

Admission and Enrollment

1 What happens once I submit my application to uni-assist?

If you meet all formal requirements of the program you selected, uni-assist will electronically forward your application to TH Köln. This means you are not required to apply directly to TH Köln.

Once uni-assist has forwarded your reviewed application to TH Köln, you will receive **a confirmation of receipt (from mid-May for applications for the winter semester/mid-December for applications for the summer semester)** along with the login information for TH Köln's application platform and additional information. Please note that processing may take some time.

Kindly refrain from inquiring about the status of your application, so we can process your application quickly and get back to you as soon as possible.

2 What happens after I have submitted my application?

If uni-assist has confirmed that your documents are complete and that based on these documents, you are eligible to pursue a Master's program your application will usually be forwarded to the faculty. The responsible faculty will decide if your undergraduate degree is suitable.

Please allow some time to process your documents. The information on the current status of your application is available on the online application platform (section: "Information Service") and will be updated regularly (see no 12).

Please take note of our processing time of **at least 4-6 weeks**.

3 How will I receive my Letter of Admission?

Your Letter of Admission will be sent to the email address you indicated on your uni-assist application form. Additionally, the status of your application on our online platform will be updated accordingly. Your Letter of Admission will also be available for download in the "My Downloads" section of the online application platform.

4 I have received a Letter of Admission - how do I submit my enrollment documents?

Your enrollment documents are to be submitted by regular mail, not by email. The Letter of Admission will state the enrollment deadline by which all documents have to be submitted. Please refer to your Letter of Admission for the correct mailing address. All other relevant information will be included in your Letter of Admission.

5 I have received my admission by email only. Do you additionally send out Letters of Admission by mail?

No, our Letters of Admission are sent by email only.

6 When enrolling, do I need to send my academic documents to TH Köln, even though I already submitted those to uni-assist?

No, you do not need to submit your academic documents to TH Köln again.

7 I do not have a visa yet. Can I still enroll at TH Köln?

Yes, you may. You do not need to present your visa to TH Köln. However, please consider that you will not be allowed to travel to Germany without a valid visa.

Information on Student Visas:

Please note that the Master's program in Web Science does not meet the requirements for a student visa with a residence permit according to § 16 (1) of the Residence act. A "visa for the purpose of study" requires that the main purpose of your stay in Germany is your university education. We have been informed by embassies that these requirements are not sufficiently met if an evening, weekend or distance course is planned. The Web Science program consists mainly of online courses and only two on-site sessions per term. Therefore it is advisable to apply for a visitor visa to attend the on-site weekends.

8 I do not have a proof of health insurance coverage yet. Can I still hand in my enrollment documents?

Yes, please submit all other remaining documents.

If you will only be in Germany for the onsite-weekends (two per semester) we do not need a proof of health insurance coverage. In this case you will only need a travel insurance to cover your stay in Germany.

If you will stay in Germany for the duration of your studies, you are required to submit your proof of health insurance on the day of the orientation meeting at the latest.

You can also obtain a proof of health insurance from abroad:

Please contact a German statutory health insurance company and request a health insurance prior to your arrival in Germany (usually, you may send this request by email). Your German health insurance company will issue the required certificate that you need for your enrollment.

The German health insurance company issues either a health insurance certificate for university enrollment purposes (*Versicherungsbescheinigung zur Einschreibung bei der Hochschule*) or a certificate confirming that you are exempt from mandatory health insurance with a statutory health insurance company (e.g. if you have private health insurance)

The certificate must be issued by a German statutory health insurance.

Please refer to your enrollment documents or the brochure "Just Arrived" of our International Office (see no. 18) for important information on your health insurance.

If you have further questions and need detailed advice, please contact a German health insurance company.

9 I have already arranged a health insurance in my home country. It also covers my stay abroad/visa. Is this sufficient?

No. If you plan to stay in Germany for the duration of your studies, we always need a certificate on your health insurance coverage issued by a German statutory health insurance (see no. 8).

10 Do I need a German address in order to enroll?

Not if you will only come to Germany for the onsite-weekends (two per semester). In this case the following documents will be sent to our Office of Student and Examination Services: your student ID (called MultiCa), your payment request for the semester fees as well as your login information for your personal university account (called campusID) which allows you to use a number of IT services offered by TH Köln.

You will get these letters on your first onsite-weekend.

If you will stay in Germany for your studies, we need a German mailing address.

In this case please provide us with a mailing address in Germany as soon as possible.

Alternatively, you may use a friend's German address. If you do so, please indicate your friend's name as "Zusatz/ c/o" to ensure the post office finds the correct addressee.

Please do not change your German mailing address during the enrollment phase.

11 When are my enrollment documents complete?

Your enrollment documents are complete once you have submitted all enrollment documents including a German address and proof of health insurance (if you will stay in Germany) etc. Usually, the enrollment should be completed prior to the beginning of the orientation day of your program.

12 How can I access information on my processing/enrollment status?

Once we have received your enrollment documents it may take four to six weeks before we can give you feedback on your enrollment status.

The **processing/enrollment status will be updated on the online application platform.**

Please log in to <https://bewerbung.th-koeln.de>, select your submitted application and **click** on "**++ Information Service ++**" in the application section.

Please be advised that only the section "Current status of your documents" is updated.

Please kindly refrain from inquiring about the status of your enrollment. Your processing status will be updated as soon as possible.

13 When should I pay the semester fees? When is the enrollment process completed?

If you will stay in Germany for your studies and have provided a German address:

Once you are enrolled you will receive a letter by mail with the payment deadline as well as information on how to pay the semester fees.

If you will only come to Germany for the onsite-weekends:

In this case your payment request will be sent to our Office of Student and Examination Services. If you agree and instruct us, we will open the letter to send you a scanned copy by email.

Please do not make any payments before you receive the letter, otherwise your payment cannot be processed.

Your enrollment is completed only after TH Köln has received your payment for the semester fees. From this time on, you are considered a student.

14 Why do I have to pay higher semester fees than students enrolled in other Master's programs?

Please note that TH Köln charges *tuition* fees (not *semester* fees) of 1,400 € per semester for this program. Additionally you are required to pay the semester fee reduced by the public transport fee. For more information please follow the link for our semester fees:

https://www.th-koeln.de/en/academics/fees_5908.php

15 How do I find out if TH Köln has received my payment for the semester fees? How do I receive my certificate of enrollment?

You can log into PSSO (Online Examination and Student Services) with your campusID (see no. 10) and access information on your payment. Upon receipt of your payment at TH Köln, you will be able to print your current certificate of enrollment in PSSO:

http://www.fh-koeln.de/pssso_en

16 When does my program start?

Please follow the link below, then select your program. Click on "For Students" (where available) in the left-hand navigation bar to find your freshman information:

<http://www.fh-koeln.de/programs>

17 Can I get a preliminary certificate of enrollment?

No, only after our enrollment is complete and you have paid the semester fees will you have access to a certificate of enrollment through TH Köln's Online Examination and Student Services (PSSO).

18 How can I validate my MultiCa?

You will receive your student ID card (MultiCa) by mail after your enrollment (see no. 13). About six days after we have received your payment for the semester fees you can validate your card using one of TH Köln's validating stations.

19 I have questions regarding my health insurance and finding accommodation. Where do I find relevant information?

Our "Just Arrived" brochure is your guide to finding all the answers to the questions you might have, help you settle in and find your way around everyday university life, which can be quite confusing at first - especially for foreign students. Our brochure will help you at the beginning of your studies to find the right sources of advice and meet other people.

For the English version, please scroll down to the center of the brochure. The brochure "Just Arrived" is available for download on:

www.th-koeln.de/exchange-students