

Manual for Online- Housing Application at KSTW

1. Open the website <https://tl1host.eu/SWK/index.html#admission> and click "English".

werk KÖLNER STUDIRENDEN WERK

Student Services
Application for admission

Deutsch
English

Private rooms
Submission of private rooms

Important advice!
Please read thoroughly before starting with the application

Choose "English"

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@kstw.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.

Data about the rental property

Location of University* please choose...

Desired rental property*

Available choices of our student residences* please choose...

University* please choose...

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

Data about the rental property

Location of University*
Desired rental property*
Available choices of our student residences*
University*
Desired date of moving in*
Max. amount of costs for rental*
Desired term of lease

please choose...
Gummersbach
Hürth
Köln
Leverkusen
please choose...
€
Months

For the faculty of Computer Science and Engineering (F10) choose **Gummersbach**. For the faculty of Applied Natural Sciences (F11) choose **Leverkusen**. Choose **Köln** for any other faculties of TH Köln.

3. In the field “Desired rental property”, make sure to **choose all options** offered as this will increase your chances! The most common option is **Flurzimmer** or **WG-Zimmer**.

The screenshot shows a form titled "Data about the rental property". The fields are: "Location of University*" (Köln), "Desired rental property*" (Apartment, WG-Zimmer, Flurzimmer), "Available choices of our student residences*" (please choose...), "University*" (please choose...), "Desired date of moving in*" (calendar icon), "Max. amount of costs for rental*" (input field, €), and "Desired term of lease" (input field, Months). An orange callout box points to the "Desired rental property*" field and contains the following text:

- Apartment** = apartment
- Flurzimmer** = hall room
- WG-Zimmer** = room in a shared apartment

If you only select Apartment, your chances on receiving an offer are very low as most available offers are WG-Zimmer or Flurzimmer.

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

This screenshot shows the same form as above, but with the "Available choices of our student residences*" dropdown menu open and "Wird zugewiesen" selected. The other fields remain the same as in the previous screenshot.

5. In the “University” field, please select the Campus you will study at.

Data about the rental property

Location of University* Köln

Desired rental property* Apartment Flurzimmer
 WG-Zimmer

Available choices of our student residences* Wird zugewiesen

University* CBS International Business School
 Deutsche Sporthochschule Köln
 Hochschule für Musik und Tanz Köln
 Katholische Hochschule NRW Abtl. Köln
 Kunsthochschule für Medien Köln
 Praktikant
 TH Gummersbach (Techn. Hochschule)
 TH Köln Deutz (Tech. Hochschule)
 TH Köln Mülheim (Tech. Hochschule)
 TH Köln Ubierring (Tech. Hochschule)
 TH Leverkusen (Techn. Hochschule)
 Universität zu Köln

Desired date of moving in*

Max. amount of costs for rental*

Desired term of lease

Personal data

Name*

TH Gummersbach if you are studying at the faculty of Computer Science and Engineering (F10)

TH Köln Deutz if you are studying Engineering Sciences (F5-9 & ITT)

TH Köln Mülheim if you are studying at the Cologne Game Lab

TH Leverkusen if you are studying at the faculty of Applied Natural Sciences (F11)

TH Köln Ubierring for all other faculties (F1-4)

Praktikant if you are doing an internship at one of the universities listed.

6. Desired date of moving in.

Data about the rental property

Location of University* Köln

Desired rental property* Apartment Flurzimmer
 WG-Zimmer

Available choices of our student residences* Wird zugewiesen

University* TH Köln Ubierring (Tech. Hochschule)

Desired date of moving in*

Max. amount of costs for rental*

Desired term of lease

Personal data

Name*

First name*

Date of birth*

You can only move in on a working day.

Please note you will always have to pay for a full month, even if you move in on a later date of the same month.

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

Data about the rental property

Location of University* Köln

Desired rental property* Apartment Flurzimmer WG-Zimmer

Available choices of our student residences* Wird zugewiesen

University* TH Köln Ubierring (Tech. Hochschule)

Desired date of moving in* 01/09/2020

Max. amount of costs for rental* €

Desired term of lease Months

Make sure to state the maximum costs (e.g. 350 €) as well as the desired duration of your rent!

8. Now fill in your personal data. In case you have special needs regarding disability, please state this in the very last field of the section.

Personal data

Name*

First name*

Date of birth* tt. mm. jjjj

Sex* Male female

Nationality* Germany

E-mail address*

Repeat e-mail*

Disability?

Data about the study course

Grants

Please fill in your personal data

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

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. Exchange students should select their kind of exchange program.

Data about the study course

Grants
 Eltern
 Selbst
 Stipendium

Program

Number of Terms

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

Data about the study course

Grants

Program

Number of Terms

Home address

Street home address*

ZIP/City Home address*

Home country*

Phone No home address

Choose **Erasmus-TH Köln** if you're an exchange student from **Europe**. If you're an exchange student from outside Europe, choose **Exchange-Programm TH Köln**.
 If you're not an exchange student (e. g. degree-seeking, preparatory German course), you do not need to select anything.

10. Please enter your full home address and mobile phone number.

Home address

Street home address*

ZIP/City Home address*

Home country*

Phone No home address

Mobile phone*

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.

other application fields

Furnishing*	<input type="radio"/> möbliert	<input type="radio"/> unmöbliert	<input type="radio"/> egal
Person Type*	<input type="radio"/> Standardmieter	<input type="radio"/> Kurzzeitmieter	
Reapplication*	<input type="radio"/> Erstsemester	<input type="radio"/> 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 „**Reapplication**“-field, click **Erstsemester** for *first semester* or **Folgesemester** for *higher semester*.

In the „**Furnishing**“-field, choose **möbliert** for *furnished*, **unmöbliert** for *unfurnished* or **egal** if you *don't care*.

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 1000 KB.*

Other proof

File selection buttons: Datei auswählen Keine ausgewählt

Other Proof (optional) for uploading other documents such as Disability Certificate, Certificate of Enrollment or Admission Letter

13. Now you may provide additional information.

Hints

[Empty text input field]

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

Security code

Enter security code*

I assure that my information are true and complete, this details are the basis for a rental contract. According to the data protection act your personal data will be saved and processed. A rental contract based on incorrect facts leads to immediate termination of the tenancy. I'm aware, that after the third rejected offer my application will no longer be considered. I oblige myself to communicate every change to the above named contact details in written form, because KSTW will not be responsible for undelivered deals. I've read the information above and accept them.

Send

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:

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We recommend to take the first offer, as there is no guarantee that you will receive a second offer soon after!

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@kstw.de. Please send move or re-enter applications formless to the administration of "Studentisches Wohnen" (studential 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!

Department of International Affairs – TH Köln

If you do not confirm each month, your application will be deleted and you will lose your spot on the waiting list. Do not forget to check your spam folder!