

Enrollment Information Advanced Standing

Faculty of Computer Science and Engineering Science
Automation & IT (Master's program)

Enrollment

To accept your admission offer, please enroll as follows:

Send an email to bewerbung-gm@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. **Enrollment form**
3. **CV form**
4. **Examination certificates/diplomas:**
 - *Abitur* or *Fachhochschulreife* (academic and practical part) or an equivalent secondary school diploma,
 - **Examination certificates of all previous university degrees** (including a list of modules and grades)

Please note: You do not need to submit these documents if you have already done so with 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.

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. All applicants who were not previously enrolled at TH Köln but at another German university:

- a. **Confirmation of disenrollment from your previous university** indicating total semesters enrolled, semesters enrolled in this program and semesters on leave (*Exmatrikulationsnachweis*).
- b. **Current Declaration of no-objection** (*Unbedenklichkeitsbescheinigung*, only if you were previously enrolled in the same/a similar degree program at a different German university. If your university will not issue a declaration of no-objection please submit an official transcript of records (indicating all examination attempts) issued by the Office of Examination Services/Registrar's office (see below).
- c. **Current Academic Record** listing all examination attempts (status: passed; not passed; registered)

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

8. Proof of adequate English language proficiency (see form attached)

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

Please note:

After your enrollment at TH Köln you will receive information on the transfer of credits.

Best regards,
Office of Student and Examination Services, Gummersbach Campus

Enrollment Information Advanced Standing

Faculty of Computer Science and Engineering Science
Automation & IT (Master's program)

Nachweis von Englischkenntnissen
Proof of English language proficiency

**Technology
Arts Sciences
TH Köln**

Bitte fügen Sie dieses Formblatt ausgefüllt und mit den erforderlichen Nachweisen Ihrer Bewerbung für den Masterstudiengang Automation and IT bei.
Please complete this form and submit it along with the required supporting documents with your application to the Master's program Automation and IT.

Name, Vorname / *Last name; first name:*

Anschrift / *Address:*

Postleitzahl / *Postal code:*

Wohnort / *Place of residence:*

Telefon / *Phone:*

Email-Adresse / *Email address:*

Bewerbung für den Masterstudiengang Automation & IT

Application to the Master's program Automation & IT

Nachweis von Englischkenntnissen

Proof of English language proficiency

Sehr geehrte Damen und Herren,
ich weise meine Englischkenntnisse wie folgt nach
(Zutreffendes bitte ankreuzen). Entsprechende Nachweise
sind in **amtlich beglaubigter Kopie** beigefügt:

*To whom it may concern
I will prove my English language proficiency as follows (please
check appropriate box(es)). Supporting documents are enclosed
as officially certified copies:*

- Native Speaker
Anlagen: Eine englischsprachig erworbene
Hochschulzugangsberechtigung UND ein
englischsprachiger Hochschulabschluss
- schriftlicher TOEFL-Test (mindestens 550 Punkte)
- computerbasierter TOEFL-Test (mindestens 213 Punkte)
- internetbasierter TOEFL-Test (mindestens 80 Punkte)
- Bestehen des IELTS mit 6,0 Punkten o.ä.

*Native speaker
Supporting documents: Higher Education Entrance Qualification
AND a university degree from an institution where the language of
instruction is English.*

paper-based TOEFL (550 points or more)

computer-based TOEFL (213 points or more)

internet-based TOEFL (80 points or more)

IELTS with a minimum score of 6.0 or an equivalent test

Ich versichere, dass ich alle Angaben nach bestem Wissen
und Gewissen vollständig und richtig gemacht habe. Die
geforderten Unterlagen sind in amtlich beglaubigter Kopie
beigefügt. Mir ist bekannt, dass fahrlässig oder vorsätzlich
falsche Angaben ordnungswidrig sind und zum Ausschluss
vom Zulassungsverfahren oder - bei späterer Feststellung -
zum Widerruf der Zulassung bzw. Einschreibung führen
können.

*I that the information I provided above is, to the best of my
knowledge, true and complete. I enclose certified copies of all
required documents. I am aware that it is an administrative
offense to negligently or deliberately provide false information.
Doing so may result in the exclusion from the admissions
process or - if discovered at a later point in time - in the
revocation of the admission or the enrollment.*

Ort, Datum / *Place, date*

Unterschrift / *Signature*