Dear Applicant,

We are very pleased with your interest 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 of 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
Universität zu Köln
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A. GENERAL INFORMATION

1. What is the German Preparatory language course at the University of Cologne?

The German Preparatory Course is intended for prospective students from EU/EEA countries for all degree courses (Bachelor and degree courses with state examination “Staatliche Prüfung”).

The course takes 1 or maximum 2 semesters.

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

2. What are the requirements for applying to the German Preparatory language courses?

There are three requirements for applying to the German courses: a. Objective to Bachelor or state examination “Staatliche Prüfung”, b. A formal university entrance qualification and c. Already good German language skills (completed level B2).

a. Objective to study at the University of Cologne

The German Preparatory Course is intended for prospective students only who plan to apply to the university of Cologne.

b. German entrance qualification

Applicants to the German Preparatory Course must have a Hochschulzugangsberechtigung (university entrance qualification) to German Universities. You can find out whether your certificates of education are equivalent to Hochschulzugangsberechtigung here:

www.anabin.kmk.org → Schulabschlüsse mit Hochschulzugang → Land wählen
c. German language proficiency

The university of Cologne does not offer German Preparatory Courses for beginners. Applicants to the courses offered must thus demonstrate already good language proficiency, as such:

- TestDaF equal or above Level 3 in all four exam parts
- DSH 1*
- Telc Deutsch B2
- ÖSD B2
- Goethe-Zertifkat 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 Preparatory Course costs **500 Euro per semester**. In addition, the semester social contribution fee of approximately 250 Euro applies. The fee includes a public transit pass for buses and rail in North Rhine-Westphalia. Participants must be regularly enrolled students at the University of Cologne.
4. How do I apply?

There are three applicant groups:

a. EU/EEA-citizens

All EU/EEA citizens follow the application and enrolment procedure described in section B. Other exceptions may apply. For questions about your particular case, please contact the International Office through its contact form: http://ukoeln.de/KD9VQ.

b. Non-EU/EEA citizens

Non-EU/EEA citizens follow the application and enrolment procedure described in section C. 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 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 status of marriage under German law)

c. Master-students

The master-students follow the application and enrolment procedure described in section D.
B. APPLICATION AND ENROLMENT PROCEDURES FOR EU/EEA CITIZENS
(and for citizens from Non-EU/EEA countries under same admission regulations as German citizens)

1. How and where do I apply?

EU/EEA citizens and Non-EU/EEA citizens under same admission regulations as German citizens apply to the German Preparatory Course using the Online Application Portal KLIPS 2.0 at the University of Cologne under https://klips2.uni-koeln.de/co/webnav.ini

The application deadlines are as follows:

→ Winter Semester: **July 15th**
→ Summer Semester: **January 15th**
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 your **University Transcripts**, along with subjects and marks (with translation if not issued in English or French).

*Applications must be received by **July 20th** for the winter semester and by **January 20th** for the summer semester. They may be submitted in person or sent by mail to: International Office, Albertus-Magnus-Platz, 50923 Cologne
1. How and where do I apply?

Applicants to the German Preparatory 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 e.V. 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 the question directly related to their own services.

**By when must I submit my application to the uni-assist e.V.?**

Application for the winter semester: **July 15th**
Application for the summer semester: **January 15th**
2. What application documents do I have to submit?

△ Signed **Application Form** (application printed out online from uni-assist e.V.)

△ **Complete CV written in German** language, from primary school to present

△ Officially certified copy of a **German Language Certificate** (see point A.2.c)

△ **TestAS Certificate** (simple copy)

△ Officially certified copy of your **Secondary School Graduation Certificate** (including translation, if not issued in German or English)

△ Officially certified copy of **University Transcripts**, along with the subjects and marks (including translation if not issued in German or English)

△ **Passport or identification card** (simple copy)

△ *If applicable:* A formal **University Entrance Qualification of your home country** (including translation if not issued in German or English)

△ *If applicable:* Officially certified copy of an **External Assessment Test (Feststellungsprüfung)**

△ *For applicants with certificates from China and Vietnam:* an **original individual APS** is necessary

△ *For those with an International Baccalaureate (IB):* An officially certified copy of the **transcripts of your subjects and marks from the last two secondary school years** and a **proof that you have completed 12 years of school**.
3. **TestAS - Minimum score and subject-specific modules**

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<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>
<tr>
<td>FACULTY OF LAW</td>
<td>Humanities, Cultural Studies and Social Sciences Module (HUM)</td>
<td>90</td>
</tr>
<tr>
<td>FACULTY OF MEDICINE</td>
<td>Mathematics, Computer Science and Natural Sciences Module (MATH)</td>
<td>110</td>
</tr>
<tr>
<td>FACULTY OF ARTS AND HUMANITIES</td>
<td>Humanities, Cultural Studies and Social Sciences Module (HUM)</td>
<td>90</td>
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<tr>
<td>FACULTY OF MATHEMATICS AND NATURAL SCIENCES</td>
<td>Mathematics, Computer Science and Natural Sciences Module (MATH)</td>
<td>108 (Biochemistry), 95 (Biology), 90 (all other degree programs)</td>
</tr>
<tr>
<td>FACULTY OF HUMAN SCIENCES</td>
<td>Humanities, Cultural Studies and Social Sciences Module (HUM) Psychology: HUM or MATH</td>
<td>90</td>
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<td>ALL TEACHER TRAINING DEGREE COURSES</td>
<td>Humanities, Cultural Studies and Social Sciences Module (HUM)</td>
<td>90</td>
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D. APPLICATION FOR MASTER STUDENTS

1. How and where do I apply?

You have to apply at uni-assist e.V. — please apply directly for the MA degree course and click on the option „German course“. The application portal uni-assist will open 1st of June.

By when must I submit my application to the uni-assist e.V.?

Application for the winter semester: **July 15th**
Application for the summer semester: **January 15th**

2. What application documents do I have to submit?

- Signed **Application Form** (application printed out online from uni-assist e.V.)
- **Complete CV written in German** language, from elementary school to present
- Officially certified copy of a **German Language Certificate** (see point A.2.c)
- Officially certified copy of your **Secondary School Graduation Certificate** (including translation if not issued in German or English)
- Officially certified copy of **University Transcripts (Bachelor)**, along with the subjects and marks (including translation, if not issued in German or English)
- For applicants with certificates from China and Vietnam: an **original individual APS** is necessary
- **Passport or identification card** (simple copy)
- **Passport photo**
- **Proof of payment of the uni-assist e.V. processing fee**
1. How am I notified of admission decisions and what are the next steps?

Just complete documents sent 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 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 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 do I enrol once being admitted?

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 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 data.
3. Is there a placement test before beginning the German Preparatory Course?

After you register, there will be a placement test. To participate, you must earn a minimum passing score on the exam.

4. What is the student university account and how do I receive my login 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 on your private e-mail address, the same 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](http://www.ukoeln.de/29JN8)), or the International Office.

Once you activate your student account, you will receive an username 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.
<table>
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<th><strong>USEFUL CONTACTS</strong></th>
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| **International Office of the University of Cologne** |
| **Visitor Address:** SSC, Universitätsstr. 22a 50923 Köln |
| **Mail Address:** Albertus-Magnus Platz 50923 Köln |
| **Telephone:** Tel: 0221-470 76311 Mo-Fr: 09.00-10.00 Uhr |
| **Counselling:** Admissions-Opening hours **Mo, Tu & Th** 10-12h30 **We** 16-18h |
| **E-Mail Contact Form:** ukoeln.de/AUSF5 |
| **Website:** www.international.uni-koeln.de |

| **Studienstart International Uni Köln** |
| **Office hours:** Ms. B. Schlüter de Castro Tel: 0221-470 7014 Ms. A. Pitko Tel: 0221-470 7010 |
| **Counselling:** **Tu** 10-12h30 **We** 16-18h |
| **E-Mail:** studienstart-international@verw.uni-koeln.de |

| **Central Academic Advisory Service** |
| **Website:** www.zsb.uni-koeln.de |

| **Bezirksregierung Düsseldorf Zeugnisanerkennungsstelle** |
| **Website:** www.brdrw.de/schule/schulrecht_schulverwaltung/zeugnisanerkennung.html |

| **Bezirksregierung Köln – Externe Feststellungsprüfung** |
| **Zeughausstr. 2-10, 50667 Köln** |
| **Ms. Barteczko** Tel: 0221-1472493 |
| **Website:** www.bezreg-koeln.nrw.de/brk_internet/leistungen/abteilung04/43/feststellungspruefung/index.html |

| **Campusmanagement-system KLIPS 2.0** |
| **Website:** www.ukoeln.de/XAIV9 |

<p>| <strong>Deutscher Akademischer Austauschdienst DAAD</strong> |
| <strong>Website:</strong> <a href="http://www.daad.de">www.daad.de</a> |</p>
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<th>Useful Contacts</th>
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<tr>
<td>Kölner Studentenwerk</td>
<td><a href="http://www.kstw.de">www.kstw.de</a></td>
</tr>
<tr>
<td>Landesprüfungsamt für Medizin Bezirksregierung Düsseldorf</td>
<td><a href="http://www.brd.nrw.de/gesundheit_soziales/landespruefungsamt/index.jsp">www.brd.nrw.de/gesundheit_soziales/landespruefungsamt/index.jsp</a></td>
</tr>
<tr>
<td>Examinations Office of the University of Cologne</td>
<td><a href="http://www.ukoeln.de/3MI5Y">www.ukoeln.de/3MI5Y</a></td>
</tr>
<tr>
<td>City of Cologne</td>
<td><a href="http://www.stadt-koeln.de">www.stadt-koeln.de</a></td>
</tr>
<tr>
<td>Stiftung für Hochschulzulassung Hochschulstart</td>
<td><a href="http://www.hochschulstart.de">www.hochschulstart.de</a></td>
</tr>
<tr>
<td>Studienkollegs in Deutschland</td>
<td><a href="http://www.studienkollegs.de">www.studienkollegs.de</a></td>
</tr>
<tr>
<td>TestAS</td>
<td><a href="http://www.testas.de">www.testas.de</a></td>
</tr>
<tr>
<td>uni-assist e.V.</td>
<td><strong>Mail Address:</strong> uni-assist e.V. D-11507</td>
</tr>
<tr>
<td>ZAB - Central Office for Foreign Education</td>
<td><a href="http://www.anabin.kmk.org">www.anabin.kmk.org</a></td>
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</tbody>
</table>
See you soon at the University of Cologne!

www.international.uni-koeln.de

FIND US AT:

UoC APPS:

CampusKöln  WiSo  UniSport

Kölner Studierendenwerk  International Office