

Enrollment Information Advanced Standing

Faculty of Computer Science and Engineering Science
Web Science (Integrated Campus and Distance Education)

Technology
Arts Sciences
TH Köln

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 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. **MultiCa 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. Only applicants who have previously been enrolled at **another German university**:

- a. **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.
- b. **Current Declaration of no-objection** (*Unbedenklichkeitsbescheinigung* - only if you were previously enrolled in the same/a similar degree program at a 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.

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

Please note:

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

Kind regards

Office of Student and Examination Services, Gummersbach Campus