Herzlich Willkommen – Welcome

We look forward to your participation.

We're getting ready to start. Until then, we have the following information for you:

Zoom Meeting	Please enter your complete name used in Mobility Online. This makes it easier for us to get back to you if you have questions.
Microphone and Camera	Keep the microphone switched off during the presentation. Please switch on your camera, we'd like to see your faces ☺
Ask questions	You can ask questions after the presentation in the chat or by unmuting your microphone - please raise your hand first.
Contact us outside the chat	E: incomings-exchange@th-koeln.de T: +49 221 8275 3772

See you soon…



Welcome to TH Köln

GET ON BOARD - Information for Exchange Students on how to start your studies and get settled at TH Köln

Referat für Internationale Angelegenheiten / Department of International Affairs

Today's Agenda

What are we going to talk about today?

- ✓ Short introduction
- ✓ Enrollment and online services
- ✓ Health Insurance
- ✓ After your arrival: What are the important steps?
- ✓ German classes at TH Köln
- ✓ Programs and advisory services for students
- ✓ Q&A Session: Space for your questions



Who does what?

Two positions at TH Köln work together to coordinate your exchange semester:

Departmental Coordinators help you with the **academic aspects** of your semester abroad and with the preparation of your personal study plan.

The **Department of International Affairs** provides you with information on **organizational issues** (e.g. enrollment) regarding your exchange.

List of abbreviations

Abbreviation	Meaning
CampusID	Your personal student account
SMV	**S**tudenten **M**elde**V**erfahren / Student Reporting Procedure
GDPR / DSGVO	**G**eneral **D**ata **P**rotection **R**egulation / **D**aten**S**chutz**G**rund**V**erordnung
MultiCa	Student ID card
TAN list	**T**rans**A**ktions**N**ummer = Code for validation of exam registration
CaMS	**Ca**mpus**M**anagement**S**ystem (https://www.th-koeln.de/en/academics/cams---th-koelns-campus-management-system_99753.php)
PSSO	**P**rüfungs- & **S**tudierenden**S**ervice **O**nline = Exam registration & result platform

List of abbreviations

Abbreviation	Meaning
Matr.-Nr. (Matrikelnummer)	Student ID number
NRW	**N**orth **R**hine-**W**estphalia
Smail	**S**tudent **Mail** Account
ToR	**T**ranscript **o**f **R**ecords
ILIAS / ILU	Open-source learning platform
IdNr	Tax Identification Number
BZSt	Federal Central Tax Office
KSTW	**K**ölner **St**udierenden**W**erk
SoSe / summer term	**01.03. - 31.08.**
WiSe / winter term	**01.09. - 28./29.02.**
MobO	**Mob**ility **O**nline

Enrollment at TH Köln



Enrollment at TH Köln

Letter of admission

- Needs to be printed
- Academic Review by Departmental Coordinator

Digital pre-enrollment

- International Affairs send data to CaMS for digital pre-enrollment
- Student receives information on enrollment and log-in data for CaMS via email

SMV (health insurance)

- Student asks for a SMV data transfer* at a German public health insurence
- TH Köln receives insurance data via SMV procedure and information will be shown in CaMS

Pay semester fee & upload picture

- Student will find information in CaMS on how to pay the semester fee (needs to be paid by every student) and upload a picture

*Students with EHIC/GHIC/private insurance also have to contact a German public health insurance provider.

Enrollment at TH Köln

Mobility Online – During your Stay

- Student answers question on arrival date
- Date will be checked by International Affairs
- Afterwards, student can download Confirmation of Arrival from Mobility-Online

Pick-up of student ID card “MultiCa“

- Enrolment must have been completed by student
- workflow in MobO will show you once the MultiCa is ready
- Student picks up MultiCa at the International Affairs Office of their campus

Changing the address

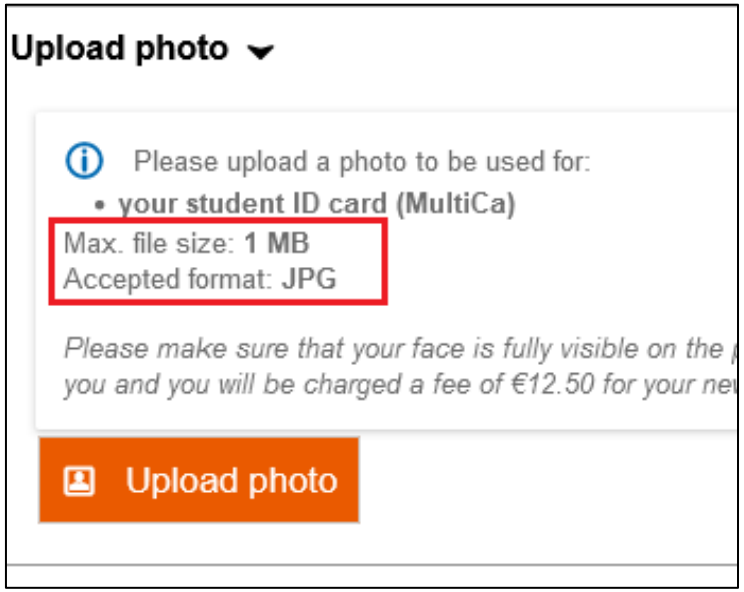
- Takes place after pick up of MultiCa
- Student indicates German address in CaMS (and informs other providers)
- TH Köln can send official letters to student if necessary

CaMS: upload photo for your student ID card

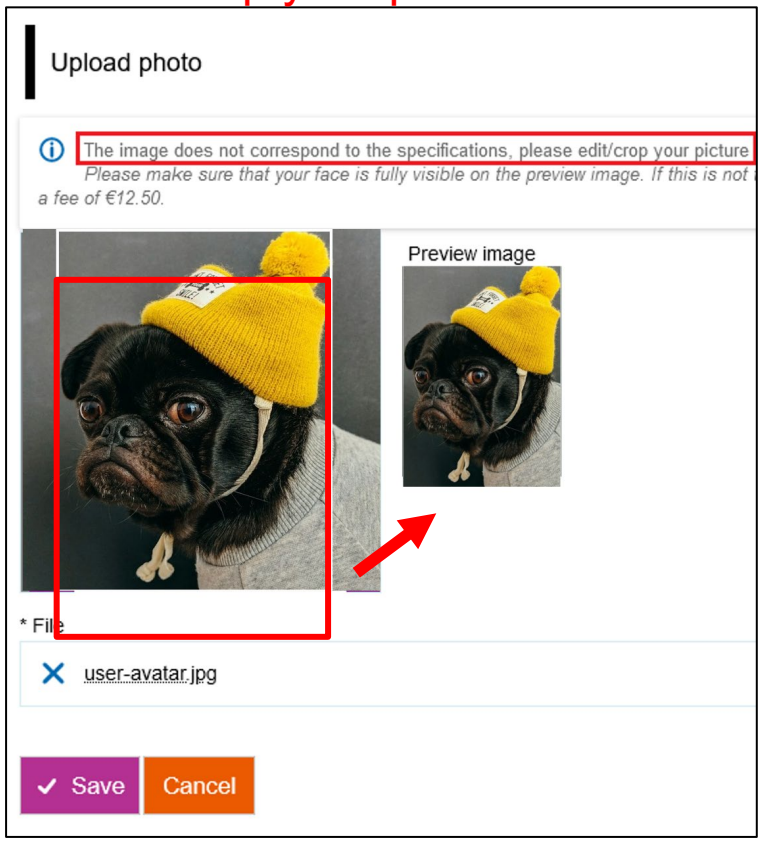
Please read the instructions in the upload box!

There is a fine for uploading an unusable picture (e.g. upside down, bad quality…)!

1. Use the correct size and format

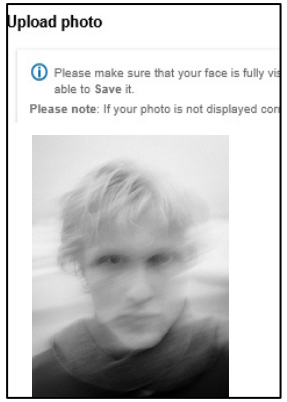


2. Edit/crop your photo



3. Check the result!

NO!



NO!





NO!

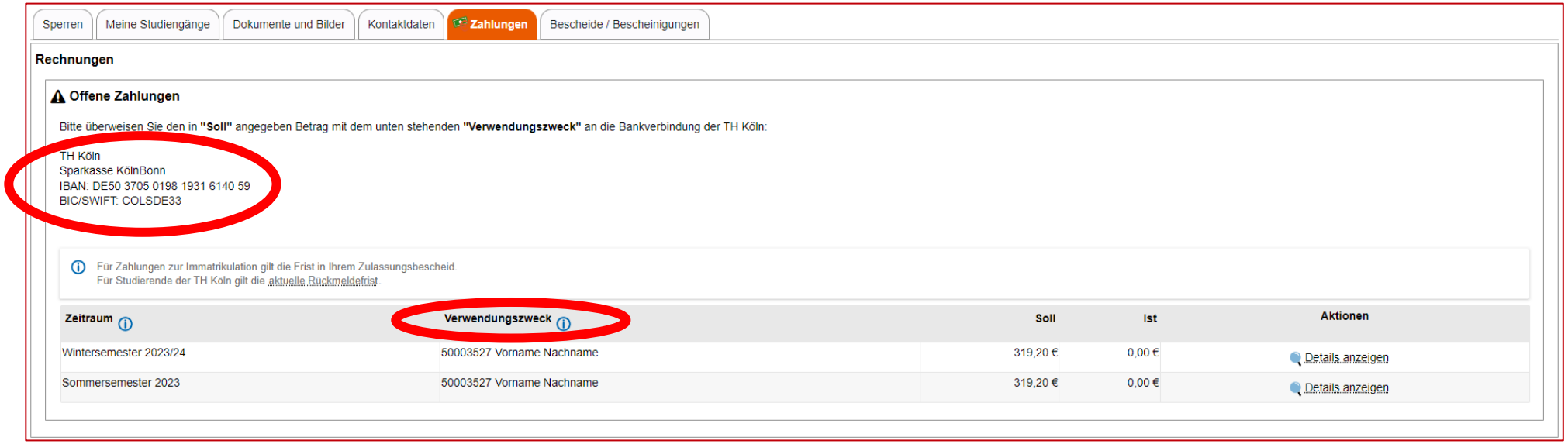
Semester fee

- Every student needs to pay a so-called semester fee/ Semesterbeitrag to be enrolled at TH Köln
- This is not a tuition fee!
- The semester fee includes many services such as a ticket for public transport, language courses, advising services, reduced prices at the mensa and many more…
- The semester fee covers a whole semester (6 months) and needs to be paid for every semester a student is enrolled at TH Köln
- winter term 2026/27: approx. 355 €

Please note: without the payment, no enrollment is possible!

CaMS: transfer semester fee

1. Log into CaMS → wait for our email to be sent to you! DO NOT create your own application in CaMS.
2. Read information on bank details as well as on the **reference code** → without the reference code, your payment cannot be connected to your account at TH Köln
3. Wait at least 3-4 working days until the payment is visible in CaMS
4. Please note: transactions from outside the EU might cause transaction fees





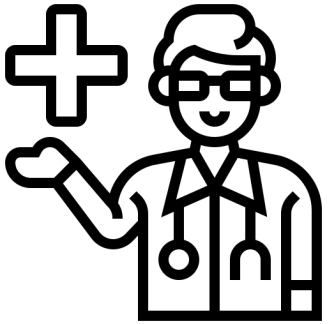
© Lothar Drechsel / www.istock.com

Enrollment - Health Insurance

What to consider?

Health Insurance – SMV (“student reporting process”)

Important information for your enrolment



- Proof of health insurance is a **mandatory** requirement for enrollment
- **Contact one of Germany´s public health insurance companies by e-mail and let them know that you would like to enroll at TH Köln.**

  → The health insurance company will then review your insurance (from your home country or from Germany) and check if it is sufficient for your studies at TH Köln.
- If your insurance status is fine, the health insurance company will send a corresponding notification to TH Köln.
- It usually takes a few days until the information arrives in CaMS.

Check out our website for more info on health insurance as well as on **private liability insurance** (recommended!)

German public health insurance contacts

Techniker Krankenkasse

Martin Salomon

+49 40/46065109-361

+49 151/14534949

Martin.salomon@tk.de

Information session:

https://online-terminvergabe-techniker.de/Portal/Event/SD0UPS

AOK Rheinland/Hamburg – Die Gesundheitskasse

Fachberatung Hochschulservice

+49 211 8195 0000

Contact form:
https://www.aok.de/pk/kontakt/kontaktformular/

Albertus-Magnus-Platz
50923 Köln

https://www.aok.de/pk/rh/

…and many more to be found over here:

https://www.gkv-spitzenverband.de/service/krankenkassenliste/krankenkassen.jsp?filter=10#krankenkassen

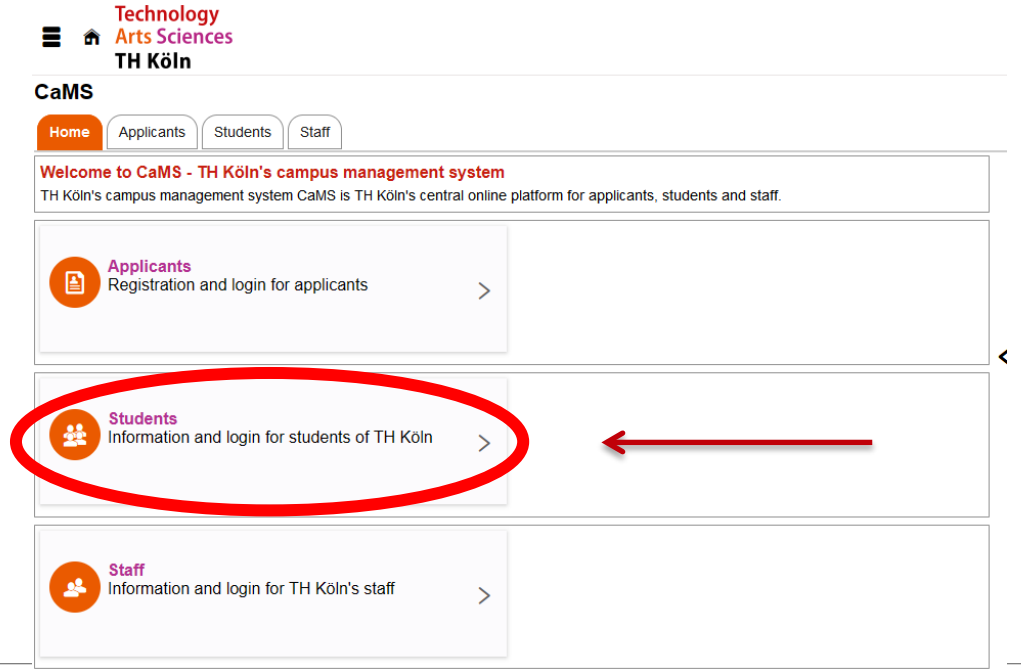
Important !

- as soon as your enrollment is complete, your status in CaMS will change to “Student of TH Köln”
- at this point, you will not be able to log into CaMS for a few days
- afterwards, you will receive an email from TH Köln's Campus IT department informing you of your personal CampusID.

  →you can use your CampusID and the corresponding password to log into CaMS for the duration of your studies at TH Köln

Please use the following section on the CaMS login page:

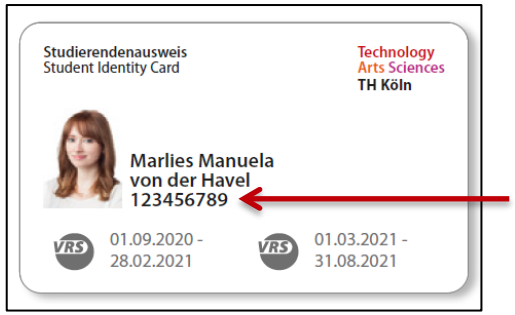
https://cams.th-koeln.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces



What is my MultiCa?

- Student ID card (for exams, to get student discounts etc.)
- Library and copy card

Please make sure to validate your card on Campus. → More about Validation



Your student ID no.
(Matrikelnummer)

To Do:

✓ Validate your MultiCa

MultiCa pick-up

1. Complete your enrollment in CaMS
2. Wait for email **„Your Student ID card is ready for pickup”**
3. Go to the campus site of your studies **during the office hours for exchange students** and pick up your MultiCa ☺

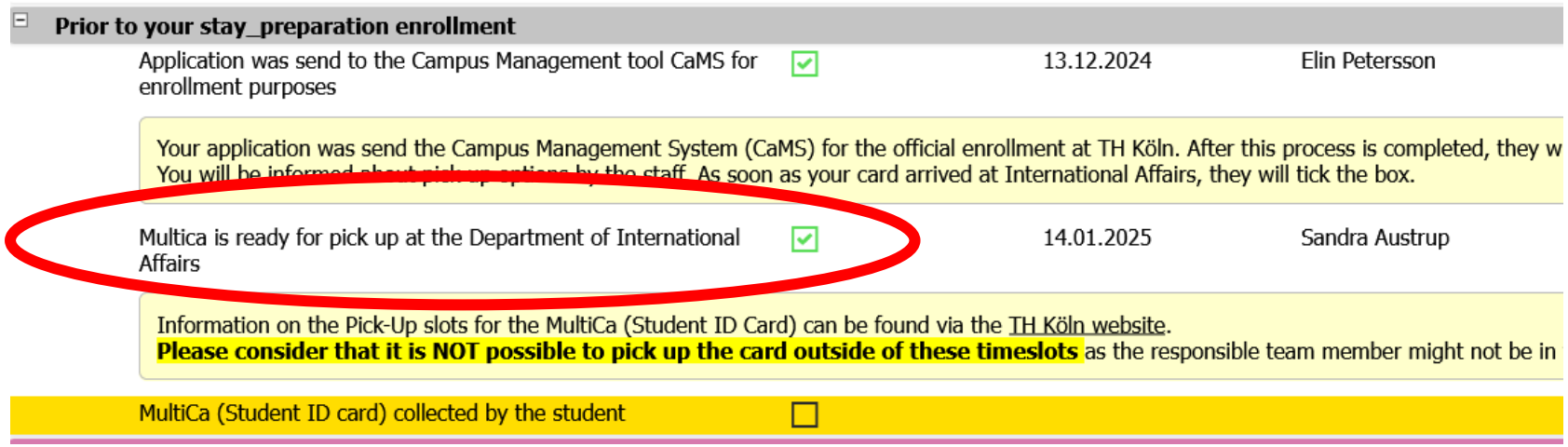
→ special office hours for exchange students:

https://www.th-koeln.de/en/international_office/contact-incoming-exchange-students_114286.php

→ You can find all information regarding the pick-up on our website:

https://www.th-koeln.de/internationales/zulassung-und-einschreibung_6557.php#sprungmarke_1_25

You can also see it in your MobO workflow!



Generate your TAN list

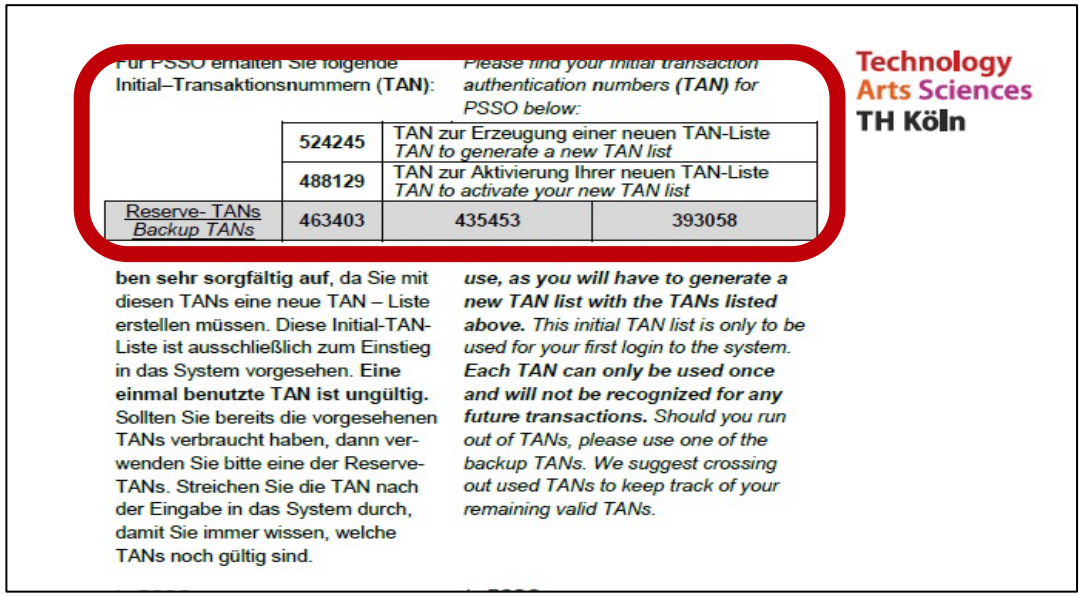
1. Make to sure to generate your TAN list once you have picked up your MultiCa. To do so, you need the letter that is enclosed with your MultiCa. Watch our PSSO tutorial to find out what you need to do.

2. A translation of the information in your MultiCa letter can be found here: https://www.th-koeln.de/mam/downloads/englisch/multica_letter__english_version_.pdf

3. You will need the TAN list to register or de-register for exams in PSSO and to download your ToR

Exception: study programs that already manage exams in CaMS will not get a TAN list

More information can be found online on our website.



Für PSSO erhalten Sie folgende Initial–Transaktionsnummern (TAN):

Please find your initial transaction authentication numbers (TAN) for PSSO below:

	524245	TAN zur Erzeugung einer neuen TAN-Liste *TAN to generate a new TAN list*
	488129	TAN zur Aktivierung Ihrer neuen TAN-Liste *TAN to activate your new TAN list*
Reserve- TANs *Backup TANs*	463403	435453	393058

Technology Arts Sciences TH Köln

ben sehr sorgfältig auf, da Sie mit diesen TANs eine neue TAN – Liste erstellen müssen. Diese Initial-TAN-Liste ist ausschließlich zum Einstieg in das System vorgesehen. Eine **einmal benutzte TAN ist ungültig.** Sollten Sie bereits die vorgesehenen TANs verbraucht haben, dann verwenden Sie bitte eine der Reserve-TANs. Streichen Sie die TAN nach der Eingabe in das System durch, damit Sie immer wissen, welche TANs noch gültig sind.

use, as you will have to generate a new TAN list with the TANs listed above. *This initial TAN list is only to be used for your first login to the system.* ***Each TAN can only be used once and will not be recognized for any future transactions.*** *Should you run out of TANs, please use one of the backup TANs. We suggest crossing out used TANs to keep track of your remaining valid TANs.*

Change your address in CaMS

- Change your address **after** you picked up your MultiCa & downloaded your ticket for public transport
- Is your name clearly written on the mailbox of your building?

  → **If not: specify c/o address**
- Student dorms → additional information needed:
  → indicate WG / floor and room number (e.g. WG 02-34)

Jonas Johnson
c/o Fam. Schulte
Beispielstraße 12
50931 Köln

!

To Do:

✓ Indicate your German address in CaMS.

Semester Ticket for Public Transport

Valid in all of Germany for:

- Regional trains (Regionalexpress (RE) and Regionalbahn (RB))
- S-Bahn
- Bus
- Underground (U-Bahn)
- Tram (Straßenbahn)

- **Not valid** for journeys with ICE / IC / EC (**Fernverkehr** / long-distance traffic)

- **How do I get my semester ticket?:**
https://www.th-koeln.de/en/academics/semester-ticket_114905.php



How do I get my Semester Ticket?

- **Generate your ticket here:** https://www.th-koeln.de/en/academics/semester-ticket_114905.php
- It is mandatory to use your student ID number and all names as shown in Mobility Online / CaMS!
- **Availability**: For technical reasons, the ticket can only be generated a few days after re-registration for the upcoming semester.
- **Ticket inspection**: When asked to show your ticket, you must present your Deutschlandticket on a smartphone. Printouts of the ticket will not be accepted.
- **Validity**: The ticket is only valid in combination with your official photo ID. We recommend also bringing your validated student ID (MultiCa) with you.

D-TICKET

To Do:

- ✓ Check our tutorial page for updates
- ✓ Download and save your semester ticket on your phone
- ✓ Carry it with you (digitally) along with a photo ID and your validated MultiCa

KVB Bike

- Rent a KVB-Rad/CAMPUSbike
  (via nextbike,
  included in your semester fee)
- 30 minutes are free every time
- From 31st minute: 1 € per half hour
- Whole day (over 4.5 hours): 9 €





Systems at TH Köln to organize your studies



Elin Petersson & Sandra Austrup

Incomings Exchange

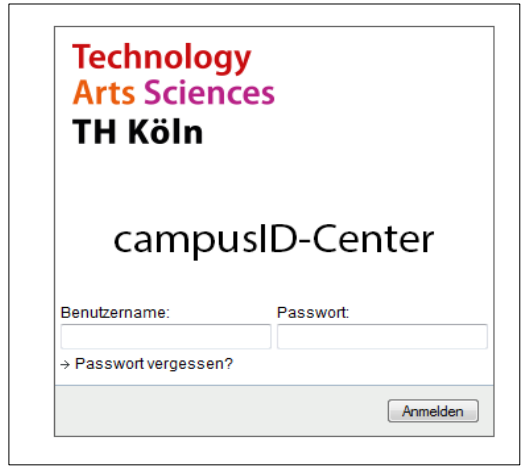
Hochschulreferat für Internationale Angelegenheiten / Department of International Affairs

Technology
Arts Sciences
TH Köln

What is my Campus ID?

- Your personal university account ≠ your student ID number
  ≠ your student ID card
- Email „Ihr Hochschulaccount der Technischen Hochschule Köln“ sent to you from noreply@th-koeln.de

  Please look out for this email!
- Log into CampusID-Center:
  - „Forgot Password“ function to receive ID
  - Manage your personal settings for email address,
    mailing lists, personal details
- Access to **PSSO**
- Access to **CaMS**
- Access to **ILIAS / ILU**
- Access to **WiFi** on campus

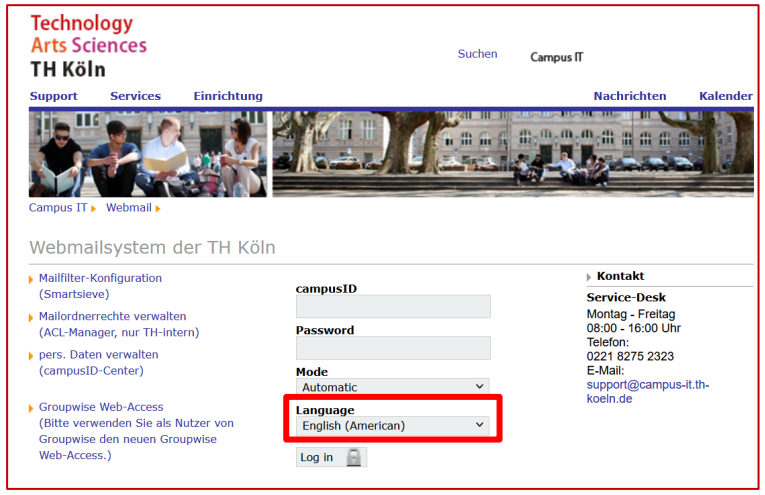


To Do:

✓ Check: Did you receive your campus ID by email?

What is my Smail Account?

- **smail** = **s**tudent **mail** account
- Access to smail account via Campus ID
- Your university **email address**: firstname.lastname@smail.th-koeln.de
- **Important:** Please contact TH Köln (professors, the Office of Student and Examination Services etc.) **only** from your **smail account**. Otherwise your emails may end up in the spam folder or not be processed.
- **Recommendation: Forward your emails from the smail account to your private email address!**



To Do:

- ✓ Check smails regularly
- ✓ Get back to us if you only have received access to a FH-mail account

What is PSSO?

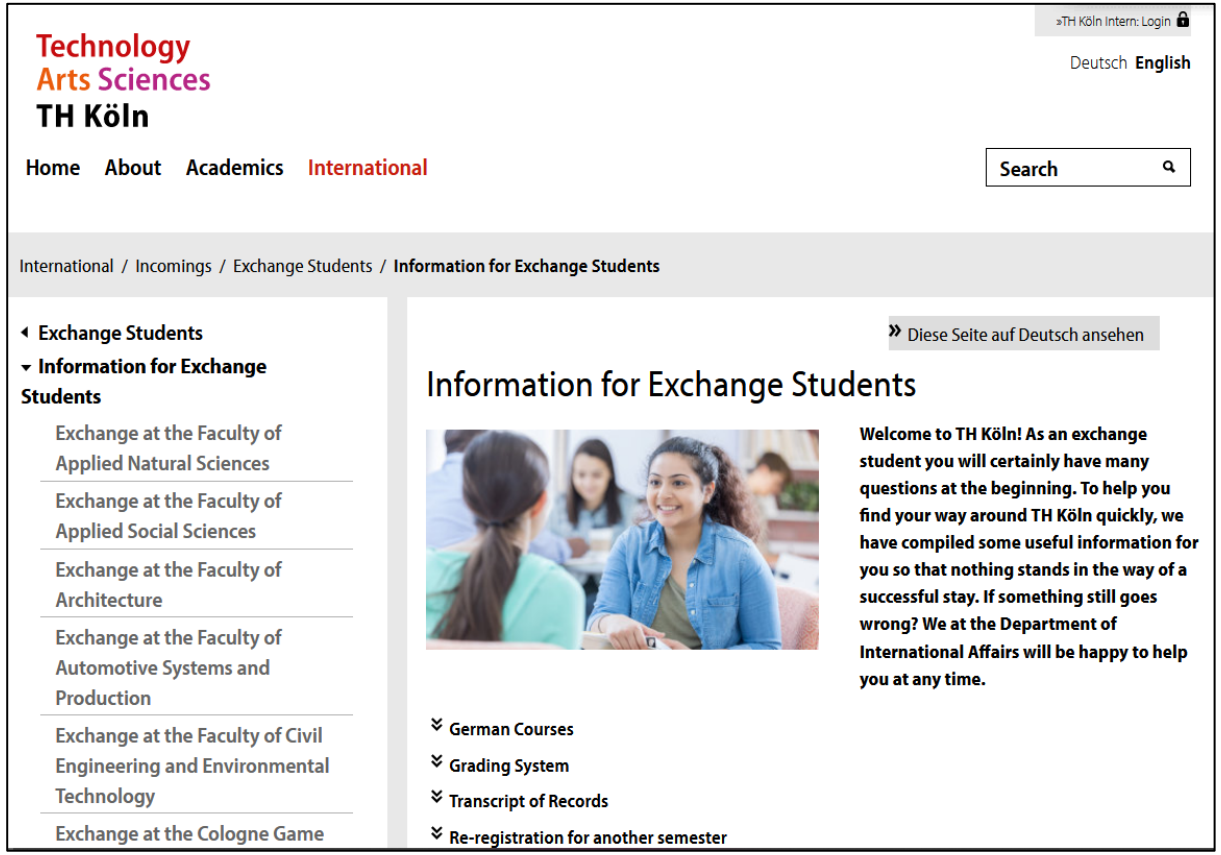
- **P**rüfungs- und **S**tudierenden**S**ervice **O**nline
- Register for exams (not every faculty uses PSSO)
- View your examination results
- Download Transcript of Records



To Do:

- ✓ Generate a new TAN-List
- ✓ Watch our PSSO tutorial video
- ✓ Visit our website for more information

Our website has more information on…



- Course selection/ Learning Agreement
  → ask your Departmental Coordinator!
- German courses
- Transcript of Records
- German grading system
- Re-registration for a second semester

To Do:

✓ Visit the website and read it carefully

CaMS and PSSO

Services in CaMS

(**Ca**mpus **M**anagement**s**ystem)

- Personal contact information
- Payments
- Certificate of Enrollment
- General student information
- Exam (de-)registration for certain study programs (slide 34)
- Transcript of Records for
  - some study programs
  - for German language courses

Log-in: cams.th-koeln.de

FAQ: https://www.th-koeln.de/en/academics/cams---frequently-asked-questions_104386.php

Services in PSSO

(**P**rüfungs- & **S**tudierenden**s**ervice **O**nline)

- Transcript of Records
- Exam (de-)registration

Log-in: psso.th-koeln.de

https://www.th-koeln.de/en/academics/online-examination-and-student-services-psso_5918.php

Questions???



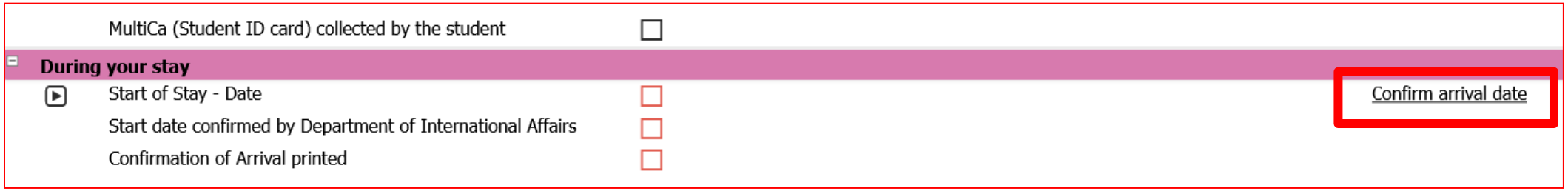
Start your studies at TH Köln



Confirmation of Arrival (CoA)

- Once you have arrived at TH Köln, you have to indicate the date of your arrival in Mobility Online.

- If everything is OK, you can download and print your CoA from Mobility Online after a few days.



Attendance and grading at TH Köln

- **You have to actively participate in the coursework and exams** (or other relevant assessments) of your chosen courses. Without participation in coursework and exams, it will not be possible to pass courses or earn credits, nor will courses you did not participate in be listed in your ToR.
- it is **not possible to omit parts** of the coursework or exams, even if your home university would not require certain parts
- **Exams can be tied to prerequisites**. Without fulfilling the prerequisites, you will not be able to register for the exam and the course will not be listed on your ToR (not even as “failed”!)
- Mere attendance is not a measure of success for our courses, so **TH Köln will generally not issue certificates of attendance for courses/exams**.

Therefore:

- inform yourself about the requirements for each of your courses at TH Köln before the start of lectures
- be prepared to fulfill all course requirements (including prerequisites, exams and other assessments)

Exam Registration for Exchange Students

→ **Version 1:** At most faculties, exam registration takes place via **PSSO**

→ **Version 2:** Faculties / study programs that already manage exams in **CaMS**

✓ Faculty 01 (Applied Social Sciences):	all study programs
✓ Faculty 03 (Information Science & Communication Studies):	- B.A. Bibliothek und digitale Kommunikation - B.Sc. Data and Information Science - B.A. Online-Redaktion - MALIS / Bibliotheks- und Informationswissenschaft - M.Sc. Digital Sciences - M.Sc. Markt- und Medienforschung
✓ Faculty 04 (Business, Economics and Law)	- B.Sc. & M.Sc.Risk and Insurance
✓ Faculty 06 (Civil Engineering and Environmental Technology):	all study programs
✓ Faculty 09 (Process Engineering, Energy & Mechanical Systems):	M.Sc. Rettungsingenieurwesen
✓ Faculty 10 (Computer Science & Engineering Science	- B.Sc. Informatik - B.Sc. IT-Management - B.Sc. Medieninformatik - B.Sc. Wirtschaftsinformatik - M.Sc. Digital Sciences - M.Sc. Medieninformatik - M.Sc. Wirtschaftsingenieurwesen
✓ Faculty 12 (Spatial Development and Infrastructure Systems)	all study programs

For all three versions:
Exam registration is only possible during specific time frames!

To Do:

✓ Visit the website and check the deadlines

→ **Version 3:** Students at ifs + KISD register via their **Departmental Coordinator** (ifs: Nina Möhrke, KISD: Angelica Salcines)

Exam Registration for Exchange Students

Exam registration for courses of other faculties:

→ Send an email from your smail account to the Office of Student and Examination Services at your campus location including the following information:

- your full name
- your student ID number
- complete name of the module + exam number, name of the lecturer
- study program and name of the faculty

→ Please note: other faculties can have different registration periods!!!

To Do:

✓ Visit the website and check the deadlines

Exam Registration for Exchange Students

Who can I ask for help?

- Your Departmental Coordinator: Exam registration period
- The respective lecturer: Exam contents, learning materials, place/date/procedure of the exam, what to bring to the exam
- Office of Student and Examination Services („Studienbüro“) at your campus location: (de-)registering for exams from other faculties/study programs, substitute TAN list

My campus location	Relevant Studienbüro location	Contact info
Südstadt campus	Claudiusstr. 1, 50678 Köln	Link
Mülheim campus		
Deutz campus	Betzdorfer Str. 2, 50679 Köln	Link
Leverkusen campus	Campusplatz 1, 51379 Leverkusen	Link
Gummersbach campus	Steinmüllerallee 1, 51643 Gummersbach	Link

To Do:

✓ Check the registration deadlines for your exams

Reminder: Exams after the end of the term

At Deutz campus and Gummersbach campus, some exams might take place after the official end of the summer term (= in September/October) / winter term (= in March/April)

- If your stay at TH Köln is scheduled for only one semester, you will lose access to your emails / ILU etc. after **August 31** (summer term) **/ February 29/ 29** (winter term)

- Check your schedule and ask your lecturers about the exams!

- If you inform us **early enough**, we can help extend your enrollment until after your last exam
  (inform us by **July 1** for summer → winter term / **February 2** for winter → summer term)

Please note: If you want to **repeat an exam** you already failed once, or if the same exam was offered earlier but **you didn't take it**, you will have to pay the semester fee for the following semester.

→ If you are a **Double Degree** student, you must pay the semester fee for the following semester.

How to stay: Extension and re-registration

- If you would like to extend your stay at TH Köln for another semester, please follow the steps in Mobility-Online to inform us about your intended extension

- Your home university as well as your faculty at TH Köln have to confirm that they agree with your extension

- You will have to pay the semester fee in time.

Deadlines to apply for an extension:

Extension for the following **winter semester: April 30th – June 15th**

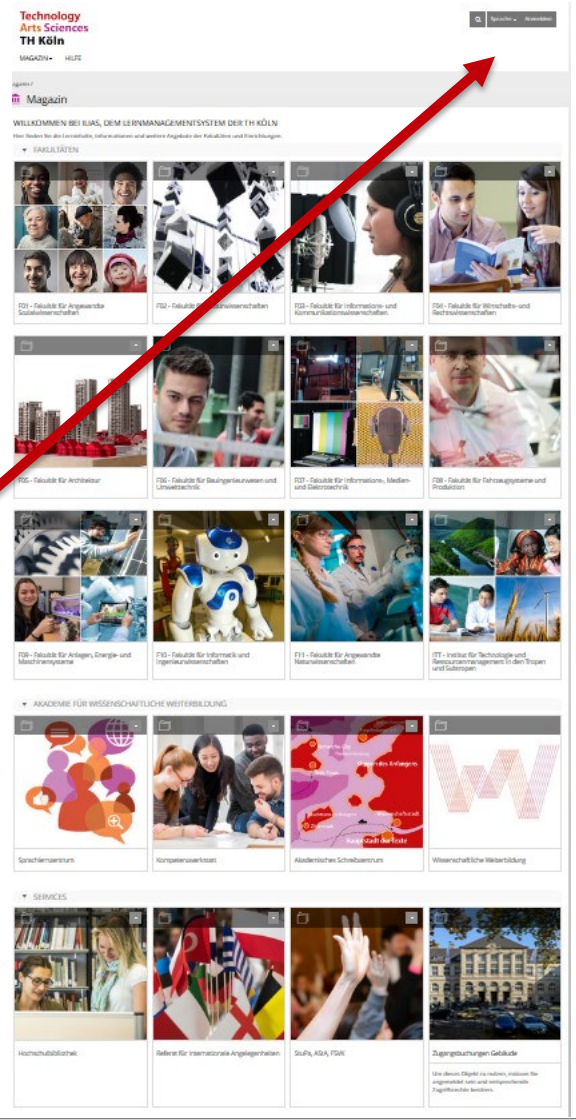
Extension for the following **summer semester: October 30th –December 15th**

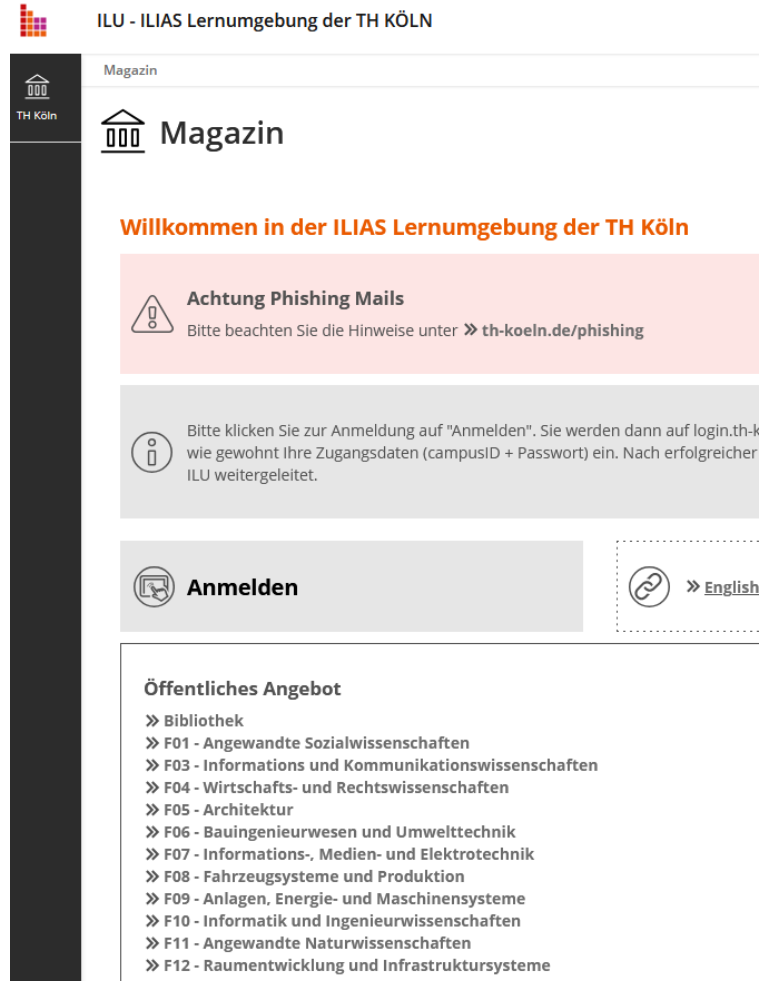
What is ILIAS / ILU?

- Open-source learning platform
- Faculties upload lecture notes and materials here (please note: some faculties use TH Spaces instead)
- Schedules can be published here

To Do:

✓ Search for your courses and for the Department of International Affairs via the search bar.

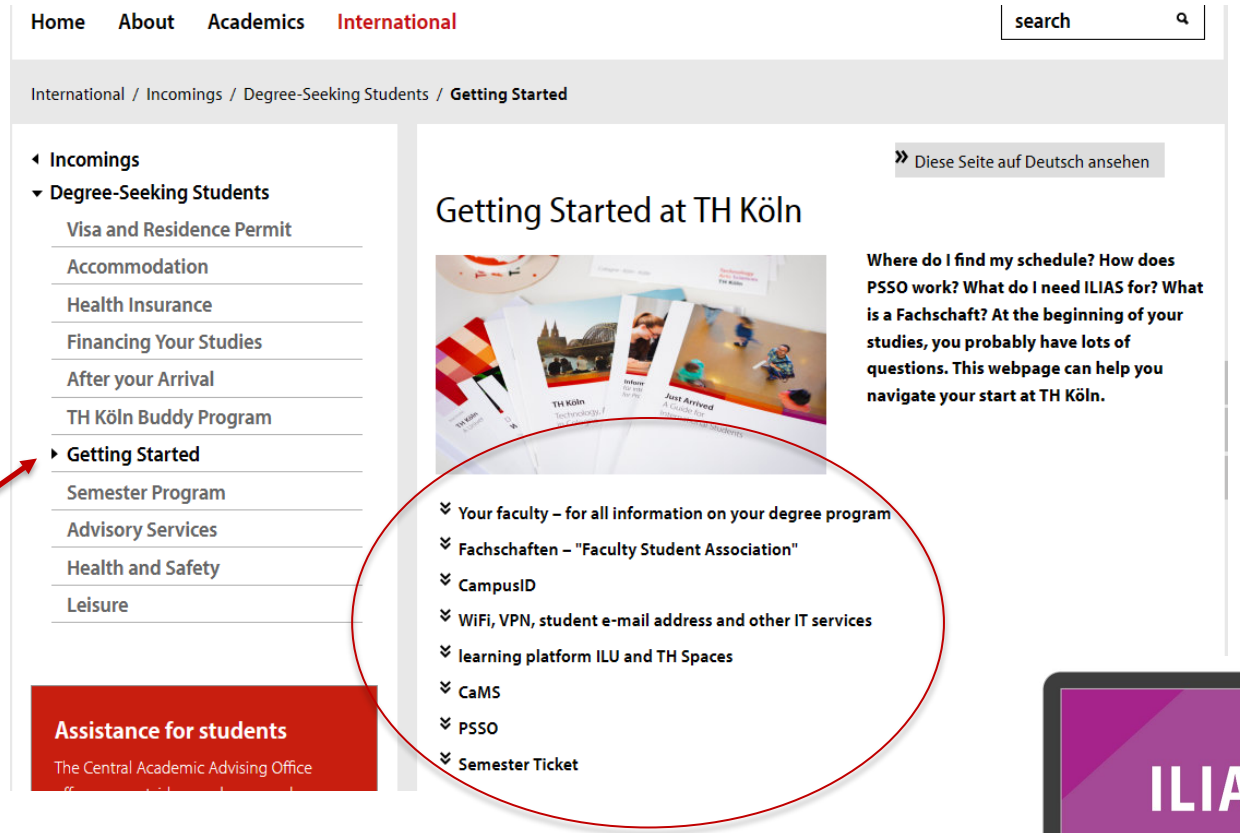




Check out our Video Tutorials and useful information on accessing WiFi, VPN, student e-mail address and other IT services!







Important: some details might only apply to Degree-Seeking students!





After your Arrival

Your first steps



- Report address to City Registration Office
- Report to Immigration Office (only Non-EU)
- Open bank account (recommended)

To Do:

✓ Visit the website and read carefully

Note:
The information will be displayed on the website for Degree-Seeking students

After your Arrival

Registering your place of residence



- **When to go?**
  - ✓ **Within two weeks after moving in to your "permanent" place of residence**
  - ✓ Check office hours; in Cologne: online registration form
  - ✓ There can be waiting times for appointments; this is not your fault and will be accepted
  - ✓ In Cologne: No appointment needed on Mondays and Wednesdays!

- **Where to go?**
  - ✓ In Cologne, there are several registration offices; you are free to choose your office
  - ✓ Some locations are less busy than others, check different registration halls
  - ✓ If you live outside Cologne, you must visit the office responsible for your city

- **What to bring?**
  - ✓ valid passport
  - ✓ signed confirmation from your landlord / landlady (Wohnungsgeberbescheinigung)

After your Arrival

Residence permit from the Immigration Office



© BAMF

- **Non-EU citizens** must request a residence permit for study purposes from the Immigration Office (unless you have a visa that covers your entire stay in Germany)
- Visa-free entry only covers 90 days (if applicable)
- The residence permit has the size of a credit card
- In addition to personal and residence data, biometric data (photograph, two fingerprints) are also stored on a chip integrated in the card

Information for students entering visa-free

- When applying for your residence title you will be most likely issued a Fiktionsbescheinigung until the residence permit is completed.
- This Fiktionsbescheinigung §81.**3** does in general not allow you to travel outside of Germany – please keep that in mind!

After your Arrival

Residence permit from the Immigration Office

→ needed if your stay is not completely covered by your visa

- **What documents are required?**
  - ✓ copy of valid passport – including all printed pages and including your visa, if applicable
  - ✓ biometric passport photo (35x45 mm)
  - ✓ certificate of city registration
  - ✓ rental contract
  - ✓ Certificate of Enrollment at TH Köln
  - ✓ certificate of health insurance
  - ✓ proof of financial resources: 992 € per month, meaning 11.904 € for one year;
    blocked bank account, proof of income from parents, bank guarantee or scholarship

After your Arrival

Residence permit from the Immigration Office

- **When to go?**
  - → **We recommend you apply for a residence permit immediately after your city registration!**
  - → **Do not wait as there are really long waiting times!**
  - ✓ By appointment only

- **Where to go?**
  - ✓ In Cologne, there are several immigration offices sorted by district
  - ✓ If you live outside Cologne, you must visit the immigration office responsible for your city

After your Arrival

Residence permit from the Immigration Office

How to get it?

1. Submit your documents via email
2. Immigration Office will check your documents; in some cases, they may ask for additional documents
3. You will receive an appointment
4. Visit the office and collect your residence permit

Keep in mind:

Current fee is approx. 110 € (please note that the amount might vary)



Open bank account

We recommend opening an account with a German bank

→ helpful for having your rent debited (mandatory for KSTW dorms!), receiving scholarship payments, transferring the semester fee

→ several banks offer online registration (in German), only activating the account takes place in person
e.g. Sparkasse, Volksbank, Commerzbank…

→ alternatively: you can look into using a completely online/app-related bank
e.g. Revolut, bunq, wise, N26…

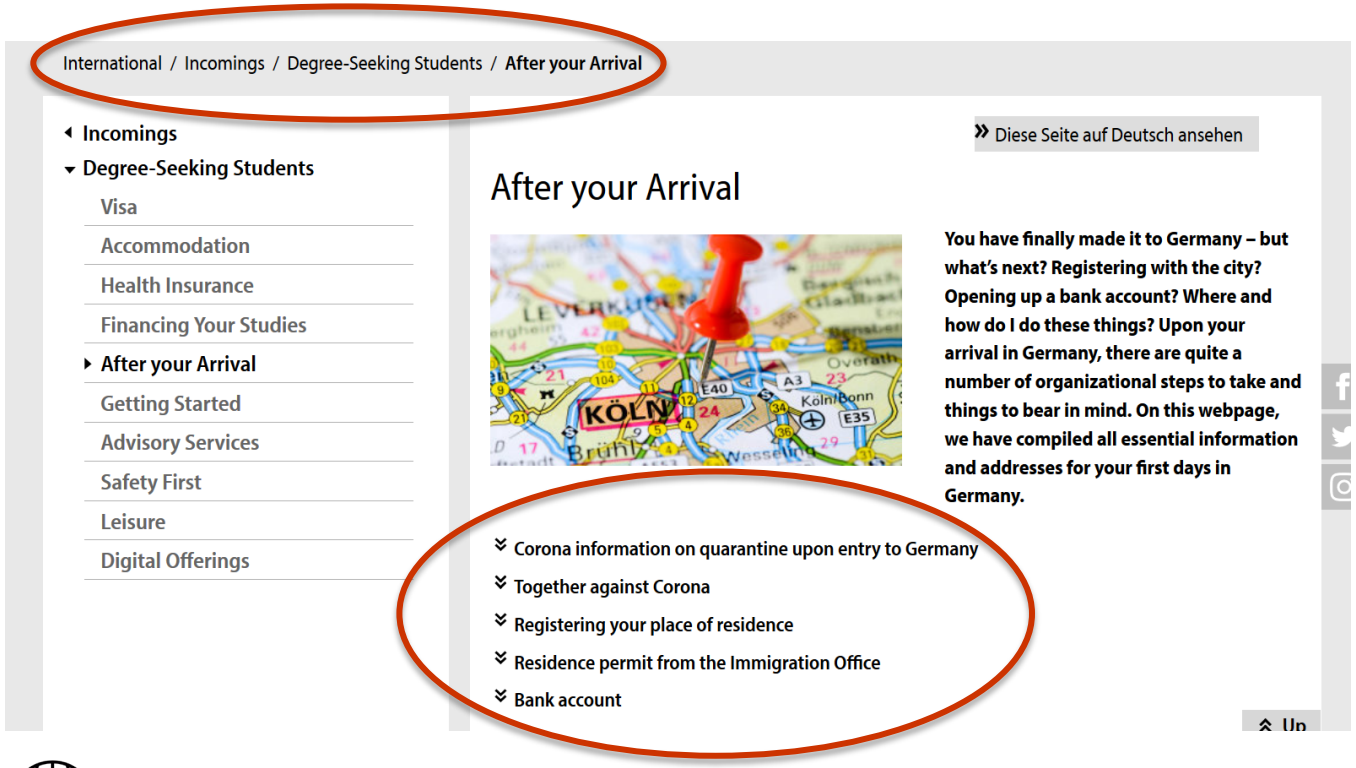
Usually you need to present the following documents:

- valid passport
- certificate of enrollment of TH Köln
- certificate of registration with the city authorities
- tax ID Number (IdNr)*

*The tax IdNr is sent to you automatically by the Federal Central Tax Office (BZSt) after your registration with the city. More information is available on the BZSt website.

After your Arrival

Detailed information can be found on our website…



More info on city registration

© www.flaticon.com

Public broadcasting fee – Rundfunkbeitrag/GEZ

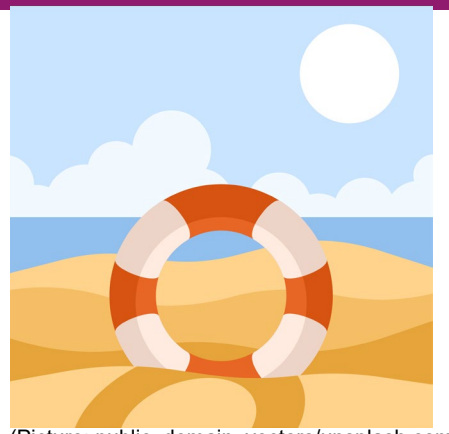
- The German state is charging a public broadcasting fee (Rundfunkbeitrag/GEZ, €18.36 per month in 2024) for public television, radio and online services.
- Generally speaking, every household in Germany is required to pay this fee - including international students.
- It doesn't matter whether you are personally using those services.

But…

- You can wait for GEZ's "Beitragsservice" to contact you, which might not happen during your mobility.
- If you only have the legal minimum of finances, you can be exempted from broadcasting fees.
  If you receive a letter asking you to pay the fee, you should contact the social counseling of TH Köln's AStA for detailed advice.

For more detailed information, check out this brochure:
https://www.studierendenwerke.de/fileadmin/user_upload/251212_DSW_SIK-Frings_Rundfunk_en_web.pdf

Being safe in Germany – our top tips


(Picture: public_domain_vectors/unsplash.com)

1. **Stay informed**
   → follow local news and events; get to know local customs and laws
   → learn basic German phrases

2. **Be aware of your surroundings**
   → avoid excessive alcohol; don‘t leave drinks unattended or accept drinks from strangers
   → stay vigilant in crowded places (there may be pickpockets or scammers)
   → avoid walking alone at night; only use official transport or reputable ride-sharing services

3. **Keep your documents and information safe**
   → be cautious with public WiFi; use secure WiFi or VPN for personal information
   → carry copies of important documents (passport etc.) separately from the originals
   → avoid sharing personal information (e.g. your accommodation or schedule) too quickly

4. **Get help if needed**
   → trust your instincts!
   → know where you can get help and don‘t hesitate to ask for it

Being safe in Germany - resources for you

In an emergency:
Call 112



For mental aftercare:

TH Köln‘s AStA:
individual consultations at all campus locations, via Zoom and by phone
→ contact see website

KSTW:
individual consultations on site at KSTW building, via Zoom and by phone
→ contact see website

AStA and KSTW can also help you look for therapy options

To point out problems:
Team Incomings Exchange

Let us know if you encountered a safety concern or problem we should be aware of.

→ Send an email to incomings-exchange@th-koeln.de

To Do:
- ✓ Check our website
- ✓ Save the contacts from this slide

German courses for students

Starting September 14, 2026	**Online registration** for the mandatory online placement tests
September 21 – October 8, 2026	Mandatory! Online placement tests ⚠ Dates will be published on our website www.th-koeln.de/sprachlernzentrum
September 25 – October 9, 2026	Notification of test results on Fridays, last notification on October 9
September 25 – October 12, 2026	**Online registration** for the language courses Begin: September 25, noon, End: October 12, noon
October 16, 2026	Confirmation by e-mail
October 19, 2026–October 30, 2026	Moving up procedure
October 19, 2026–February 12, 2027	**Language courses** *Christmas break: December 19, 2026 - January 3, 2027*



All course times and venues are subject to change. Please go to www.th-koeln.de/sprachlernzentrum for the final schedule.

Important note:

- the online placement test is mandatory for **all language courses and workshops** at TH Köln's Language Learning Center!
- We recommend completing the online placement test at the beginning of the semester so you have the option to join a course/workshop during your stay.

Step-by-step guide on how to apply for the language courses here:
https://www.th-koeln.de/en/international_office/language-courses-for-students_60155.php

TH Köln Buddy Program



In the Buddy Program, we form Buddy groups consisting of senior students at TH Köln and new international students. As a Mentee, the Buddy group gives you your first social network and allows you to ask questions even before you arrive.

You …

- will get to know senior students of TH Köln and benefit from their advice and support
- can ask initial questions about “living in Germany” and “studying at TH Köln” before you arrive.
- will receive support in your everyday student life, guidance on campus, and assistance with bureaucratic procedures.

registration period for the **winter term: 01.08.-31.08.**
registration period for the **summer term: 01.02.-28.02.**

More info & registration at:

www.th-koeln.de/buddy-programm

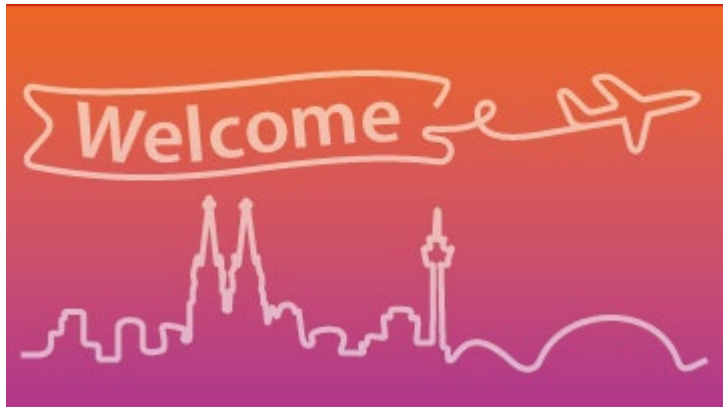
We expect:

- that you respond to contact from TH Buddies and maintain contact over the course of a semester,
- that you actively contribute by asking questions,
- that you take part in jointly planned activities within your Buddy group.

Please note: it is **not** possible to register after the deadline!

Save the Date:

Welcome Event for International Students



- October 1, 2026
- Mensa at Deutz campus, second floor
- 5 pm ~ 9 pm
- For international degree-seekings and exchange students:
  no pressure, no formalities - just nice people, new friendships, and a fresh start together.

→ Registration: September 1 - 21, until maximum number of participants is reached.
→ To register go to:
https://www.th-koeln.de/en/international_office/registration-for-the-welcome-event_138920.php
→ Admission only with MultiCa and confirmed registration → don‘t forget to bring your MultiCa!!!

Elin Petersson & Sandra Austrup
Incomings Exchange
Hochschulreferat für Internationale Angelegenheiten / Department of International Affairs

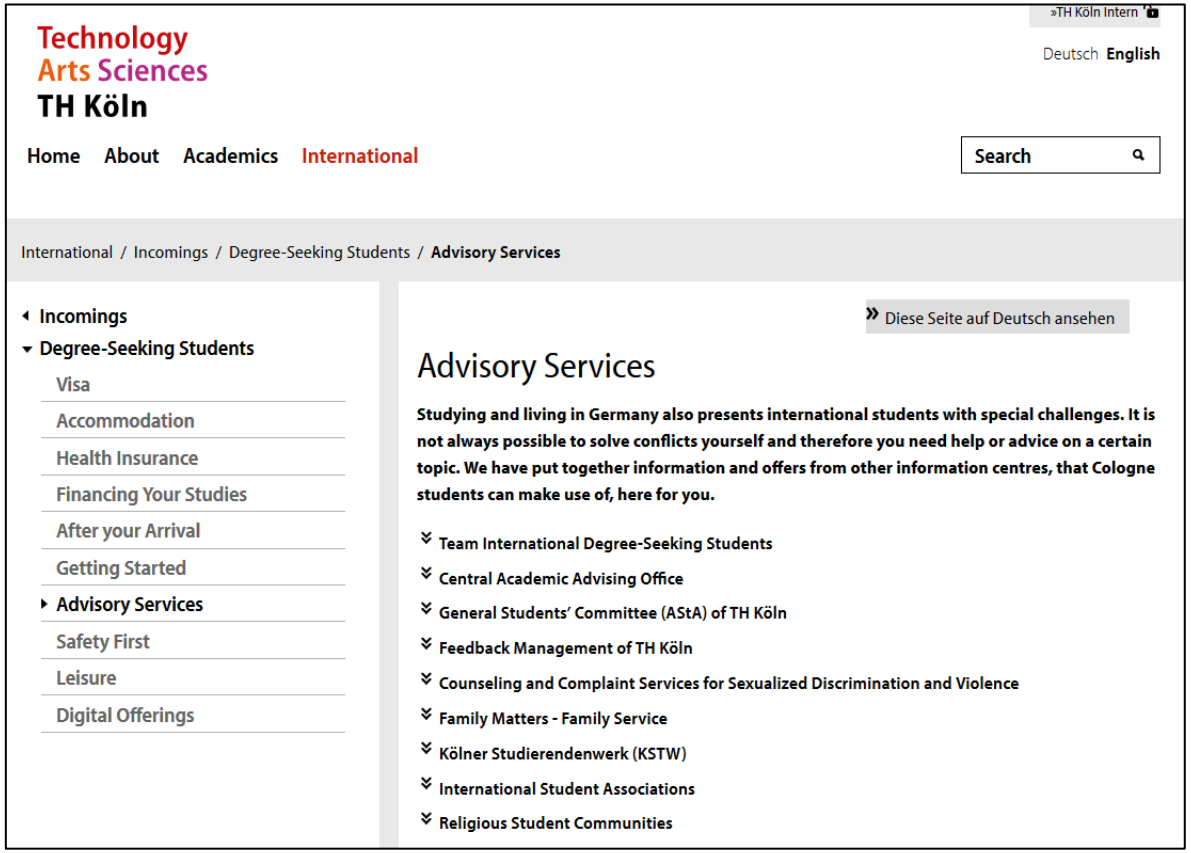
Technology
Arts Sciences
TH Köln

Other Advisory Services

- Counselling for psycho-social difficulties
- International Student Associations
- Religious Student Communities
- AStA (General Students' Committee)
  - LGBT* unit
  - Social counselling
  - and many more

Great!

✓ Included in your semester fee



Additional information on TH Köln can be found in our guide „Getting Started“

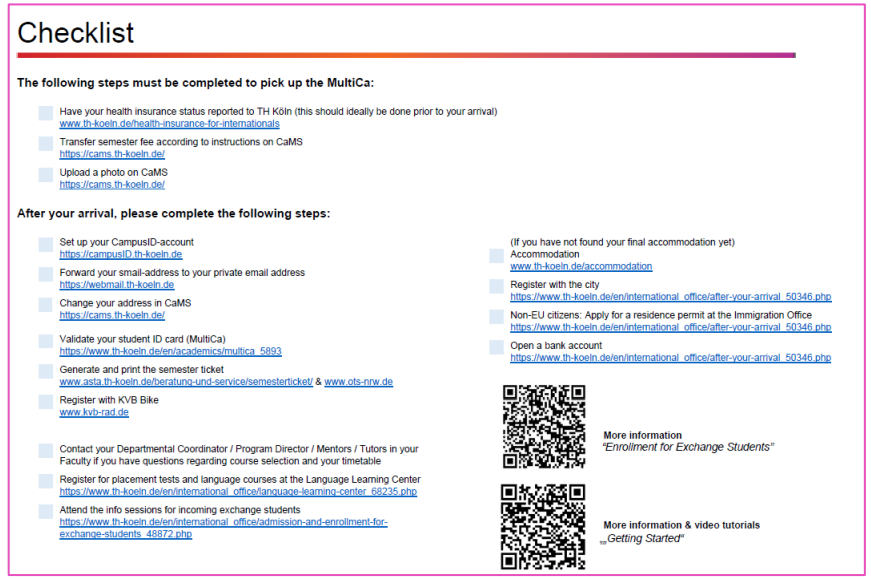


What remains to be done – an overview…

There are still some things you need to do. We have compiled a small checklist to help you ☺

You can find the checklist as well as our presentations (Early Bird & Get on Board) …

- in our Zoom chat
- on our website



Checklist

The following steps must be completed to pick up the MultiCa:

- Have your health insurance status reported to TH Köln (this should ideally be done prior to your arrival) www.th-koeln.de/health-insurance-for-internationals
- Transfer semester fee according to instructions on CaMS https://cams.th-koeln.de/
- Upload a photo on CaMS https://cams.th-koeln.de/

After your arrival, please complete the following steps:

- Set up your CampusID-account https://campusID.th-koeln.de
- Forward your small-address to your private email address https://webmail.th-koeln.de
- Change your address in CaMS https://cams.th-koeln.de/
- Validate your student ID card (MultiCa) https://www.th-koeln.de/en/academics/multica_5893
- Generate and print the semester ticket www.asta.th-koeln.de/beratung-und-service/semesterticket/ & www.ots-nrw.de
- Register with KVB Bike www.kvb-rad.de
- Contact your Departmental Coordinator / Program Director / Mentors / Tutors in your Faculty if you have questions regarding course selection and your timetable
- Register for placement tests and language courses at the Language Learning Center https://www.th-koeln.de/en/international_office/language-learning-center_68235.php
- Attend the info sessions for incoming exchange students https://www.th-koeln.de/en/international_office/admission-and-enrollment-for-exchange-students_48872.php
- (If you have not found your final accommodation yet) Accommodation www.th-koeln.de/accommodation
- Register with the city https://www.th-koeln.de/en/international_office/after-your-arrival_50346.php
- Non-EU citizens: Apply for a residence permit at the Immigration Office https://www.th-koeln.de/en/international_office/after-your-arrival_50346.php
- Open a bank account https://www.th-koeln.de/en/international_office/after-your-arrival_50346.php

More information
"Enrollment for Exchange Students"

More information & video tutorials
„Getting Started"

Save-the date:
Stay on Track - Information for Exchange Students during their mobility at TH Köln

In this session, you will receive important information on the topics of exam registration, extending or finishing your stay at TH Köln and much more.

Tuesday, 13 October 2026 12:00-14:00 (UTC+**2**)

Tuesday, 27 October 2026 16 - 18:00 (UTC+**1**)

Attention: Daylight saving time in Germany ends on October 25, so clocks will be set back one hour!

https://www.th-koeln.de/en/international_office/admission-and-enrollment-for-exchange-students_48872.php#sprungmarke_1_15

Elin Petersson & Sandra Austrup
Incomings Exchange
Hochschulreferat für Internationale Angelegenheiten / Department of International Affairs

Technology
Arts Sciences
TH Köln

Department of International Affairs

Questions? Contact us … and follow us on Social Media!

Weekly office hours in Zoom and on campus:

https://www.th-koeln.de/en/international_office/department-of-international-affairs_77208.php

Please note:
Always use this email address to get in touch with us.
Thank you ☺

www.th-koeln.de/international

incomings-exchange@th-koeln.de





Questions???



Leisure & other services





Programs for Students of TH Köln

The TANDEM program of the University of Cologne…
…for all students of universities in Cologne who wish to learn a new language or develop existing foreign language skills.
The focus is on learning in mutual exchange, freely and creatively.

ESN Cologne…
…organizes great activities for international students. Check their Facebook or Instagram profile for more information.



Programs for students at TH Köln



Europa macht Schule (EmS)

- a programme to promote cultural/ European exchange
- aims at bringing the idea of European exchange to life and ensure greater knowledge and understanding for each other
- exchange students from all over the world can become ambassadors for their home country, which they present in a creative manner in schools all over Germany
- offers participants a personal experience of Europe, its people and cultures

https://www.europamachtschule.de/mitmachen/internationale-studierende/anmeldung/

→ Watch the image film on YouTube: https://www.youtube.com/watch?v=uoFnLnm5z6E

University Sports

Hochschulsport & Unisport

- More than 100 different sports
- More than 250 courses in a week
- Most courses free of charge or for a small fee

Football, Zumba, Rowing, Salsa, Basketball, Hockey, Karate, Handball, Hip Hop-Dance, Baseball etc.

hochschulsport köln

Great!

✓ Most activities are included in your semester fee



Kölner Studierendenwerk / KSTW

Studying made easy

Apart from managing student dormitories and university catering in our cafeterias, the KSTW offers several advisory services:

- Advice on learning and study methods
- Time and self-management skills
- Writing academic papers
- Psychological consultation
- Anonymous online counselling available
- Language meet up Café Babylon
- Chess nights

Great!

✓ Included in your semester fee



Share pick from the KSTW

The place to go for free &well-maintained…
- electronics
- tableware
- office supplies and much more.

Where: Universitätstraße 14, 50937 Köln
When: Tuesdays 14:00-15:30 p.m.



Welcome Reception and Guided City Tour

The Mayor of Cologne invites all new international students to a **reception at the Historic City Hall,** followed directly by a "**come together**".
Before the reception, you have the chance to participate in a **guided city tour** sponsored by various universities in Cologne and the Kölner Studierendenwerk.



When?
Friday October 9th, 2026 5:30 pm

Where?
Guided City Tour: 2:15 pm, Meeting point Köln Tourismus, Kardinal-Höffner-Platz 1, 50667 Köln

Reception: 4:00 pm, Piazzetta, Historisches Rathaus, Rathausplatz, 50667 Köln

Further information and **registration starting from September** on the KSTW website:

English city tour: https://www.kstw.de/en/international/welcome-reception
German city tour: https://www.kstw.de/internationales/rathausempfang

- ✓ Free of charge
- ✓ Places are limited, so registration is needed
- ✓ Application deadline approx. end of September or as soon as the maximum number of 300 guests has been reached

Go2Rail

Travel together to TH Köln ☺

- Students can register/participate independently of a partnership between their university and Go2Rail
- Go2Rail currently has approximately 600 confirmed university domains or email extensions stored in its system
- If students whose university domain is not yet stored, they will receive an error message asking them to contact Go2Rail. → Go2Rail will then check the university domain, add it to their database and the student will then be able to register



https://www.go2rail.eu/

Phone calls and internet access

Check with your provider at home: will calls and mobile data in Germany be free for you?

If not, we have some recommendations:

- For easy and quick access, get a German prepaid card and top up as needed. Many supermarkets offer prepaid SIM cards at the checkout counter.

  e.g. ALDI talk, LIDL Connect, EDEKA smart...

- For a phone contract with extra options, use comparison websites to research offers.

  e.g. Check24 (https://handytarife.check24.de/),Verivox (https://www.verivox.de/handytarifevergleich)

- Full list of mobile providers and which mobile networks they use:

  https://de.wikipedia.org/wiki/Liste_der_Mobilfunkanbieter_in_Deutschland

When researching German contracts / providers, use a **translation add-on** with your web browser.



Thanks for joining us!

Have a great time in Cologne, Leverkusen & Gummersbach ☺

Questions???

