

Enrollment Information

Advanced Standing

Faculty of Spatial Development and Infrastructure Systems
Renewable Energy Management (Master's program)

Enrollment

To accept your admission offer, please enroll as follows:

Send an email to studium-deutz@th-koeln.de and attach the documents listed below as PDF files.

The following documents are required for your enrollment:

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 German address**
6. Examination certificates:
 - **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 of all previous university degrees** including examination certificates (overview of subjects and grades)

⇒ **Examination certificates:** You do not need to submit these documents if you have already done so at the time you applied 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. Only applicants who were previously **enrolled at a German university**:

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

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

9. If you are on a scholarship: Your scholarship award letter from the DAAD (German Academic Exchange Service).

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

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