

# Enrollment Information

## Advanced Standing

Faculty of Information, Media and Electrical Engineering  
**Communication Systems and Networks (Master's program)**

### Enrollment

To accept your admission offer, please enroll as follows:

Type of enrollment

#### in writing (i.e. by email)

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The following documents are required for your enrollment (scans (PDF), as email attachment)

1. **valid** government-issued ID card or passport
2. If you had your name changed: change of name certificate/marriage certificate
3. **Enrollment form**
4. **CV form**
5. **Current address in Germany**
6. Examination certificates/diplomas:
  - **Abitur or Fachhochschulreife (academic and practical part) or an equivalent secondary school diploma**
    - Guided internship (six months or one year): Confirmation issued by the school recognizing the internship or confirmation issued by the company (in accordance with the internship education regulations (*Praktikumsausbildungsverordnung*)) if the student attends grade 12 (grade 11 if G8 applies) or higher in the German school system
    - Vocational training: Vocational training/apprenticeship/proficiency certificate
  - **Original documents must carry the official seal.**
  - **Diplomas and examination certificates of all previous university degrees** (including a list of modules and grades)
  - ⇒ **Examination certificates:** You do not need to submit these documents if you have already submitted them with your application or for previous studies at TH Köln.
  - ⇒ **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.

**7. 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).

**8. All applicants who have previously been enrolled at another German university**

- **Confirmation of disenrollment from your previous university** (*Exmatrikulationsnachweis*), **including an indication of your semesters enrolled, program semesters and semesters on leave** (simple copy)

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

**9. For profiles which include modules in German, applicants are required to have successfully completed the German Language Proficiency Test for Admission of Foreign Students (DSH - level 1)** if they did not obtain their higher education entrance qualification at an institution where the language of instruction is German:

Proof of adequate German language proficiency, e.g. by passing the Deutsche Sprachprüfung für den Hochschulzugang (DSH) or an assessment test.

Please visit [www.th-koeln.de/german-language-skills](http://www.th-koeln.de/german-language-skills) for more information.

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

**Kindly refrain from inquiries regarding the status of your application.**

If you want to verify that TH Köln has received your application, **we recommend sending your documents by registered mail (without signature, "Einwurf Einschreiben")**

Best regards  
Office of Student and Examination Services, Deutz Campus