APPLICATION GUIDE
PREPARATORY GERMAN LANGUAGE COURSES
FOR INTERNATIONAL STUDENTS
Dear Applicant,

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

One of the keys for successful studies is excellent proficiency in the German language. This brochure is meant to introduce our preparatory German courses and to assist you with the application process.

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 in our German courses at the University of Cologne.

Your International Office
University of Cologne
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A. GENERAL INFORMATION

1. What is the study-preparatory German language course at the University of Cologne?

The German prep course is designed for those who intend to apply to the University of Cologne and who already have good German but who do not yet have the language skills (DSH 2 or higher) required for studies.

The German prep course lasts one or two semesters and is completed with the DSH-2 language exam ("Deutsche Sprachprüfung für den Hochschulzugang") Participants who earn a passing grade on the test have obtained the language proficiency required for studying at the University of Cologne.

Admission to the German prep course does not guarantee admission for studies at the university. Afterwards language course graduates must follow the normal university application process.

2. What are the requirements for applying to the study-preparatory German language course?

There are three requirements for applying to the German prep course: a) objective to study at the University of Cologne, b) a formal university entrance qualification, and c) already good German-language skills.
a. Objective to study at the University of Cologne

The German prep course is intended for prospective students only who plan to apply to the University of Cologne.

b. University entrance qualification

Applicants to the prep course must have a university entrance qualification (Hochschulzugangsberechtigung) to German Universities. In other words, your secondary school degree in your home country (or previous academic studies) must represent the equivalent to the Abitur, a general eligibility requirement for higher education in Germany. You can find out whether your certificates of education are equivalent to a Hochschulzugangsberechtigung here:

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

The following qualifications make you eligible for the German prep course (and thus for study at the German university):

→ Allgemeine Hochschulreife (Abitur) → eligibility for all subjects
→ Fachgebundene Hochschulreife → eligibility for specific subjects

c. German Language proficiency

The University of Cologne does not offer German prep courses on beginner level. Applicants to the German prep course must thus demonstrate already good language proficiency.
Sufficient German proficiency is demonstrated by one of the following certificates:

→ C-1 certificate from the Goethe Institute (Zentrale Mittelstufenprüfung [ZMP])
→ TestDaF at level TDN 3 in all four test parts
→ onDaF B2
→ Telc Deutsch B2

The German language certificate submitted with the application must have been obtained within the previous two years.

3. How much does the German prep course cost?

Registration for the German prep course costs 500€ per semester. In addition, semester social contribution fee in the amount of approx. 250€ applies. The fee includes a public transit pass for busses and rail in North Rhine-Westphalia. Participants are regularly enrolled students at University of Cologne.

4. How do I apply?

There are two applicant groups:

a. EU/EEA citizens (and citizens from Non-EU/EEA countries under same admission regulations as German citizens)

All EU/EEA citizens follow the application and enrolment procedure described in section B. Non-EU/EEA citizens under same admission regulations as German citizens also follow the procedure described in section B.
Non-EU/EEA citizens fall under same admission regulations as German citizens when they have:

→ Residency in Germany and a spouse who is a citizen of another member state of the EU/EEA and is employed in Germany. (This also applies for civil union partners if the civil union has the status of marriage under German law.)

Other exceptions may apply. For questions about your particular case, please contact the International Office through its contact form: http://ukoeln.de/N3TD1

b. Non-EU/EEA citizens

Non-EU/EEA citizens follow the application and enrolment procedure described in section C.
1. How and where do I apply? What are the deadlines?

EU/EEA citizens and Non-EU/EEA citizens under same admission regulations as German citizens apply to the German prep course using the online application portal Klips 2.0 at the University of Cologne at https://klips2.uni-koeln.de/co/webnav.ini

→ The application deadline for the winter semester is 15 July.
→ The application deadline for the summer semester is 15 January.
2. What application documents do I have to submit?

You must submit the following materials with your application:

- Signed **application form** (printout from the KLIPS 2.0 online application).
- Copy of your **passport** identification card and a **passport photo**.
- Legally certified copy of your **secondary school leaving certificate** and a transcript of subjects and marks (with translation if not issued in English or French).
- Legally certified copy of a **German language proficiency certificate**.
  (See the required proficiency certificates in section A. 2. c.
- If applicable, a legally certified copy of **university transcripts, along with subjects and marks**, with translation (if not issued in English or French).

Applications must be received by 20 July for the winter semester or by 20 January for the summer semester. Applications may be submitted in person or sent by mail to: International Office, Albertus-Magnus-Platz, 50923 Cologne.

3. How am I notified of admission decisions and what are the next steps?

You will receive an admission notification on your KLIPS 2.0 account. You can also use your KLIPS 2.0 account to monitor the status of your application.

After being admitted, **you must formally accept in the offer of admission within five days** using your KLIPS 2.0 account. If you do not accept within five days, the offer of admission will expire. You can download your **admission notification letter (Zulassungsbescheid)** from your KLIPS 2.0 account.
4. How do I enrol once being admitted?

To enrol, you must complete the following by the deadline specified on the admission notification:

1. Pay the semester fee and the course fee in full.
2. Upload a photograph to KLIPS 2.0 for your electronic student ID (UCCard).
3. Submit the documents required for enrolment.

Your KLIPS 2.0 account will specify which documents are required for enrolment, but most students will have to submit the following:

- Signed enrolment form (printout from Klips 2.0 application portal)
- Admission notification letter.

The enrolment documents must be received by the International Office of the University of Cologne by the indicated deadline. Applications may be submitted in person or sent by mail to: International Office, SSC, Albertus-Magnus-Platz, 50923 Cologne.
5. Is there a placement test before beginning the German prep course?

After you register for the German course, there will be a placement test. To participate in the course, you must earn at least a passing score on the exam.

6. What is the student university account and how do I receive my login data?

Participants in the German prep course at the University of Cologne are assigned their own student account. To activate your account, you need your student registration number (Matrikelnummer) and a personal PIN code. Within 24 hours of completing your enrolment (semester fee paid, ID photo uploaded, and registration materials submitted), the PIN will automatically be sent to the private email address you indicated in your online application.

If you do not receive the PIN, contact the KLIPS 2.0 support team (http://klips-support.uni-koeln.de/index.php/Kontakt) or the International Office.

Once you activate your student account, you will receive a user name consisting of your last name and the first letters of your first name. You need your login data for accessing important online university services, such as KLIPS, KLIPS 2.0, ILIAS, uniKUM, and W-LAN.
You will also receive your own university e-mail address – known as an s-mail account. Your address consists of your first and last names followed by “@smail.uni-koeln.de”. All university e-mails – from the International Office, from professors and instructors – will be sent to your s-mail address. Hence, it is important that you check your s-mail inbox regularly or arrange to have your messages forwarded to your private e-mail address. You can find out how to forward your mails here: www.rrzk.uni-koeln.de/weiterleiten.html.

More information about your student account can be found on the website of the university’s IT Service Centre at www.rrzk.uni-koeln.de/studierenden-account.html.

If you have questions or problems with your student account, please contact them.
C. APPLICATION AND ENROLMENT PROCEDURES FOR NON-EU/EEA CITIZENS

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

Applicants to the German prep course must use the online application portal of uni-assist e.V. After completing the online application at https://www.uni-assist.de/online/uni-koeln, applicants must submit all the necessary application documents directly to uni-assist by the specified deadline (see below).

Note: uni-assist is responsible for checking your application documents only. They do not provide individual counselling, except for questions directly related to their own services.

By when must I submit my application to the uni-assist e.V.?
uni-assist must receive your application by 15 July for the winter semester and by 15 January for the summer semester.

2. What application documents do I have to submit?

The following documents must be received by uni-assist by the respective deadlines:

- Signed application form (printout from the uni-assist online portal).
- Complete CV, written in German, from primary school to the present.
→ Legally certified copy of a **German language proficiency certificate** on the required level. (For a list of accepted certificates, see section A. 2. c).

→ Legally certified copy of your **secondary school leaving certificate**, including a transcript of your subjects and marks, along with translation (for documents not issued in German or in English).

→ If applicable, legally certified copy of a **successful University Entrance Exam** in your home country and translation (if not issued in English or German).

→ If applicable, legally certified copy of **your university transcripts with subjects and marks**, as well as translation (if not in German or in English).

→ If applicable, certified copy of your **Studienkolleg** assessment test (**Feststellungsprüfung**).

→ For applicants with certificates from China, Mongolia, or Vietnam: an original **APS certificate**.

→ For those with an International Baccalaureate (IB): a legally certified **copy of the transcripts** of your subjects and marks from the last two secondary school years, and proof that you have completed 12 years of school.

→ Copy of your **passport** and a **passport photo**.

→ **Proof of processing fee payment** to uni-assist.

**Note:** The application to the German prep course does not require a TestAS certificate. But you do need the certificate when you subsequently apply for a degree programme at the university.
3. How am I notified of admission decisions and what are the next steps?

After your application documents have been reviewed by uni-assist and forwarded to the University of Cologne, you will receive login data for the university’s KLIPS 2.0 online application portal of the University of Cologne (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. You can then follow the status of your application on your KLIPS 2.0 account.

You will receive an admission notification online via your KLIPS 2.0 account if you have been offered a place in the prep course.

You must formally accept the offer of admission within five days using your KLIPS 2.0 account. If you do not accept within five days, the offer of admission will expire. You can download your admission notification (Zulassungsbescheid) from your KLIPS 2.0 account.

4. How do I enrol once being admitted?

To enrol, you must complete the following tasks by the deadline specified on the admission notification:

1. Pay the semester fee and the German prep course fee in full.
2. Upload a photograph to KLIPS 2.0 for your electronic student ID (UCCard).
3. Submit the documents needed for enrolment.
Your KLIPS 2.0 account will specify which documents are required for enrolment. There you will also find information on bank and transfer details. Please note that bank transfers from foreign countries usually carry an extra charge that must be paid in addition to the semester fee.

In general, students must submit the following enrolment documents:

- Signed enrolment form (printout from Klips 2.0).
- Admission notification from the University of Cologne.
- Copy of your passport and a passport photo.
- Copy of your secondary school leaving certificate and transcript of subjects and marks with translation (if not issued in English or German).
- If applicable, copy of a University Entrance Exam in your home country.
- If applicable, copy of previous university transcripts, including subjects and marks, and translation (if not issued in German or English).

The enrolment documents must be received by the International Office of the University of Cologne by the deadline indicated on the admission notification and may be submitted in person or sent by mail to: International Office, Albertus-Magnus-Platz, 50923 Cologne.
WELCOME
5. Is there a placement test before beginning the German prep course?

After you register for the German course, there will be a placement test. To participate in the course, you must earn at least a passing score on the exam.

6. What is the student university account and how do I receive my login data?

Participants in the German prep course at the University of Cologne are assigned their own student account. To activate your account, you need your student registration number (Matrikelnummer) and a personal PIN code. Within 24 hours of completing your enrolment, the PIN will automatically be sent to the private email address you indicated in your online application.

If you do not receive the PIN, contact the KLIPS 2.0 support team (http://klips-support.uni-koeln.de/index.php/Kontakt) or the International Office.

Once you activate your student account, you will receive a user name consisting of your last name and the first letters of your first name. You need your login data for accessing important online university services, such as KLIPS, KLIPS 2.0, ILIAS, uniKUM, and W-LAN.

You will also receive your own university e-mail address – known as an s-mail account. Your address consists of your first and last names followed by ”@smail.uni-koeln.de“. All university e-mails – from the International Office, from professors and instructors – will be sent to your s-mail address.
Hence, it is important that you check your s-mail inbox regularly or arrange to have your messages forwarded to your private e-mail address. You can find out how to forward your mails here: www.rrzk.uni-koeln.de/weiterleiten.html.

More information about your student account can be found on the website of the university’s IT Service Centre at www.rrzk.uni-koeln.de/studierenden-account.html.

If you have questions or problems with your student account, please contact them.
D. USEFUL CONTACTS

If you have more questions about the German prep course, please contact the International Office’s Department for German as a Foreign Language by email at daf@verw.uni-koeln.de or by telephone at 0221-470-4437.

Specific questions about course application, admission, and enrolment should be directed to the admission team via the contact form at http://ukoeln.de/N3TD1.

| International Office of the University of Cologne | Visitors: SSC 
Universitätsstr. 22a 
50937 Cologne | Telephone: 0221-470 1661 | Admissions and Counselling 
Office hours: 
daily (except Wednesdays), 
10:00am – 12:30pm | E-mail contact form: http://ukoeln.de/N3TD1 |
| | Mail: Albertus-Magnus-Platz 50923 Cologne | Telephone hours: 
Mo-Fr, 9:00am – 10:00am | | Internet: www.international.uni-koeln.de |

| Department for German as a Foreign Language, 
International Office of the University of Cologne | Visitors: SSC 
Universitätsstr. 22a (garden level) 
50937 Cologne | Telephone: 0221-470-4437/-7027 | Office hours: Mondays and Fridays, 
10:00am – 12:30pm; 
Wednesdays and Thursdays, 
1:00pm – 3:30 pm; and by appointment (office hours are subject to change.) | E-mail: daf@verw.uni-koeln.de |
| uni-assist e.V. | University of Cologne  
c/o uni-assist e.V.  
Geneststr. 5  
10829 Berlin | **Uni-assist e.V. website:**  
www.uni-assist.de  

**Applications via:**  
https://www.uni-assist.de/online/uni-koeln |
|---|---|
| Studienstart  
International Uni Köln | Universitätstr. 22a,  
50923 Cologne  

Ms. R. Marek  
Telephone:  
0221-470 7012  

Ms. B. Schlüter-de Castro  
Telephone:  
0221-470 7014 | **Counselling:**  
Tuesdays, 10:00am – 11:00pm  

**E-mail:**  
R.Marek@verw.uni-koeln.de  
B.Schlueter-de-Castro@verw.uni-koeln.de |
| Central Academic  
Advisory Service,  
University of Cologne | Universitätsstr. 22a,  
50923 Cologne  

www.zsb.uni-koeln.de |
| Kölner Studentenwerk | www.kstw.de |
| German Academic  
Exchange Service (DAAD) | www.daad.de |
| Central Office for foreign  
education ZAB | www.anabin.kmk.org |
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