

# Enrollment Information Advanced Standing

Faculty of Business, Economics and Law  
**International Business (Master's program)**

**Technology**  
**Arts Sciences**  
**TH Köln**

## Enrollment

To accept your admission offer, please enroll as follows:

**Send an email to [studium-suedstadt@th-koeln.de](mailto: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. Certificates/diplomas:
  - *Abitur* or *Fachhochschulreife* (academic and practical part) or an equivalent secondary school diploma
  - Diplomas of all previous university degrees including examination certificates/transcript of records (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.
4. GMAT score with at least 500 points (or equivalent GRE score)
5. Proof of excellent English language skills (B2 level, as established in the Common European Framework of Reference for Languages (CEFR). Please refer to:  
[www.th-koeln.de/en/academics/international-business-master--how-to-apply\\_5815.php](http://www.th-koeln.de/en/academics/international-business-master--how-to-apply_5815.php)
6. Proof of proficiency in a foreign language other than English and your native language (at least basic knowledge)
7. Enrollment form

**8. 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).

**9. 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