th-koeln.de and attach the documents listed below as PDF files.

The following documents are required for your enrollment:

1. For German applicants: **valid ID card (*Personalausweis*)** or passport
For international applicants: the pages of your **valid** passport showing your personal information
If you had your name changed: change of name certificate/marriage certificate
2. CV form
3. Enrollment form
4. Examination certificates/diplomas:
 - **Abitur** or *Fachhochschulreife* (academic and practical part) or an equivalent secondary school diploma
 - **Diplomas of all previous university degrees** including examination certificates (overview of subjects and grades)

⇒ **Translation of documents:** If your certificates are issued in a language other than German or English you are required to submit an official translation along with the original documents.
5. **Confirmation of health insurance status**

In Germany, health and long-term care insurance is mandatory for all university students. To enroll, an **electronic confirmation of your health insurance status** must be transmitted from your health insurance company to TH Köln. Please note that a written confirmation of membership issued by your health insurance company or a copy of your insurance card are not sufficient.

If you have statutory health insurance (*gesetzliche Krankenversicherung*), please ask your insurance company to transmit a confirmation of your insurance status (as per sect. 199A (2) SGB V) to Technische Hochschule Köln (sender's ID: H0000253).

If you have private health insurance (and intend to keep it while enrolled at TH Köln), you need a confirmation that you are exempt from statutory health insurance. Every statutory health insurance company can issue such a confirmation. It also needs to be transmitted electronically to Technische Hochschule Köln (sender's ID H0000253).

6. **Confirmation of disenrollment from your previous university** (*Exmatrikulationsnachweis*), including an indication of your semesters enrolled, program semesters and semesters on leave.
- ⇒ You are required to submit this document even if you successfully completed a university program.

 - ⇒ Please note: If you were enrolled at several universities, you are required to submit relevant supporting documents for all universities/programs you attended.

Please note that you can only be enrolled upon submission of all required documents.

Best regards

Office of Student and Examination Services, Südstadt Campus