Manual for Online- Housing Application at KSTW

1. Open the website [https://tl1host.eu/SWK/index.html#admission](https://tl1host.eu/SWK/index.html#admission) and click “English”.

   Important advice!
   Please read thoroughly before starting with the application

   Application does not guarantee the renting of a room. Among all applications we receive each year only one third can be supplied with accommodation currently. We recommend to look around, in addition, for residential alternatives in the city. Because of the tight living situation in Cologne you can’t submit wishes for specific residences.

   Available rooms will be preferentially rented to the following cohorts independently from the time the application arrives:
   1. disabled students
   2. students with children
   3. part-time students, exchange students and scholarship holders
   4. first-year students (near the location of university/college)
   5. students, who live outside Cologne
   6. students, who receive student grants or something similar

   As long as a room is available for you, you will receive a written offer. You can accept or reject the offer within the given deadline. After the rejection of the third offer you won’t receive any further offer.

   You can also apply for accommodation before your studies start! You only have to show the certificate of enrolment when you sign the contract. Please only apply once with one email address. Multiple applications will be ignored. Please send changes or supplements by email to wohnen@kit.de. Please send more or re-enter applications formless to the administration of “Studentenwohnheim” (student housing).

   After entering your application you will receive a mail every month with a link, which you have to confirm within 6 days, as long as you are interested in getting a room. If you don’t confirm the link, your application will be closed.

2. Choose the location of the university. After that you’ll be able to choose the desired rental property.

   For the faculty of Computer Science and Engineering Science (F10) choose Gummersbach, and Leverkusen for the faculty of Applied Natural Science (F11). Choose Köln for any other faculties.
3. In the field "Desired rental property", make sure to choose all options offered!

<table>
<thead>
<tr>
<th>Desired rental property*</th>
<th>Apartment</th>
<th>Flurzimmer</th>
<th>WG-Zimmer</th>
</tr>
</thead>
</table>

4. Available choices of our student residences: Choose "Wird zugewiesen" (It will be allocated to you).

<table>
<thead>
<tr>
<th>Available choices of our student residences*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wird zugewiesen</td>
</tr>
</tbody>
</table>

5. In the University field, please state your student status.

Choose **Austauschstudent** if you’re an exchange student, **Cologne Prep Class** if you are in Cologne Prep Class or German DSH-Course, **Praktikant** if you are doing an internship at one of the universities listed.

If you’re a regular full-time student, please choose the campus (Gummersbach/ Deutz/ Ubierring/ Leverkusen) where you will be studying.
6. Desired date of moving in. Please note that you can only move in on the first day of a month.

7. Please indicate your maximum rental costs as well as for how long you are going to need the accommodation.

Make sure to state the maximum costs as well as desired duration of your rent!
8. Now fill in your personal data. In case you have special needs, please state this in the very last field of the section.

- **Name**: 
- **First name**: 
- **Date of birth**: 
- **Sex**: Male, female
- **Nationality**: Germany
- **E-mail address**: 
- **Repeat e-mail**: 
- **Special needs**: Gehörlos, mit Behinderung, ohne Behinderung, Rollstuhlfahrer

If you have special needs, please state this here:
- Gehörlos = hearing impaired;
- mit Behinderung = handicapped;
- ohne Behinderung = not handicapped;
- Rollstuhlfahrer = wheelchair user.

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9. In the next section, you can provide information on your funding and on particulars of your studies in Cologne. Providing these details is optional.

- **Grants**: BAFÖG, Eltern, Selbst, Stipendium
- **Program**: please choose...
- **Number of Terms**: 
- **Home address**: Street address, ZIP/City, Home country, Phone No home address

BAFÖG = student loan/grant; Eltern = parents; Selbst = by myself; Stipendium = scholarship.

Choose Erasmus – TH-Köln if you’re an exchange student from Europe, otherwise choose Exchange-Programm – TH Köln.
10. After, please enter your full home address.

<table>
<thead>
<tr>
<th>Home address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street home address*</td>
</tr>
<tr>
<td>ZIP/City Home address*</td>
</tr>
<tr>
<td>Home country*</td>
</tr>
<tr>
<td>Germany</td>
</tr>
<tr>
<td>Phone No home address</td>
</tr>
<tr>
<td>Mobile phone*</td>
</tr>
</tbody>
</table>

11. Specify how you would like to have your accommodation furnished, if you are an exchange or a degree seeking student and if you start in first or higher semester.

**Furnishing**
- Möbliert
- Unmöbliert
- Egal
- Behindertengerecht
- Rollstuhlgerecht

**Person Type**
- Standardmieter
- Kurzzeitmieter

**Reapplication**
- Erstsemester
- Folgesemester

In the „Person Type“-field, click **Kurzzeitmieter** if you’re an **exchange student** or **Standardmieter** if you’re a **degree-seeking student**.

In the „Furnishing“-field, choose **möbliert** for furnished, **unmöbliert** for unfurnished, **egal** if you don’t care, **behindertengerecht** for handicapped accessible or **rollstuhlgerecht** for wheelchair suitable.

12. Please upload a recent passport photo of yourself.

**Upload documents**
- Please download a recent passport photograph in jpg format, which should be no larger than 280 KB.

**Bild2** (optional) for uploading another picture.

13. Now you may provide additional information.
14. You’re almost done! Please enter the security code and check the “I assure...” box confirming that the information you’ve given is true and complete. Don’t forget to “SEND” the completed form.

![Security code entry](image)

Type in the security code and check the „I assure...“- box here.

Don’t forget to SEND the completed form!

15. Should you have made any mistake, you’ll receive a notification. Please make sure to correct the errors. If you don’t receive any notification, you’ve done everything right. Congratulations!

16. Please bear in mind this important advice stated at the very beginning of the form:

Before handing in your application, we would like to give you the following informations:

Your application does not guarantee the renting of a room. Among all applications we receive each year only one third can be supplied with accommodation currently. We recommend to look around, in addition, for residential alternatives in the city. Because of the tight living situation in Cologne you can’t submit wishes for specific residences.

Available rooms will be preferentially rented to the following cohorts independently from the time the application arrives:

1. disabled students
2. students with children
3. participants of exchange courses and scholarships
4. first-year students (new at the location of university/college)
5. students, who live outside Cologne
6. students, who receive student grants or something similar

As long as a room is available for you, you will receive a written offer. You can accept or reject the offer within the given deadline. After the rejection of the third offer you won’t receive any further offer.

You can also apply for accommodation before your studies start! You only have to show the certificate of enrolment when you sign the contract. Please only apply once with one email address. Multiple applications will be ignored. Please send changes or supplements by email to wohnen@kwsw.de. Please send move or re-enter applications formless to the administration of “Studentisches Wohnen” (studental living).

After entering your application you will receive a mail every month with a link, which you have to confirm within 5 days, as long as you are interested in getting a room. If you don’t confirm the link, your application will be closed.

We wish you good luck with your application!

International Office –
TH Köln