APPLICATION-GUIDE
for non-EU citizens
UNDERGRADUATE
Dear Applicant,

We are very pleased you are interested in studying in Cologne! The University of Cologne is widely renowned as an international University. Hence, broadening our internationalization efforts is one of our primary aims.

The range of study courses offered here is as extensive as it is diverse. It is therefore important to carefully consider which study programme suits you best. Every effort is made on our part to ensure the very best study conditions for our international students. In order to enhance specific support for students from Non-EU countries, we introduced our programme “Studienstart International” a couple of years ago. This programme offers students exclusive mentoring and assistance during the initial stage of their studies.

Due to numerous legal regulations that guide the allocation of study places at the University of Cologne, application procedures are complex. This brochure is meant to assist you with your application and to facilitate a smooth and successful start of your studies. In case you still have any questions after reading this publication, please feel free to contact us during our public office hours, by telephone or by using our contact form.

We look forward to welcoming you as an international student at the University of Cologne.

Your International Office
University of Cologne
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A. GENERAL INFORMATION

1. What are the prerequisites for applying to the University of Cologne?

To apply for an undergraduate degree programme, you must possess a formal university entrance qualification to German universities (Hochschulzugangsberechtigung), sufficient proficiency in German language and a TestAS certificate.

a. University Entrance Qualification (Hochschulzugangsberechtigung)

A Hochschulzugangsberechtigung makes you eligible to apply to a German university. You can find out whether your secondary school leaving certificate is equivalent to a Hochschulzugangsberechtigung in Germany here:

www.anabin.kmk.org → Schulabschlüsse mit Hochschulzugang → Land wählen

Some common entrance qualifications and their eligibilities:

- General Entrance Qualification (Allgemeine Hochschulreife, Abitur): eligibility for all subjects
- Subject-specific Entrance Qualification (Fachgebundene Hochschulreife): eligibility for specific subjects and related fields
- Assessment test (Feststellungsprüfung) of a Studienkolleg or external assessment test by the Bezirksregierung Köln: eligibility for specific subjects and related field
- Passing an entrance exam (Zugangsprüfung) for the University of Cologne: eligibility for a specific degree course (Please refer to Chapter C).
b. German-language proficiency

All bachelor courses of study at the University of Cologne are taught in German. The same is true of programmes that require a state examination (such as Medicine, Dentistry and Law).

There are no English-taught undergraduate programmes of study at the University of Cologne.

Students must therefore demonstrate excellent German-language skills when they apply (also required for German citizens with foreign university entrance qualifications).

German-language proficiency is certified in several ways:

- TestDaF at level TDN 4 in all four test parts
- DSH-2
- Deutsches Sprachdiplom DSD Stufe II of the Kultusministerkonferenz
- Telc C-1 Hochschule
- Telc Deutsch C-2
- C-2 certificate from the Goethe-Institut
- ÖSD C-2
- Feststellprüfung (FSP) German

Exception: International applicants who earned a secondary school leaving certificate in a German-speaking country outside Germany (Luxemburg, Austria, German-speaking areas in Switzerland and Belgium) do not need to submit a language certificate.
c. TestAS*

The TestAS (Test for Academic Studies) is a central, standardised aptitude test for foreign students. The test may be taken in German or in English at a licensed test centre. Most TestDaF centres also offer the TestAS. Furthermore there are licensed test centres around the world. Tests are offered a few times a year, and you must register early.

You can find test and registration dates and further information at www.testas.de. TestAS-exams are offered a few times a year only. We recommend to register early.

The test consists of a core test and a subject-specific module that depends on the study programme to which you are applying.

* Exception: Applicants to undergraduate teaching degree courses and to law are exempt from taking the TestAS.
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<th>Core test and Subject-Specific Test Modules</th>
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<tr>
<td>Faculty of Management, Economics and Social Sciences</td>
<td>Humanities, Cultural Studies and Social Sciences Module (HUM) for Social Sciences Economics Module (ECO) for all other study programmes</td>
<td>90</td>
</tr>
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</tr>
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<td>110</td>
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</tr>
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<td>Mathematics, Computer Science and Natural Sciences Module (MATH)</td>
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</tr>
<tr>
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<td>All teacher training degree courses</td>
<td>Humanities, Cultural Studies and Social Sciences Module (HUM)</td>
<td>90</td>
</tr>
</tbody>
</table>
2. Which degree programmes can I study at the University of Cologne? Where can I find the university’s complete listing of degree courses?

The Central Academic Advisory Service (»Zentrale Studienberatung«) offers counselling for your choice of degree programmes.
See: www.ukoeln.de/VZUSX

3. How much does it cost to study at the University of Cologne?

The University of Cologne does not charge tuition fees. However, all students must pay a social contribution fee of around € 270 per semester. This fee also includes a public transit pass for busses and rail in North Rhine-Westphalia.
4. I would like to apply at the University of Cologne. Which application procedure applies to me?

a. Non-EU citizens with a direct or subject-specific university entrance qualification – Studienstart International integrale

The application process can be found in Section B.

A Hochschulzugangsberechtigung makes you eligible to apply to a German university. You can find out whether your secondary school leaving certificate is equivalent to a Hochschulzugangsberechtigung in Germany here:
www.anabin.kmk.org > Schulabschlüsse mit Hochschulzugang > Land wählen

b. Non-EU citizens with a non direct university entrance qualification – Studienstart International plus

The application process can be found in Section C.

If your secondary school leaving certificate is not recognized in Germany as a general or subject-specific entrance qualification, we offer you an alternative procedure to gain admission. You may apply for the University of Cologne Entrance Exam (in German: the so called Zugangsprüfung). (Alternative to Studienkolleg)

You need permission to the Studienkolleg.
You can find out whether your secondary school leaving certificate (or your university education) entitles you to attend a Studienkolleg in Germany, you can check here: www.anabin.kmk.org > Schulabschlüsse mit Hochschulzugang > Land wählen
B. APPLICATION PROCEDURE FOR NON-EU CITIZENS WITH DIRECT UNIVERSITY ENTRANCE QUALIFICATION
STUDIENSTART INTERNATIONAL INTEGRALE

1. How and where do I apply? What are the deadlines?
Non-EU-citizens applying for undergraduate degree programmes (bachelor degree courses or state examination) beginning in the first semester must use the online application portal of uni-assist e.V. (www.uni-assist.de/online/uni-koeln) After completing the online application applicants must submit all the necessary application documents directly to uni-assist e.V. by the specified deadline.

Deadlines at uni-assist e.V.?
→ Application deadline for the winter semester is July 15 (date of receipt)
→ Application deadline for the summer semester is January 15 (date of receipt)

2. For which semester can I apply?

Faculty of Management, Economics and Social Sciences
Betriebswirtschaftslehre (BWL, business studies): WiSe/SoSe
Volkswirtschaftslehre (VWL, economics): WiSe/SoSe
Volkswirtschaftslehre (sozialwiss. Richtung, economics with focus on social sciences): WiSe
Sozialwissenschaften (social sciences): WiSe
Wirtschaftsinformatik (business informatics): WiSe
Gesundheitsökonomie (health economics): WiSe

Faculty of Law
all degree courses WiSe/SoSe

Faculty of Medicine
Humanmedizin (human medicine): WiSe/SoSe
Zahnmedizin (dentistry): WiSe/SoSe
Neurowissenschaften (neuro science): SoSe

Faculty of Arts and Humanities
all degree programmes: WiSe

Faculty of Mathematics and Natural Sciences
Physik (physics): WiSe/SoSe
Geophysik/Meteorologie: WiSe/SoSe
(all geophysical science/meteorology)
all degree programmes: WiSe

Faculty of Human Sciences
all degree programmes: WiSe
3. **What application documents do I have to submit?**

The following documents need to be submitted at uni-assist e.V. before the relevant deadline (15/01 or 15/07):

- the signed **application for admission** for foreign applicants (printout of the uni-assist e.V. online application)
- a gapless **curriculum vitae** in tabular form written in German
- a proof (certified copy) about the **knowledge of the German language**, at least at the level of DSH-2 (or equivalent, see page 7)
- your **secondary education certificate** (certified copy) including a subject and grading schedule and a translation (if not issued in German or English) or, if applicable, the letter of acceptance or the certificate of enrollment
- **TestAS certificate** – not necessary for applications for undergraduate teaching degree courses and law (cf. table on page 9)
- If applicable, a proof of the successfully completed **university entrance exam in the home country** (certified copy)
- If applicable, a **certificate of entrance examination** (»Feststellungsprüfung«)
- Only for holders of certificates from China, Mongolia and Vietnam: **APS certificate** (original copy)
- Only for holders of an **International Baccalaureate (IB)**: in addition certified copies of the **school reports** of the last two school years with a listing of subjects and grades and a proof of 12 school years
- If applicable, a **Transcript of Records** (certified copy) and a translation (if not issued in German or English)
- A simple copy of your passport and a passport photo
- **Voucher for the processing fee** of uni-assist e.V.

Please note that a TestAS certificate needs to be submitted already with your application at uni-assist e.V.
4. Is a minimum average standard score required for the TestAS?
Please refer to the overview in Chapter A (page 9).

5. My studies start with the Studienstart International integrale
During your first semester you collaterally participate in the obligatory programme Studienstart International integrale. In return, you receive up to 12 credit points in your module »Studium integrale« of your regular bachelor studies. Additional seminars and lectures can be attended according to personal preferences with the help of a skilled worker of the corresponding faculty.

In order to attend the degree courses medicine and dentistry, an enrolment to Studienstart International plus is requisite.
Exceptions: students of undergraduate teaching degree courses as well as law are not entitled to partake in Studienstart International integrale yet are more than welcome to contact employees of the International office if interested in participation.

What does Studienstart International integrale offer you?
Studienstart International integrale will be supporting you ideally during the beginning of your study. Apart from specialist German classes you will be partaking in seminars on intercultural sensitization as well as overall competences of studying. Orientation sessions and intensive support supplement the coverage of Studienstart International integrale. Therefore you have the best prerequisites to feel comfortable at the University of Cologne.

6. References for China, Vietnam and Mongolia
Applications at University of Cologne are only possible for holders of a valid individual certificate of a Akademische Prüfstelle (Einzel-APS).
C. APPLICATION PROCEDURE FOR NON-EU CITIZENS WITHOUT FORMAL UNIVERSITY ENTRANCE QUALIFICATION – STUDIENSTART INTERANTIONAL PLUS

If your secondary school leaving certificate is not recognized in Germany as a general or subject-specific entrance qualification, we offer you an alternative procedure to gain admission. You may apply for the University of Cologne Entrance Exam (in German: the so called Zugangsprüfung).

Applicants for undergraduate teaching degree courses and for law are currently not eligible for those without University Entrance Qualification.

1. How and where do I apply? What are the deadlines?

Non-EU-citizens apply for the »Zugangsprüfung« directly at the International Office of the University of Cologne.

Until when do I have to submit my application at the International Office?

→ Application deadline for the winter semester is the 15th July (date of receipt)
→ Application deadline for the summer semester is the 15th January (date of receipt)

Postal address:
Universität zu Köln
International Office, Team Zulassung
Albertus-Magnus-Platz
50923 Köln

At the end of this brochure you will find the address and office hours of the International Office in Chapter G, Useful contacts.
2. For which semester can I apply?

The semester to which you can apply depends on your desired subject.

Faculty of Management, Economics and Social Sciences

- Betriebswirtschaftslehre (BWL, business studies) WiSe/SoSe
- Volkswirtschaftslehre (VWL, economics) WiSe/SoSe
- Volkswirtschaftslehre (sozialwiss. Richtung) (economics with focus on social sciences) SoSe
- Sozialwissenschaften (social sciences) SoSe
- Wirtschaftsinformatik (business informatics) SoSe
- Gesundheitsökonomie (health economics) SoSe

Faculty of Medicine

- Humanmedizin (human medicine) WiSe/SoSe
- Zahnmedizin (dentistry) WiSe/SoSe
- Neurowissenschaften (neuro sciences) SoSe

Faculty of Arts and Humanities

all degree programmes SoSe

Faculty of Mathematics and Natural Sciences

- Physik (physics) WiSe/SoSe
- Geophysik (geophysical science) WiSe/SoSe
- Meteorologie (meteorology) WiSe/SoSe
- all other degree programmes SoSe

Faculty of Human Sciences

all degree programmes SoSe

WiSe = Wintersemester | SoSe = Sommersemester
3. What application documents do I have to submit?

- The signed **application for admission** for foreign applicants
- A gapless **curriculum vitae** in tabular form written in German
- A proof (certified copy) about the **knowledge of the German language**, at least at the level of DSH-2 (or equivalent, see page 7)
- Your **secondary education certificate** (certified copy) including a subject and grading schedule and a translation (if not issued in German or English) or, in applicable, the letter of acceptance or the certificate of enrollment
- **TestAS-certificate** – not necessary for applications for binational undergraduate law degree programmes (cf. table on page 9)
- If applicable, a proof of the successfully completed university entrance exam in the home country (certified copy)
- Only for holders of certificates from China, Mongolia and Vietnam: **individual APS certificate** (original copy)
- A simple copy of your passport and a passport photo

4. Is a minimum average standard score required for the TestAS?

Please refer to the overview in Chapter A (page 9).
5. My studies start with the Studienstart International plus

In the first semester you are passing through the pre-semester Studienstart International plus.

If successfully completing the pre-semester you will attain the authorization to study your desired subject and will start studying your chosen subject immediately after completing the pre-semester.

Exception: Applicants for undergraduate teaching degree courses and for law are currently not eligible for those without University Entrance Qualification.

What can Studienstart International plus offer me?

After successfully finishing the pre-semester Studienstart International plus you attain the authorization to study your desired subject at the University of Cologne (alternative to the Studienkolleg). A change of degree course or university is not possible!

Studienstart International plus is an ideal preparation for your academic through running through basic courses of your studies, subject-specific German courses, as well as courses for cross-cultural sensitization and study competences. Information events and intense consulting complete Studienstart International plus.

Studienstart International plus helps you to feel comfortable in Cologne and at the University of Cologne.

6. References for China, Vietnam and Mongolei

Applications at University of Cologne are only possible for holders of a valid individual certificate of a Akademische Prüfstelle (Einzel-APS).
D. ADMISSION AND ENROLMENT

1. How can I get admission and what do I have to do?

Just complete documents, which are on time, are considered in the allocation of places. If your application is included in the allocation process, you will receive login data for university’s KLIPS 2.0 online application portal (https://klips2.uni-koeln.de/co/webnav.ini).

The login data will be sent to the e-mail address you indicated in the application you submitted to uni-assist e.V. You can then follow the status of your application on your KLIPS 2.0 account.

If you get a study place in the allocation, you will find the admission for your requested subject in your KLIPS 2.0 account.

You have to accept the offer of the place within 7 days. Otherwise the entitlement of admission will expire.

Afterwards you can download the Letter of Acceptance from your KLIPS 2.0 account.

2. How is enrolment done and what do I have to do?

The enrolment is taking place at the International Office of the University of Cologne. To enrol, you must complete the following by the deadline specified on the admission notification:

1. Pay the semester fee in full
2. Upload a photograph to KLIPS 2.0 for your electronic student ID (UCCard)
3. Upload the documents needed for a valid enrolment until the expiration date of the registration deadline
Your KLIPS 2.0 account will specify which documents are required for your enrolment. There you will also find information on bank and transfer details.

Please note that for cross-border transfers banks usually charge a fee that you will have to pay in addition to the semester fee.

The following documents usually have to be submitted (as an upload):

- signed application for enrolment (printout from Klips 2.0)
- health insurance certificate of a German, statutory health insurance or an exemption certificate of a German, statutory health insurance
- certificate of exmatriculation if you have been enrolled at a German university before
3. What is the student account of the University of Cologne and how do I receive the access data?

As a student at the University of Cologne, you have your own student account.

When you enrol at the university (study fee received, photo uploaded, all enrolment documents submitted), you will receive a PIN number within 24 hours. It will automatically be sent to your private e-mail-address which you have used during the application process. With this PIN as well as your matriculation number you can activate your student account.

In case you have not automatically received the PIN number, please contact the KLIPS 2.0 support team (see www.ukoeln.de/29JN8) or the International Office.
When you activate your student account, you will be given a user name which consists of your last name and the initial letter of your first name. You need your access data to use many important online services of the university such as KLIPS, KLIPS 2.0, ILIAS, uniKIM, W-LAN as well as your webmail (S-Mail).

When your student account is installed, you will also receive your own e-mail address, the so-called S-Mail-address which consists of the letters of your first name as well as your last name and which ends with „@smail.uni-koeln.de“.

All e-mails from university (from the International Office as well as from professors and university lecturers) will be sent to your S-Mail-address. This is why you should check these e-mails regularly or turn on the forwarding of your e-mails to your private e-mail account. For information on how to set up the forwarding from your webmail to your private e-mail-address see www.ukoeln.de/2A35C

For more information on your student account, have a look at the pages of the Computing Centre of University of Cologne: www.ukoeln.de/CGCMY

If you should have any questions or problems concerning your student account please directly contact our Computing Centre.
**E. Changing my degree course: I am already enrolled at the University of Cologne and want to change my degree course. What must I keep in mind?**

1. How do I change to a new degree course, beginning in the first semester?

**Process for non-EU citizens**

<table>
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<tr>
<th>Changing degree course to the following subjects (beginning in the 1st semester):</th>
<th>Where do I have to apply?</th>
<th>Application procedure Deadlines:</th>
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<tr>
<td>All subjects (including Medicine and Dentistry)</td>
<td>Applicants wanting to start a new degree course from the first semester must apply at the International Office</td>
<td><strong>Winter semester:</strong> Application + documents → 15 July</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Summer semester:</strong> Application + documents → 15 January</td>
</tr>
</tbody>
</table>

**What application documents do I have to submit?**

Please submit the following materials to the International Office by 15 January/ 15 July, depending on the semester applied for:

- **Signed application form** (Antrag auf Fachwechsel), which can be found on the International Office website at [www.ukoeln.de/29JN8](http://www.ukoeln.de/29JN8) (Wichtige Anträge)
- **Simple copy of your passport or identification card**
2. How do I change to a new degree course, beginning in an advanced semester?

If you are already enrolled at the University of Cologne and want to change to a new degree course beginning in an advanced semester you must apply using the online application portal Klips 2.0.

In addition, you must submit the following to the International Office:

- Signed application form (printout from the Klips 2.0 online application)
- Simple copy of their passport or identification card
- Recognition of previous studies and semester placement by the Examination Office
  www.ukoeln.de/3ML5Y

What are the deadlines for changing to a new degree course with restricted admission?

- For the summer semester: 15 March
- For the winter semester: 15 September
I AM NOT ENROLLED AT THE UNIVERSITY OF COLOGNE AND WANT TO ENTER A DEGREE COURSE IN AN ADVANCED SEMESTER. HOW DO I APPLY?

If you are enrolled at another university and want to apply to a degree course in an advanced semester at the University of Cologne, the same procedure applies whether or not you are an EU/EEA citizen.

For all degree courses you must apply using the online application portal Klips 2.0 at https://klips2.uni-koeln.de/co/webnav.ini.

What are the application deadlines?

→ For the winter semester: 15 September
→ For the summer semester: 15 March

1. Advanced-semester applicants are sorted into two groups. Which group am I?

Depending on your situation, you will be assigned to one of the following two groups:

a. Upgrade students (Höherstufung) (www.ukoeln.de/GDI26)

You have been admitted at University of Cologne in the intended degree course and apply for an upgrade due to academic performances achieved at another university.

b. Relocation students (Ortswechsel) (www.ukoeln.de/DVBL8)

Relocation students are currently enrolled at another university in Germany in the intended degree course or were once enrolled in the intended degree course, but have now unenrolled.

Note: Applicants will only be considered relocation students if their intended degree course has the same subject and degree designation as the one they are currently enrolled in or were once enrolled in. Otherwise, they will be classified as transfer students (Quereinsteiger). Even relatively small differences matter. For instance, Business Studies at one institution is not equivalent to Economic Sciences. The same is true for 2-subject degree courses versus 1-subject degree courses. In case you are unsure, please contact the Registrar’s Office. If you before have been studying at a university outside the EU, you will be considered as a relocation student even if the degree designation is the same.
c. **Transfer students (Quereinstieg)** ([www.ukoeln.de/YNLMV](http://www.ukoeln.de/YNLMV))

Transfer students are enrolled in a related degree course or subject and have earned enough credits for placement in an advanced semester of their intended programme.

2. **Who determines my semester placement?**

a. **For degree courses in Medicine and Dentistry**

The Düsseldorf State Examination Office (Landesprüfungssamt Medizin der Bezirksregierung) will evaluate your transfer credits and issue a semester placement accordingly. See [http://www.brd.nrw.de/gesundheit_soziales/landespruefungsamt/index.jsp](http://www.brd.nrw.de/gesundheit_soziales/landespruefungsamt/index.jsp)

*Note:* Advanced-semester applicants from universities abroad are classified as “transfer students” even if subject and degree designations are equivalent.

b. **For all other degree courses:**

The Examination Office for the intended degree programme at the University of Cologne will decide your semester placement. You must have at least one semester’s worth of credits (usually documented by transcripts; in some cases a placement exam will be administered). Please inquire early on about the placement procedure. In some cases, you will have to contact representatives from your intended degree course during their office hours.

Examination Offices at the University of Cologne: [www.ukoeln.de/3ML5Y](http://www.ukoeln.de/3ML5Y)

*Note:* For degree courses that always begin in the winter semester, you may only begin the summer semester in an even semester (e.g. 2nd or 4th), or the winter semester in an odd semester (e.g. 3rd or 5th), provided there is space available. If you have been placed in a semester out of sync with this cycle, you may only apply for the next lower semester. In this case, by submitting an application you implicitly give your permission to be moved down a semester.
<p>| <strong>International Office</strong>&lt;br&gt;Universität zu Köln | <strong>Visiting address:</strong> SSC, Universitätsstraße 22a 50923 Köln&lt;br&gt;<strong>Postal address:</strong> Albertus-Magnus Platz 50923 Köln | <strong>Telephone hours:</strong>&lt;br&gt;Tel: 0221-470 76311 Mo-Fr: 09.00-10.00 Uhr | <strong>Admissions and Counselling</strong>&lt;br&gt;&lt;strong&gt;Office hours&lt;/strong&gt;&lt;br&gt;Mo, Di &amp; Do 10.00-12.30 Uhr Mi 16.00-18.00 Uhr | <strong>Email contact form:</strong> ukoeln.de/3RPV9&lt;br&gt;&lt;strong&gt;Internet:** <a href="http://www.international.uni-koeln.de">www.international.uni-koeln.de</a> |
| <strong>Studienstart</strong>&lt;br&gt;International Uni Köln | <strong>Visiting address:</strong> Universitätsstraße 22a 50923 Köln&lt;br&gt;<strong>Postal address:</strong> Albertus-Magnus Platz 50923 Köln | <strong>Office hours:</strong>&lt;br&gt;Frau B. Schlüter-de Castro Tel: 0221-470 7014&lt;br&gt;Frau A. Pitko Tel: 0221-470 7010 | <strong>Advising:</strong>&lt;br&gt;&lt;strong&gt;Dienstags&lt;/strong&gt; 10.00-12.30 Uhr&lt;br&gt;&lt;strong&gt;Mittwochs&lt;/strong&gt; 16.00-18.00 Uhr | <strong>E-Mail:</strong> <a href="mailto:studienstart-international@verw.uni-koeln.de">studienstart-international@verw.uni-koeln.de</a> |
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