

Admissions

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 (approx. in mid-December (summer semester) / mid-May (winter semester))** along with the login information for TH Köln's campus management system (CaMS) and additional information. Please note that processing may take some time.

Kindly refrain from inquiring about your application status, 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 you are eligible to pursue a Master's program based on these documents, your application will usually be forwarded to the faculty. The respective faculty will decide if your undergraduate degree is suitable.

In case your degree is not deemed suitable or if you miss certain requirements of a course, you may be offered conditional admission. This means that you will have to make up for the missing prerequisites while you are enrolled in the Master's program.

Please allow some time to process your documents.

If you want to check the status of your application, please login to CaMS (cams.th-koeln.de). Your "application status" is displayed in the "online application" section. You will also be notified by email.

Please note that processing time is **at least 2 – 3 weeks**.
(also read no. 15)

3. How will I receive my Letter of Admission?

You will be notified by email that your Letter of Admission is available for download in TH Köln's campus management system (CaMS).

Additionally, the status of your application in CaMS (cams.th-koeln.de) will be updated accordingly. Your Letter of Admission will be available for download in CaMS.

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

You need to upload your enrollment documents to TH Köln's campus management system (CaMS, cams.th-koeln.de). The Letter of Admission will state the enrollment deadline by which you must have uploaded your documents to CaMS. 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 Letters of Admission by mail?

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

6. Is it possible to extend the enrollment deadline stated in the Letter of Admission?

No, due to the beginning of the lecture period, the enrollment deadline can unfortunately not be extended.

7. When enrolling, do I need to send my academic documents to TH Köln even though I have already submitted them to uni-assist?

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

Exception for all applicants who submitted a provisional graduation certificate with their application to uni-assist:

At the time of enrollment you must have graduated from your undergraduate program with a grade of 2.3 (German grading system) or better, supporting documents are to be provided (please also check your Letter of Admission and the enrollment information sheet).

In case your final grade is not as good as the one stated on your preliminary certificate, we ask you to send us your final graduation documents by email prior to submitting your enrollment documents. We will then check if you meet the admission requirement of a minimal final grade of 2.3 or better.

8. Is it possible to defer my admission to a later semester?

No, it is not possible to defer your admission to a later semester

Enrollment

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

Yes. 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.

For more information on visa, please visit: www.th-koeln.de/visa

(This information is only relevant if you need a visa to enter Germany.)

10. I do not live in Germany yet. How can I obtain proof of health insurance coverage from abroad?

Please contact a German statutory health insurance company of your choice and apply for membership. You can contact the insurance company by email and start this process from abroad.

Please inform the statutory health insurance company that you would like to study at TH Köln and ask them to transmit a confirmation of your insurance status. As soon as you are insured, your health insurance company will send a corresponding notification to TH Köln. To speed up the process, please tell the health insurance company TH Köln's sender's ID " (Absendernummer): H0000253.

Please visit our website for more information: www.th-koeln.de/health-insurance-for-internationals

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

That depends on your country of origin and the type of your insurance. Relevant information on this topic is available in your Letter of Admission and on the website of TH Köln's Department of International Affairs: www.th-koeln.de/health-insurance-for-internationals

12. I do not have a German address. What can I do? May I indicate TH Köln's mailing address?

No. TH Köln's mailing address (or the mailing address of our Department of International Affairs) **cannot be used** as your German address.

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.

13. Why do I need a German address in order to enroll?

You need a German mailing address since you will receive additional information as well as several documents by mail. Therefore, **this address cannot be changed** throughout the entire enrollment process.

Please note:

- You need to enter your German address or your friend's German address and name in **the online enrollment form in CaMS**.
- **Room numbers** of student dormitories are to be indicated as "*Zusatz/additional address line*"
- You are to ensure that you will be able to receive **all relevant letters and documents (e.g. your student ID card) by mail**.

14. When can I change my mailing address again?

Once the enrollment process is complete (see 16).

15. When will be enrolled at TH Köln?

You can only be enrolled once you have completed the **online enrollment process**, have submitted **all required** enrollment documents and have paid the **semester fees** for your first semester at TH Köln. The enrollment deadline **cannot be extended**.

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

Once we have received your enrollment documents, it may take up to **three weeks** before your status in CaMS changes.

If you want to check the status of your application, please login to CaMS (cams.th-koeln.de). Your "application status" is displayed in the "online application" section.

You will also be notified by email.

Please kindly refrain from inquiring about the status of your enrollment.

Your application status is updated regularly.

17. When is my enrollment complete? When should I pay the semester fees?

Your enrollment is only complete after TH Köln has received your payment for the semester fees. The amount is displayed in CaMS once you have completed the online enrollment process.

Once TH Köln has received your payment you are considered a student.

Your login information for your personal university account (called campusID), which allows you to use a number of IT services offered by TH Köln, will be sent by email.

Please note: You need your campusID for all of TH Köln's online services.

A [video tutorial on the CampusID](#) is available on our website.

18. How do I find out if TH Köln has received my payment for the semester fees?

How do I receive my certificate of enrollment?

To check if we have received your payment, go to CaMS (cams.th-koeln.de). Sign in, then go to "Student Service". The status of your payments is displayed in the "Payments" tab.

Once TH Köln has received your payment, you will be able to print your current certificate of enrollment in CaMS.

19. When does the semester/when do lectures start?

The faculties/institutes will be happy to provide you with all important information for first-year students.

Please visit our website "Information for new students": www.th-koeln.de/first-year-students
This page is updated regularly. Please check back later if no information is available yet.

In case of questions, please contact your faculty.

20. How and when will I receive my student ID card and my public transport passes?

You will receive your student ID card, called MultiCa, by mail after your enrollment (see no. 12). 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.
Your public transport pass will be available for download once we have received your payment. For additional information, please visit: www.th-koeln.de/getting-started

We also recommend our [video tutorial on the semester ticket](#).

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

TH Köln's Department of International Affairs provides information on these topics on our website:
www.th-koeln.de/accommodation
For more information on visa, health insurance, accommodation, and how to get started at TH Köln, please visit:
www.th-koeln.de/international-first-year-students