

First Steps @TH Köln

Pre-Arrival Web-Seminar for new international first-year students

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Our team

International Degree-Seeking Students

welcomes you to TH Köln

Contents

- ✓ Short introduction of our team.
- ✓ Enrolment: what should I pay attention to?
- ✓ Necessary IT tools for studying
- ✓ Outlook: information on the semester start
- ✓ Accommodation
- ✓ City registration and immigration office
- ✓ Additional support structures
- ✓ Final Q&A Session: space for your questions
- ✓ Short Survey



Team International Degree-Seeking Students As part of the Department of International Affairs we advise you on...

- Orientation at TH Köln
- Questions about right of residence
- Questions about financing your studies
- Questions about housing
- Questions about health insurance
- Challenges during your studies



If we do not have the answer to your question, we will also support you in finding the right contact persons.



Open Zoom Consultation Hours

We look forward to seeing you!

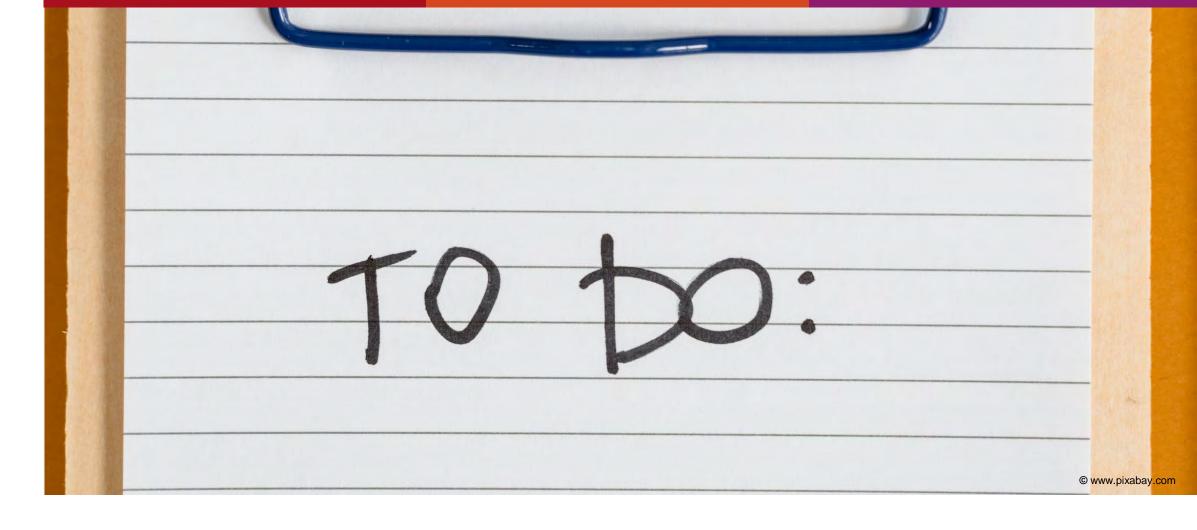
www.th-koeln.de/ia-online-consultation

Every Tuesday from 10 am - noon (or by appointment)

Technology Arts Sciences TH Köln

Further Information

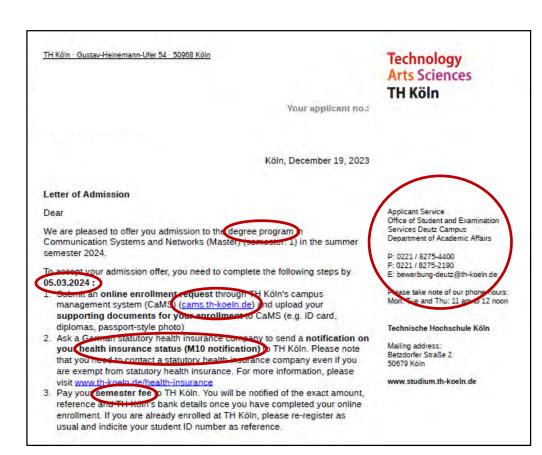




Congratulations on your AdmissionNext steps

Technology Arts Sciences TH Köln

The Admission Letter How to read it correctly?



- Offer for a place in a study program
- Offer must be accepted: start enrolment via TH Köln platform (CaMS)
- Note deadline for enrolment
- If necessary, ask for an extension of the deadline to submit any missing documents
- Info on health insurance
- Info on semester fee
- The Student and Examination Services ("Studierenden- und Prüfungsservice") is responsible for admission and enrolment

Student and Examination Services in short: "Studienbüro"

Your point of contact for ...

- Admission and enrolment
- Exam registration and deregistration
- Re-registration
- Issuing a new student ID card
- Leave of absence
- Exmatriculation
- and much more



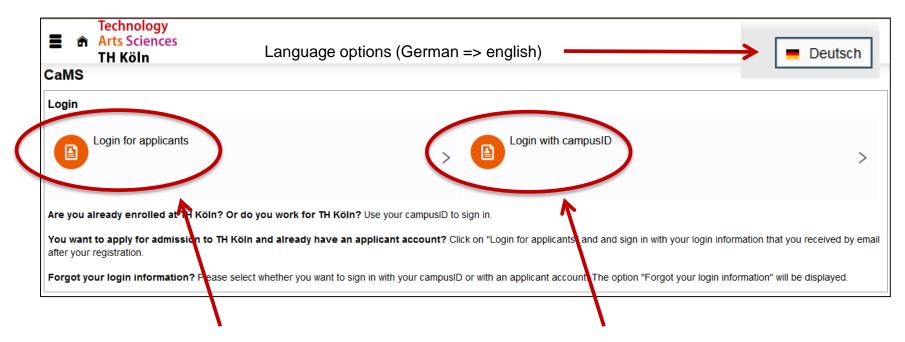


Virtual Information Forum:

Get to know the Student and Examination Services and other central institutions of TH Köln!

© www.flaticon.com

CaMS – Ihr Campus Management System



Until your are fully enroled...

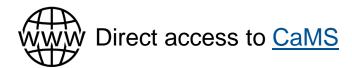
...you log on to CaMS with your log in information!

Once you are fully enroled...

...you log on to CaMS with your Campus ID!

${\tt CaMS-Ihr} \ Campus \ Management \ System$

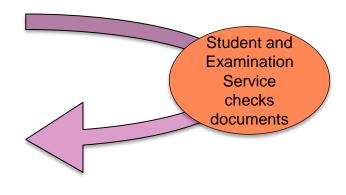
- Enrolment
- Update personal contact details
- Information on your payments and fees
- Certificates of enrolment



Enrolment – Step by Step

- 1. Log on to CaMS => Request enrolment
- 2. Fill in application for enrolment
- 3. Upload enrolment documents
- 4. Transfer semester fee
- ✓ Enrolment complete







More info on semester fee



Enrolment - Health Insurance

What to consider?



What to consider?

- Having health insurance is compulsory for students in Germany
- Students under 30 are automatically part of the public health insurance system
- You can choose a public health insurance provider
 - o The largest companies are: TK, Barmer and AOK
 - Monthly membership fees are standardized
- In Germany there are two types of insurance systems: private and statutory (public)
 - Anyone under 30 is generally free to choose between the two
 - The choice is **binding** for the entire duration of the study program



Public or private?

If possible, we recommend you insure yourself with a **public health insurance**:

- ✓ Offers comprehensive protection in case of illness
- ✓ Good price/performance ratio
- ✓ Rates and benefits are regulated by law
- ✓ No pre-payment required for doctors and hospitals



Private – What to consider?

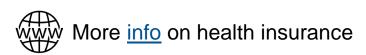
- students 30 years of age or older are not part of the public health insurance system and must take out private insurance instead
- Do not select the cheapest tariff level: the lower the fees, the lower the protection!
- Read the insurance conditions carefully; these are not regulated by law for private providers
- Check carefully whether the insurance covers your own pre-existing diseases and personal medical needs
- Possible providers:
 - Vela (tariff: Optimal)
 - Care Concept (tariff: Care Student)
 - Dr. Walter (tariff: Provisit Student)
 - Mawista (tariff: Student Pro)
 - and others



Enrolment



- Proof of health insurance is a mandatory requirement for enrolment
- All German universities participate in the online "student reporting process"
- Contact your chosen public health insurance company by e-mail and let them know that you would like to enroll at TH Köln
- Health insurance company will send a corresponding notification to TH Köln



Info Session 'Health Insurance for International Students'

Before you can start your studies in Germany, you have to contact a public health insurance. Join our free online info session to receive information and support.





https://aktion.ecoach.tk.de/kampagne/welcomesessionsforstudents



Enrolment Documents Complete?

Next steps

Enrolment – Step by Step

- 1. Log on to CaMS => Request enrolment
- 2. Fill in application for enrollment
- 3. Upload enrolment documents
- 4. Transfer semester fee
- ✓ Enrolment complete



- 5. Campus ID is sent to you via email => activate
- 6. MultiCa is sent to you by post => validate
- 7. TAN list (see MultiCa letter) => activate
- 8. Certificate of enrolment (in CaMS) => download

Your CampusID

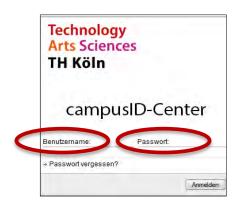
Personal log-in to various systems you will use as a student:

- ✓ CaMS
- ✓ Your personal TH Köln email inbox
- ✓ University network via VPN / WiFi
- ✓ Examination and Student Service Online (PSSO)
- ✓ Teaching and learning platform (ILU)
- ✓ CampusID-Center



How will I receive my CampusID?

- **By email** from Campus IT (<u>noreply@th-koeln.de</u>) with the reference "Ihr Hochschulaccount der Technischen Hochschule Köln"
- You will receive a password and a user name
- Check your email-inbox regularly (incl. spam filter)



Your CampusID

- ✓ Activate CampusID
- ✓ Log on to the CampusID Center and familiarize yourself with its functions.
- ✓ Set up mail forwarding from TH-Köln-smail to your private email address
- ✓ Please note: during your studies, the Student and Examination Services (and some professors) will only accept emails from your TH Köln-smail-address for identification and security reasons



More info on CampusID [only available in German]



Video Tutorial CampusID

How will I receive my student ID card?

- ...as soon as the enrolment is complete and you see the status "enrolled" in CaMS.
- By post to Germany only (that is why you are requested to submit a German address for enrolment)
- Check letter box: name must be clearly written
- If you are using a friend's address:
 use c/o address correctly and inform contact person

Jonas Johnson c/o Fam. Schulte Poststraße 12 85567 München





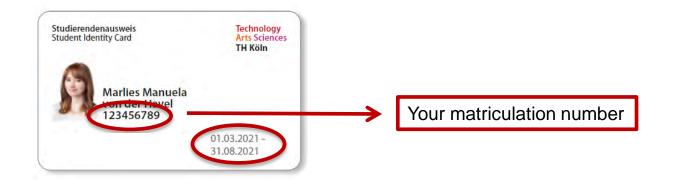
More info on MultiCa



Your name

Your student ID card

in short: **MultiCa** = Multifunctional chip card



- Identification for exams and for use of your semester ticket, to get the reduced prices in the university canteens
 or to get other student discounts
- Library card => borrow books for free
- Copy card => put money on the card at the terminal on campus

Please make sure to <u>validate</u> your card on campus after arrival.

MultiCa-letter

Page 1

Köln, Donnerstag, 22. Dezember 2022

MultiCa, PSSO, Studienbescheinigungen, Semesterticket

An English version of this document is available for download at www.th-koeln.de/enrollment

Sehr geehrte Frau Plaga,

herzlich Willkommen an der TH Köln! Ihre Matrikelnummer lautet 1234567.

1. Multifunktionale Chipkarte (MultiCa)

Beigefügt erhalten Sie Ihre MultiCa. Diese ist Ihr Studierendenausweis in deutscher und englischer Sprache. Zur Gültigkeit ist ein Semesteraufdruck erforderlich, der jedes Semester von Ihnen nach Zahlung der Semesterbeiträge an einer der Validierungsstationen neu aufgebracht werden muss. Eine Übersicht über die Validierungsstationen sowie weitere Informationen zur MultiCa und ihren zahlreichen Funktionen finden Sie unter www.th-koein.de/multica.

2. Prüfungs- und Studierendenservice Online (PSSO)

In PSSO tätigen Sie An- und Abmeldungen zu bzw. von Prüfungen, informieren sich über Prüfungsanmeldungen und -ergebnisse und erhalten Notenspiegel (PDF).

Direkter Login: https://psso.th-koeln.de
Hinweise und Bedienungsanleitung: www.th-koeln.de/psso

Für PSSO benötigen Sie sogenannte Transaktionsnummern (TAN), mit denen Sie Eingaben im System bestätigen. Mit diesem Schreiben erhalten Sie zunächst folgende Initial-TANs, mit denen Sie in PSSO eine neue TAN-Liste erstellen müssen:

	12345 67891	TAN zur Erzeugung einer neuen TAN-Liste TAN zur Aktivierung Ihrer neuen TAN-Liste	
Reserve-TANs	54321	89101	89101

Info on MultiCa

Marlies Manuela von der Havel 123456789

01.09.2020 -28.02.2021

Activate
TAN-list for PSSO

MultiCa-letter

Info on semester ticket

Page 2

Diese Initial-TAN-Liste ist ausschließlich zum Einstieg in das System vorgesehen. Eine einmal benutzte TAN ist ungültig. Streichen Sie deshalb die TAN nach der Eingabe in das System durch, damit Sie immer wissen, welche TANs noch gültig sind.

Zugang zu PSSO: Die Campus IT hat Sie bereits über Ihre Benutzerkennung für Ihren persönlichen Hochschul-Account - die campusID – zur Nutzung von Informationstechnologie (IT)-Diensten der TH Köln per E-Mail an Ihre private E-Mail-Adresse informiert. Sollten Sie diese Mails nicht erhalten haben oder bei sonstigen Fragen zu Ihrer campusID oder dem campusID-Center, berät und unterstützt Sie gerne das Service-Team der Campus IT: www.campus-it.th-koeln.de.

Unmittelbar nach Aktivierung Ihrer campusID können Sie sich mit diesem Benutzernamen und dem geänderten Passwort auch in PSSO einloggen:

3. Campusmanagementsystem (CaMS)

Im Campusmanagementsystem haben Sie u.a. die Möglichkeit Ihre aktuellen Adress- und Telefondaten zu ändern. Außerdem erhalten Sie hier Ihre Studienbescheinigungen und BAföG-Bescheinigungen und können verschiedene Anträge stellen.

Zusätzlich können Sie im System nachsehen, ob der von Ihnen gezahlte Semesterbeitrag bei uns verbucht ist oder ob noch Zahlungen ausstehen.

Direkter Login: Hinweise: https://cams.th-koeln.de www.th-koeln.de/cams

4. Semesterticket VRS und NRW

Das Semesterticket können Sie Sich selbstständig generieren und ausdrucken oder auf mobilen Geräten speichern.
Weitere Informationen stellt Ihnen der AStA der TH Köln zur Verfügung www.asta.th-koeln.de/beratung-und-service/semesterticket

Das Semesterticket können Sie hier generieren www.ots-nrw.de.

Das Semesterticket ist nur in Verbindung mit der MultiCa gültig. Dafür muss diese jedes Semester validiert werden.

Mit freundlichen Grüßen Ihr Studierenden- und Prüfungsservice

Dieses Schreiben wurde maschinell erstellt und bedarf keiner Unterschrift.

Info on CaMS



Student and Examination Service Online

In short: PSSO

- (De-)register for exams
- Keep track of your transcript of records
- > Self-service platform
- > For each transaction you need a transaction number (short: **TAN**) for security reasons





Video Tutorial on PSSO



Your Semester Ticket

- Semester fee includes a semester ticket
- Free use of busses and trains
- ✓ Don't forget to download your "Semesterticket"









More info on semester ticket



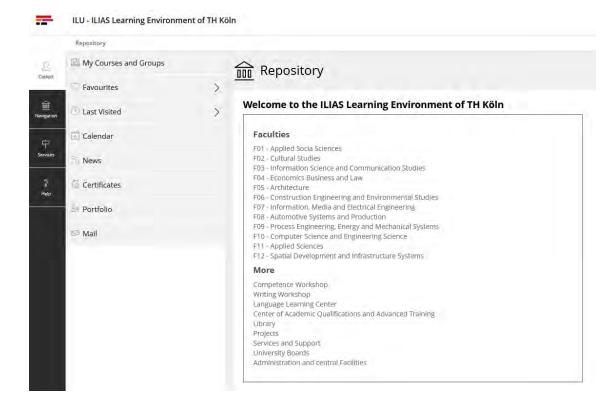
Video Tutorial semester ticket

Please note

Only valid with active MultiCa!

Teaching and Learning PlatformIn short: ILU

- Electronic open-source platform
- Lecturers upload materials here
- Registration for courses often takes place here (not registration for exams!)







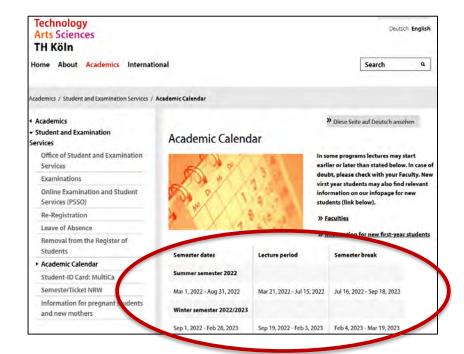
The Semester Start

Ready. Study. Go.

The Semester Start

Academic Calendar

Where can I find the official semester dates?

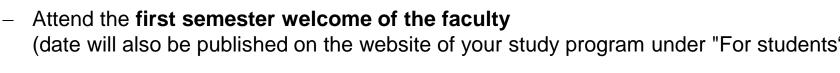


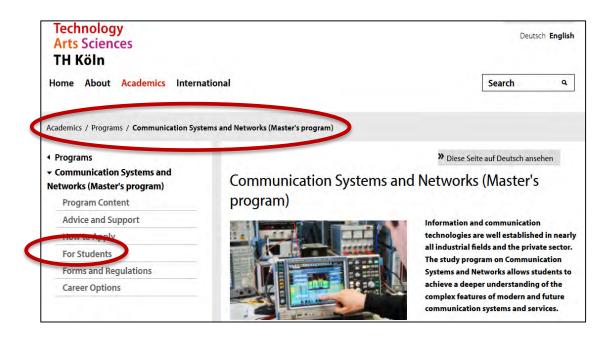


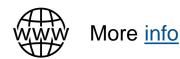
The Semester Start Schedule

Where can I find my **schedule**?

- Check information on the website of your study program under "For students"
- Check **ILU** and any other platfroms mentioned
- Attend the first semester welcome of the faculty (date will also be published on the website of your study program under "For students")







The Semester Start

Late Arrival

What happens if I don't get my **visa** on time?

- It is not possible to defer your admission
- You can enrol without a visa but you must pay the semester fee
- You can arrive any time during the semester but you might not be able to complete your classes
- TH Köln cannot speed up your visa process





Accommodation

What to consider?

AccommodationStudent Dorms

Kölner Studierendenwerk – short: "werk" – maintains several dormitories in Cologne, Leverkusen and Gummersbach







Good to know:

Students in Germany usually live in shared apartments ("Wohngemeinschaften, WG") where you share your apartment and rent with other flatmates.

Accommodation

Student Dorms



- ✓ Apply now for a place in the student dormitory
 - www.kstw.de/wohnen/bewerbung
 - Select all types of housing in the online application
 - Waiting time up to 6 months
- ✓ Accept the offer, even if it does not have the desired location; all dormitories are connected to the public transport system.
- ✓ No room guarantee, be sure to also search privately



More info on housing and tips on finding a place to live



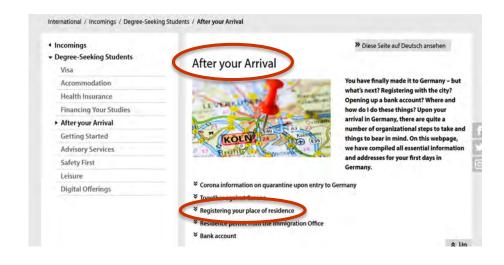
After your arrival

Important steps

After your Arrival Registering your place of residence

When to go?

Two weeks after you have moved into "permanent" place of residence







After your Arrival Residence permit

- All **non-EU citizens** must request a residence permit for study purposes from the immigration office
- Entry visa are usually valid for three months only
- Process takes time, kick-off shortly after arrival
- Current fee is approx. 110 €



After your Arrival Residence permit

How to get it?

- 1. submit required documents via email
- 2. Immigration Office will check documents; in some cases, they may require additional documents
- 3. receive an appointment
- 4. visit the office and collect your residence permit

Keep in mind:

proof of financial resources (€ 934 per month / € 11,208 for one year) must be provided every time you extend your residence permit



After your Arrival Residence permit

Recommendation for Cologne

Use the special student service



- Online form: application for residence permit (<u>Erstantrag</u>)
- Email: auslaenderamt-arbeitsmigration@stadt-koeln.de
- Address:
 Dillenburger Str. 56-66, 50475 Köln



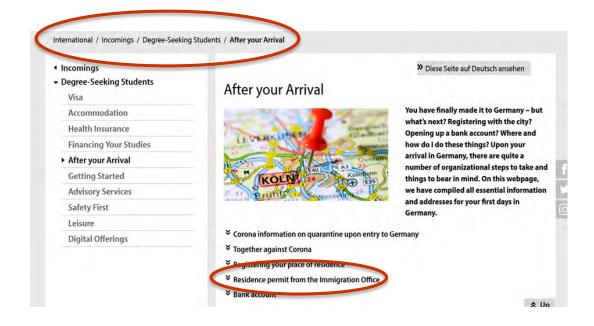
Stadt Köln

Die Oberbürgermeisterin Ausländeramt Dillenburger Str. Erstantrag Eingangsvermerk

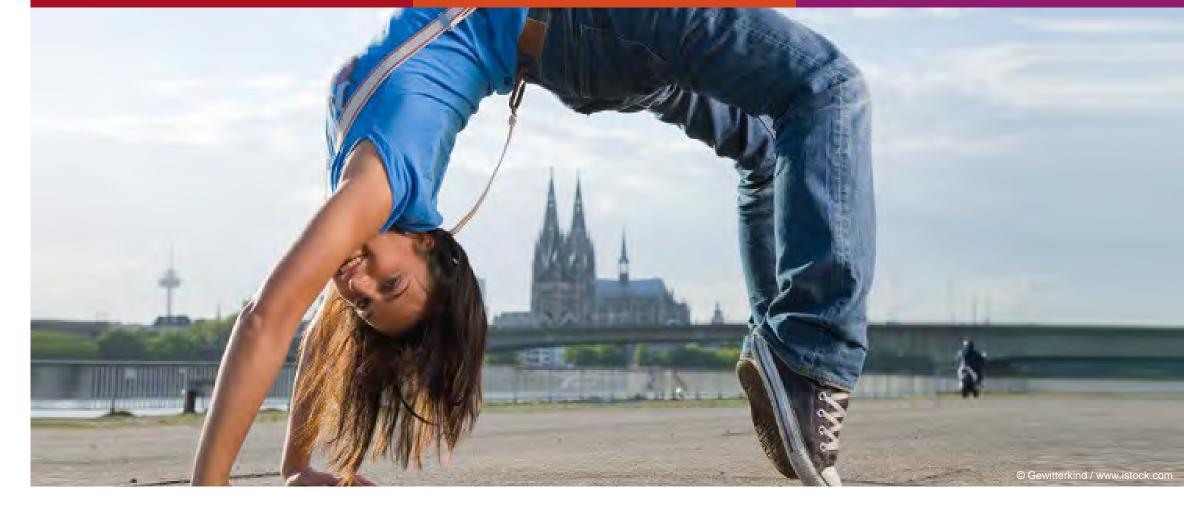
Antrag auf Erteilung eines befristeten Aufenthaltstitels - Aufenthaltsgesetz

Grundsätzlich gilt der Antrag mit erfolgreichem Abschluss der Übermittlung des Formulars unter Angabe von mindestens Name, Vorname und Geburtsdatum als gestellt. Außerdem benötigen wir Ihre E-Mail-Adresse. Berücksichtigen Sie bitte, dass der Antrag erst abschließend bearbeitet werden kann, wenn alle erforderlichen Angaben und Unterlagen vorliegen.

After your arrival Residence permit







Additional Support

TH Köln Buddy Program

Our Buddy Program promotes the creation of partnerships between TH Köln students and international students who are about to begin their studies at our university.

Which advantages does the TH Köln Buddy Program hold for international students (Mentees)?

You ...

- will get to know students of TH Köln and benefit from their advice and support
- will receive vital information about your stay in Cologne/Gummersbach/Leverkusen even prior to your arrival
- will receive support when it comes to navigating your way around your campus and mastering every-day life at our university
- are welcome to participate in a number of diverse joint activities

More info & registration (until March 31, 2024) at:

www.th-koeln.de/buddy-programm



Fachschaft Student Association of your Faculty

- organize social events for first-year students
- sell lecture notes or exams from previous semesters
- help you with questions about the timetable
- provide information on examination matters, for example how to behave in case of illness during exams and in which cases you can view your exam
- you can drop by the student association's open office hours without an appointment

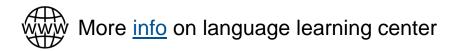




- √ less formal
- ✓ insider information from other students

Language Learning Center Sprachlernzentrum

- Language courses: English, French, Spanish, German
- Thematic German courses:
 Technical German, How to hold a presentation, How to apply
- Writing Consultation in German as a Foreign Language for International Students





- ✓ Free of charge
- ✓ Included in your semester fee

General Students' Committee AStA = Allgemeiner Studierendenausschuss



- represents student interests in and outside the university
- offers advice on the following topics:
 - Examination and study questions
 - Legal questions (first advice from lawyer available)
 - o LGBTQ *
 - o Psychosocial counselling (first advice from psychologists available)
 - Study with disability or illness
 - o Studying with a child
 - Financing and social counselling



WhatsApp group "Internationals"



- ✓ Advisory services free of charge
- ✓ Included in your semester fee

Kölner Studierendenwerk KSTW / "Werk"

- student dormitories
- university canteens
- daycare centers
- student financing
- advisory services
 - Time and self-management skills
 - Psychological counselling (also available online and anonymous)
 - o Emergency loans





- √ Advisory services free of charge
- ✓ Included in your semester fee

University sportsStay active

- More than 100 different sports
- More than 250 courses in a week
- Most of them free of charge



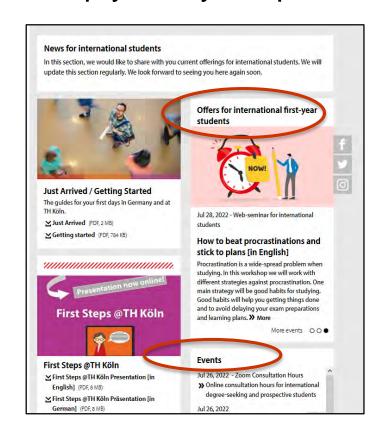


Football, Zumba, Rowing, Salsa, Basketball, Hockey, Karate, Handball, Hip Hop-Dance, Baseball etc.





Events CalendarKeep your eyes open!





>> Diese Seite auf Deutsch ansehen

How to study at a German university - avoiding pitfalls [in English]

Web-seminar for international degree-seeking students, 12/03/2024



The better an idea you have about how universities in Germany work, the less likely you will run into situations that are unclear or frustrating. Knowing about cultural differences will help you adapt faster to life in Germany inside and outside the university. We will discuss topics such as direct communication, self-initiative, interaction between professors and students and the role of rules.



www.th-koeln.de/international-first-year-students

Let's stay in touch!

Your feedback is welcome any time



Stay tuned on Instagram:

@thkoeln_international





Feel free to contact us and watch out for emails from us:

international-degree-seekings@th-koeln.de

