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**Foreign students not from the EU or EEA that possess a residence permit for studying at a university and wish to change their degree course:**

Pursuant to Section 16.2.5 of the preliminary application notes further to the Residence Act, a **change of degree course** is only possible within the first 18 months after you took up university studies. The competent Foreigners Authority will only grant permission to change the degree course (or course of study) when the previous study performances are credited in such a way that the total duration of the university studies is not delayed by more than 18 months. This has to be verified by a confirmation provided by the university, in this case by the International Office.

Please contact the competent persons at the International Office if you plan to **change your degree course after the third semester** or if you are even required to do so.

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**Please submit the following documents:**

1. signed copy of this application
2. copy of your passport / identity card
3. only when you change your degree course to an advanced semester:  
Verified transcript of previous studies and semester placement by the Examination Office (Certificate of Transferable Credits).

**Note:**

- If your university entrance qualification is subject-related, please check prior to application whether you may apply for the degree course desired within the framework of your subject restrictions. Please contact the International Office with this and all other questions that you may have.
- Please submit your application for a change of degree course to the International Office in person or mail it to the following address:

University of Cologne  
International Office, Abteilung 92  
Team Zulassung  
Albertus-Magnus-Platz  
D-50923 Cologne

- The following deadlines apply (Date of receipt):
  1. Change of degree course in the first semester:  
For the summer semester: **15 January**  
For the winter semester: **15 July**
  2. Changing to a new degree course, beginning in an advanced semester  
For the summer semester: **15 March**  
For the winter semester: **15 September**
- Opening hours International Office: Monday, Tuesday, Thursday from 10:00am - 12:30pm  
Wednesday from 4pm - 6pm
- Phone consulting hours International Office: Mo - Fri 9:00am-10:00am, +49(0)221-470-76311
- Please use the following contact form for enquiries to the International Office via Internet / e-mail:  
<http://ukoeln.de/3RPV9>