

Dear prospective student,

First of all we would like to inform you that you are only able to enroll to a program at TH Köln after you have been offered admission. **Please only submit your enrollment documents after having received your Letter of Admission.**

Below, you will find a list of enrollment documents that are usually to be submitted. However, depending on your individual degree program, additional documents, such as a confirmation of internship, proof of language proficiency or self-assessment certificate, might be required. For detailed information on additional requirements, please visit the program overview on our website (<http://www.th-koeln.de/programs>) and select the section "How to Apply" of your desired degree program. Please note that for some programs this information is only available in German (select *Bewerbung* and scroll to *Besondere Einschreibevoraussetzungen*).

Please note: After you have been offered admission, a checklist of your individual enrollment documents will be available on a separate website. Please only refer to this checklist. You will find detailed information on your enrollment documents as well as the link to this website in your Letter of Admission.

Best regards
Office of Student and Examination Services

The following documents are required for your enrollment:

1. Letter of Admission
2. For German applicants: **valid** ID or passport
For international applicants: the pages of your **valid** passport showing your personal information and your residence permit
If you had your name changed: change of name certificate / marriage certificate
3. Forms:
 - Résumé form including photograph
 - MultiCa form including photograph
 - Enrollment form
 - ⇒ Forms will be available online once you are admitted to the program.
4. Examination certificates/diplomas:
 - **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 – in accordance with the internship education regulations (*Praktikumsausbildungsverordnung*) – issued by the company if the student attends grade 12 or higher (German school system).
 - Vocational training: Vocational training/apprenticeship/proficiency certificate
 - Original documents must carry the official seal.
 - **Diplomas and examination certificates of all previous university degrees** (including a list of modules and grades) when applying for a second degree program
 - ⇒ **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.

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5. Proof of health insurance coverage (*Bescheinigung zur Einschreibung bei der Hochschule*/health insurance certificate for university enrollment purposes) = proof of health insurance coverage in accordance with the legal provisions regarding student health insurance. (Please request this certificate from your Health Insurance Company.)

Please note: We do not accept copies of your health insurance card or other membership certificates. Should you have private health insurance, you are required to request an exemption from mandatory health insurance with a statutory health insurance company and submit it with your enrollment documents.

6. Only applicable to applicants who **performed military service/voluntary service/alternative civilian service**:
- Certificate of service (*Dienstzeitbescheinigung*) - the document must carry an official seal. Automatically generated documents are accepted without seal. The Certificate of Service must include the start and (expected) end date of the service period. A Draft Notice (*Einberufungsbescheid*) alone is not sufficient.
 - If you performed military service followed by alternative civilian service, certificates of both service periods are to be submitted.
 - ⇒ For additional information on recognized services, please visit our website:
https://www.th-koeln.de/en/academics/applicants-performing-militarysocial-service_32294.php
7. Only applicable to applicants who are **changing the university or degree program**:
- Verification that you have been removed from the register of students at your previous university (*Exmatrikulationsnachweis*), including an indication of your semesters enrolled, program semesters and semesters on leave.
⇒ Please note that you need to submit this document even if you have already graduated.
 - Declaration of no-objection (*Unbedenklichkeitsbescheinigung*)
⇒ You only need to submit this document if you were previously enrolled in the same/a similar degree program at another university.
 - Transcript of records listing all examination attempts
 - ⇒ Please note: If you were enrolled at several universities, you are required to submit relevant supporting documents for **all universities/programs** you attended.
8. Only applicable to applicants who **did not obtain their higher education entrance qualification at an institution where the language of instruction is German**: Proof of adequate German language proficiency, e.g. by passing the Deutsche Sprachprüfung für den Hochschulzugang (DSH) or an assessment test. For additional information, please visit:
https://www.th-koeln.de/en/academics/german-language-skills_5986.php

Type of enrollment

You will find information on the type of enrollment in your Letter of Admission. Depending on the type of enrollment, supporting documents/certificates are to be submitted either in person or in writing (i.e. by mail):

Enrollment in person	Enrollment in writing (i.e. by mail)
Academic documents as well as other supporting documents/certificates are to be submitted as original documents AND non-certified copies . You may alternatively also submit officially certified copies.	Academic documents as well as other supporting documents/certificates are to be sent by mail as officially certified copies . For more information on the certification of documents, please visit: http://www.th-koeln.de/enrollment
	Exception: Copies of your ID or passport can be submitted as simple copies.