

Enrollment Information

Advanced Standing

Faculty of Computer Science and Engineering Science

Digital Sciences (Master's program)

Specializations:

- ⇒ Business Information Systems
- ⇒ IT-Management
- ⇒ Software Architecture

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. **CV form**
3. **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.

4. 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).

Enrollment Information

Advanced Standing

Faculty of Computer Science and Engineering Science

Digital Sciences (Master's program)

Specializations:

- ⇒ Business Information Systems
- ⇒ IT-Management
- ⇒ Software Architecture

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

- **Confirmation of disenrollment from your previous university** indicating total semesters enrolled, semesters enrolled in this program and semesters on leave (*Exmatrikulationsnachweis*).
- **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).
- **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.

6. Proof of adequate English language proficiency:

- TOEFL with a minimum score of 550 points (paper-based)/213 points (computer-based)/80 points (internet-based) or
- IELTS with a minimum score of 6.0 or equivalent or
- Secondary education at a school where the language of instruction is German and with the subject "English" being taught as a fixed part of the curriculum for at least six school years (B2)

⇒ Supporting documents are to be submitted as **certified copies**.

7. For the specialization in IT-Management:

Proof of adequate German language proficiency (only if you obtained your higher education entrance qualification abroad), e.g. by passing the Deutsche Sprachprüfung für den Hochschulzugang (DSH-2) or equivalent.

Please visit www.th-koeln.de/german-language-skills for more information.

Please note that you can only be enrolled if you submit all required documents and certificates.

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