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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 with free admission: 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 hand in your subject change application at the International Office, send it scanned to your administrator or send it by post to the following address:

University of Cologne  
International Office  
Team Zulassung  
Albertus-Magnus-Platz  
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 with free admission, beginning in an advanced semester  
For the summer semester: **15 March**  
For the winter semester: **15 September**
- Availability Service Point / International Office:  
Monday - Friday 10:00 a.m. - 3:00 p.m. (by phone: 0221-470-7797).  
[servicepoint@verw.uni-koeln.de](mailto:servicepoint@verw.uni-koeln.de)
- Please send enquiries to the International Office using the following contact form:  
<https://ukoeln.de/T61PT>