



First Steps in Cologne

Checklist for new exchange students at the WiSo Faculty

You will find more detailed information on each of the To Dos below in the following pages.

- 1. Attend the Official Welcome and Introductory meeting. If you arrive later, check in individually with one of the incoming exchange coordinators; Aachenerstr. 209; 5th floor, 10:00-13:00
- 2. The UCCard – More than just your student ID
- 3. Obtain German health insurance or an exemption certificate “Befreiungsbescheinigung” → For more information, please see respective e-mail from Incomings Team
- 4. Register with the city as a resident (required by law)
- 5. Register with the Foreigners’ Office (Ausländerbehörde) and apply for a residence permit (only non-EU citizens)
- 6. Open a German bank account (recommended) (mandatory for those living in a student dorm)
- 7. Transfer the money for the semester contribution to the University of Cologne (to get the final student ID and full travel ticket)
- 8. Activate your SMail account to use the campus computers, KLIPS 2.0 and ILIAS (if not done so already)
- 9. Forward your UoC SMail e-mail address to your usual e-mail address
- 10. Buy a German SIM card for cell/mobile phone (recommended)
- 11. Give the ZIB-WiSo your Cologne address (if not done so already) and German phone number(s)
- 12. Information on using the campus computers, printers and Wi-Fi
- 13. Sign up for campus sport and the gym (optional)
- 14. Information on your public transport ticket from October with the UCCard (Semesterticket)

Student dorms only

- 15. Give the Kölner Studierendenwerk your German bank details and the permission form for them to debit the rent directly from your account each month
- 16. Extend your lease before the 15th of the month at the main offices of Kölner Studierendenwerk



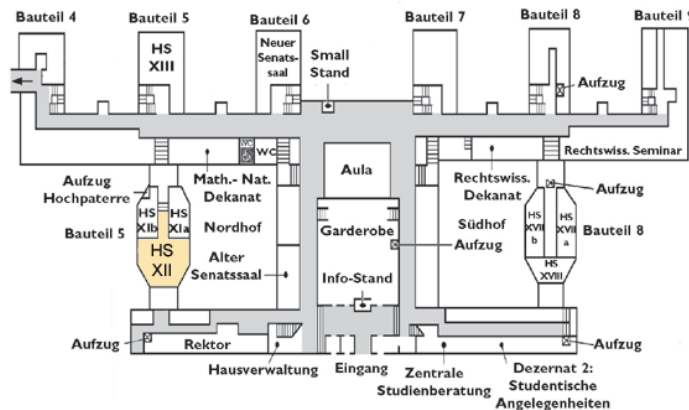
☑ Attend the introductory session or check in with one of the incoming exchange coordinators

There will be an introductory meeting for all newly arrived guest students in **September 2016**. See room map below.

Friday, 2nd September 2015

11:30 – Official Welcome and Introductory meeting for all
13:00 newly-arrived WiSo exchange students

Lecture theatre XII, Main Building



**Main Building
(Hauptgebäude),
ground floor**

Hauptgebäude, Erdgeschoss

http://www.uni-koeln.de/uni/hoersaele/plaene/hauptgeb/hg_eg.html?hg_eg_xii

If you cannot make it to one of the official introductory meetings, please come by the ZIB-WiSo office as soon as possible after your arrival.

ZIB-WiSo Office

Open office hours: 10:00 - 13:00, Monday - Friday

Visitor's address:

International Relations Center (ZIB-WiSo)
Faculty of Management, Economics and Social Sciences
University of Cologne
Aachener Strasse 209 (entrance Richard-Strauss-Str. 1)
50923 Koeln, Germany

Tram/bus stop: "Universitätsstraße" – Tram lines 1 and 7 and bus no. 142
The Incomings Team is on the 5th floor in the building above the blue Aral petrol station.

All exchange coordinators (Anke, Jens & Christoph):

E-mail address: wiso-incomings@uni-koeln.de
Fax: +49-221-470-5145
Web: <http://www.zib-wiso.uni-koeln.de/>

Incomings Team:

Anke Jobsky

Tel. +49-221-470-7066
Mon., Wed., Thur., Fri.

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Mon., Thur., Fri.

Christoph Karl (CEMS)

Tel. +49-221-470-2779
Tues., Thur., Fri.

Anyone from the Incomings team will be happy to welcome and support you in case of any concerns ☺

✔ The UCCard – More than just your student ID

Your University of Cologne student ID is a modern and secure electronic chip card serving as your personal identification medium at the university. It verifies that you are a student at the University of Cologne and is also valid as an electronic student public transport ticket for the buses and trains within the federal state of North Rhine-Westphalia (NRW-Ticket). It also has a few other practical functions (more detailed information provided below):

- ◇ Ticket for public transport within NRW
- ◇ Cashless payment
- ◇ Library card
- ◇ Personal ID for Examinations
- ◇ Personal ID for university and committee elections

Three requirements must be fulfilled to get the UCCard:

- Payment of the semester contribution: For questions or concerns, please contact the KLIPS Support Team (klips-support@uni-koeln.de)
- Upload of your photo on KLIPS 2.0 as identification for your UCCard
- When picking up your UCCard at SSC on Campus, please provide proof of your German health insurance

More information can be retrieved at http://uccard.uni-koeln.de/during_your_studies/uccard_news/index_eng.html

◇ Electronic student ticket for public transport

As long as you are enrolled at the University of Cologne, the chip card serves as your personal ticket in buses and trains provided by the Kölner Verkehrsbetriebe (KVB), the transport authority Verkehrsverbund Rhein-Sieg (VRS) and throughout North Rhine-Westphalia (NRW-ticket).

- Your UCCard covers public transport including **all buses, trams, light rail train and regional trains in the entire federal state of North-Rhine Westphalia (NRW)** (see map). It is valid from 1st October until the 31st March during the fall term.
- The electronic student ticket also allows you to **take along another person** on your ticket on weekends, national holidays and during the week after 7pm until 3am of the next day. This service is only valid within the VRS public transport region around Cologne and Bonn (this does not cover Düsseldorf).

You may **take a bicycle with you all days of the week at all times within the VRS region**. You can download a transport map of the VRS here: <http://www.kvb-koeln.de/german/tarif/eng.html>.

More details on the semester ticket (in German) are available on the website of the AStA (students' union executive committee) <http://www.asta.uni-koeln.de/service/das-semesterticket/>.

◇ Your medium for cashless payment

in canteens (“Mensa”) and cafeterias of the student services “Studierendenwerk Köln”. You can use it to buy food and drinks without cash. **The UCCard can be picked up at the International Office/ SSC.**



Photo: Universität Köln.

Infobox: UCCARD

The UCCard can be credited electronically with €10 – €100. You can top up your credit at any of the vending machines at the university's Mensas and cafeterias with an ATM card with Maestro functionality.

If you do not have a German bank card (yet), it is possible to top up your UCCard with cash at the Info point II on the mezzanine floor of the UniMensa or in the cafeterias.

The UCCard also allows you to use the **washing machines and the dryers in most KSTW dorms** (Cost: approx. € 1 per wash).



We highly recommend taking a tour of the library and one of the courses on how to use the library and its resources effectively (registration required). These are offered in German and in English. For the latest dates for tours in German and English and how to register please check out these links:

English tours	http://www.ub.uni-koeln.de/infothek/schulungen/fuehrungen/guided_tours/index_ger.html
German tours	http://www.ub.uni-koeln.de/infothek/schulungen/fuehrungen/usb_fuehrung/index_ger.html

An audio file with a guided tour of the library in either English or German can be downloaded from the links above as well.

- ◇ **Personal ID card for examinations** at several faculties.
- ◇ **Personal ID card for university and committee elections.**

For more information on the technology and data protection of the UCCard, please go to:
http://uccard.uni-koeln.de/during_your_studies/this_is_the_uccard/index_eng.html

☑ Register with the city as a resident

Everyone living in Germany (both German nationals and foreigners) has to register as a resident with the city he/she lives in (Cologne or Hürth) **within one week** after moving there. This is required by law. You should bring the following documents with you:

Required:	Recommended:
✓ Passport/ national ID card & photocopy	✓ University of Cologne Letter of Acceptance & photocopy
✓ Cologne address (including room number, if in dorm)	✓ Your lease/rental contract
✓ Name and address of your landlord	
✓ Certification (“Wohnungsgeberbescheinigung”) of your landlord	

The copies do not have to be certified. After your registration you will receive a document which indicates your current address (= “Anmeldebescheinigung”/”Anmeldebestätigung”) and is your proof of registration with the city. You should carry this with you for identification purposes with your passport or national ID card. Make a photocopy for your own records. You will need this proof of address to register for a number of other things, e.g. bank account, library card.

If you fill out the registration form before going to register, you can save time: <http://www.stadt-koeln.de/buergerservice/themen/anmelden-ummelden/anmeldung-ihres-wohnsitzes/> (the form “Anmeldeformular” can be downloaded from the section “Downloadservice”). You can also download and fill out the certification form (“Wohnungsgeberbescheinigung”) from the section “Downloadservice”. There is no English version of this form at present, so perhaps ask your buddy to help you register as a resident.

You can register at any of the district town halls in the registration office (Meldehalle), however we recommend going to your local district town hall, as you will also have to apply for your residence permit there (non-EU citizens only, see page 5).

District town halls in Cologne*:

Meldehalle Innenstadt Laurenzplatz 1-3, 50667 Köln	Meldehalle Kalk Kalker Hauptstraße 247-273, 51103 Köln	Meldehalle Porz Friedrich-Ebert-Ufer 64-70, 51143 Köln
Meldehalle Ehrenfeld Venloer Straße 419 - 421, 50825 Köln	Meldehalle Mülheim Wiener Platz 2a, 51065 Köln	Meldehalle Rodenkirchen Hauptstraße 85, 50996 Köln
Meldehalle Lindenthal Aachenerstr. 220, 50931 Köln	Meldehalle Nippes Neusser Straße 450, 50733 Köln	

*The address of the relevant office in Hürth is provided on page 6.

Remember to **deregister** from the city before departure, as otherwise you can face high fines. This must be done in person. Please make sure to bring all relevant documents with you, including a confirmation of your landlord/landlady (https://formular-server.de/Koeln_FS/findform?shortname=02-F17_WohnGeberBest&formtecid=2&areashortname=koeln).



☑ Register with the Foreigners' Office (Ausländerbehörde) and apply for a residence permit

All **non-German citizens** also have to register at the district foreigners' office (Bezirksausländeramt). **EU citizens** can usually do this in the same building when they register as residents and often with the same officer.

All **non-EU citizens** must apply additionally for a residence permit (**Aufenthaltserlaubnis**). This must be done separately and only after you have registered as a resident of the city Cologne or Hürth (see page 4 or 6), this is often in the same building. This should be done as soon as you have all of your documents together (see below) and latest in the second month after arrival.

Entry visa are often single-entry visa and restricted to Germany. You need a residence permit to be able to leave and re-enter Germany and to travel within the Schengen zone. Therefore we recommend applying as soon as possible after your arrival in Cologne so that you get the chance to travel around.

If you are a citizen of Australia, Brazil, Canada, Iceland, Israel, Japan, the Republic of Korea, New Zealand, Norway, Switzerland or the USA, you do not need a visa to enter Germany, but will have to apply for a residence permit after arrival in Germany, as you will be in the country for longer than three months. A full list of countries whose citizens require/do not require visas to enter Germany can be found on the [website of the German Federal Foreign Office](#):

It can take around **4 weeks** for your residence permit to be issued and can cost up to € 110. The **electronic biometric residence permit in credit card format** has a chip on which your personal details, a photo and two fingerprints are saved. You can use the card as an electronic identity document and as a qualified electronic signature. More information here: <http://www.bamf.de/EN/Willkommen/Aufenthalt/eAufenthaltstitel/e-aufenthaltstitel-node.html>.

Please note that, depending on your nationality and on the entry visa you have (only for Germany or for the Schengen zone), you might not be able to travel outside of Germany while waiting for your residence permit.

The application forms are available in many languages, e.g. English, Turkish, Spanish, and French inter alia, and the officer processing your application usually speaks to you in German. **Ask your buddy or a German-speaking friend to come with you if you would like language support.**

Document checklist when applying for a residence permit:

Required:

- ✓ Passport/ national ID card & photocopies of all printed pages
- ✓ 2 current biometric passport photos
- ✓ Cologne address (including room number, if in dorm)
- ✓ Your lease/rental contract & photocopy
- ✓ Confirmation of registration of residence (Anmeldebestätigung) (if registered separately) & its photocopy
- ✓ University of Cologne student ID & photocopy
- ✓ University of Cologne letter of acceptance from ZIB-WiSo (in German)/ Zulassungsbescheid from AAA
- ✓ Proof that you have sufficient health insurance (for EU residents: your European Health Insurance Card (EHIC))
- ✓ Proof that you can support yourself financially* (same as for your visa application) & photocopy
- ✓ Document showing current Euro equivalent of bank balance etc. for proof of financial support, e.g. from your bank

Fee:

- ✓ € 110 in cash (this can be waived for students who have German state scholarships [e.g. from DAAD, not Erasmus]; bring proof of scholarship with you)
- ✓ Documents not in German must be translated into German and certified as true translations. Further documents may be required in certain cases and the officer processing your application for a residence permit will let you know.

*Proof that you can support yourself financially can be shown with:

- ✓ A **blocked account (Sperrkonto) at a German bank with a minimum of € 660 per month** you are staying in Germany for. The block is on the amount of money you are allowed to withdraw every month (so that you have a minimum of € 720 left per month of your stay in Germany). Ask your German bank for details.
- ✓ A **sponsorship statement (Verpflichtungserklärung) from, e.g. your parents, promising to support you financially** with at least € 720 per month. This must be done on the official Verpflichtungserklärung form and completed and signed in person at the Germany Embassy or Consulate in your home country. Ask your local German Embassy or Consulate for details.
- ✓ (Only in rare cases) A **current bank statement** (with current Euro equivalent of the balance) with a minimum of € 660 per month you are staying in Germany for



If you do not want to pay € 110 for the full residence permit, you can ask to be given a Fiktionsbescheinigung (interim certificate). The fee is only (approx.) € 20, however this certificate usually does not allow you to travel to other [Schengen](#) countries. It only allows you to travel between your home country and Germany and cannot be used as an identification document. The application procedure is the same as for the full residence permit.

a) Residents of Cologne

You can apply for your residence permit at any of the local "Bezirksausländerämter" (district foreigners' office in the district town halls). The central foreigners' office for Cologne is in Kalk and they have an office especially for students (Studierendenservice des Ausländeramtes). You can choose whether you go to this office or to your local district foreigners' office. **District foreigners' office in the district town halls in Cologne:**

Ausländerangelegenheiten Köln Kalk Karree, Ottmar-Pohl-Platz 1, 51103 Köln Tel.: 0221 / 221- 26429 or 0221 / 221- 29522	Bezirksausländeramt für die Innenstadt Laurenzplatz 1-3, 50667 Köln Tel.: 0221 / 221-0	Bezirksausländeramt für Porz Bezirksrathaus Porz Friedrich-Ebert-Ufer 64-70, 51143 Köln Tel.: 0221 / 221-0
Bezirksausländeramt für Ehrenfeld Bezirksrathaus Ehrenfeld Venloer Straße 419 bis 421, 50825 Köln Tel.: 0221 / 221-0	Bezirksausländeramt für Mülheim Bezirksrathaus Mülheim Wiener Platz 2a, 51065 Köln Tel.: 0221 / 221-0	Bezirksausländeramt für Rodenkirchen Bezirksrathaus Rodenkirchen Hauptstraße 85, 50996 Köln Tel.: 0221 / 221-0
Bezirksausländeramt Lindenthal , Bezirksrathaus Lindenthal Aachenstr. 220, 50931 Köln Tel.: 0221 / 221-0	Bezirksausländeramt für Nippes Bezirksrathaus Nippes Neusser Straße 450, 50733 Köln Tel.: 0221 / 221-0	Bezirksausländeramt für Kalk Bezirksrathaus Kalk Kalker Hauptstraße 247-273, 51103 Köln Tel.: 0221 / 221-0

Making an appointment by telephone in advance is highly recommended, so the foreigners' office can make sure that your file is sent to them from the central archives before you go there. This will hopefully save you from having to go there more than once. It can help if your buddy or a German-speaking friend helps you make the appointment and goes there with you.

The **standard opening hours for all of these offices are Monday to Friday, 8:00 – 12:00 or by appointment**. Details on wheelchair accessibility and a live estimation of how long you will have to wait are available online (look for your local "Kundenzentrum" in the list, e.g. Kundenzentrum Lindenthal/Deutz/...):
<http://www.stadt-koeln.de/service/alle-adressen/kundenzentren>

b) Residents of Hürth

You have to register as a resident with the town of Hürth in the town hall. Here you can also apply for your residence permit. However, we advise travelling to the town of Bergheim (the local authority responsible for Hürth) to apply for the residence permit. This is often quicker than applying in Hürth and reduces your waiting time for getting back your passport and being able to travel to other Schengen countries.

Town hall in Hürth:

Rathaus, Friedrich-Ebert-Straße 40, 50354 Hürth, Tel.: 02233 / 53-0
Opening hours: Mon. & Tues. 07:30 - 16:00, Wed. 07:30 - 12:00, Thurs. 10:00 - 18:30, Fri. 07:30 - 12:00.
Appointments can be made by telephone: 02233 / 53-557
http://www.huerth.de/micro/english/city_hall/index.php

Foreigners' Office in Bergheim:

Rhein-Erft-Kreis, Ordnungsamt Abteilung 32/3 Ausländerwesen, Willy-Brandt-Platz 1, 50126 Bergheim.
Opening hours: Mon. 08:00–12:00, Tues. 08:00–12:00, Thur. 08:00–12:00 and 13:30–17:45, Fri. 08:00–12:00
Appointment required: Tel.: 02271/83-0 (Call center opening hours: Mon. –Fri. 08:00-18:00)

The telephone numbers of the team responsible for Hürth are listed towards the end of the page under „Team 2 - Bedburg, Frechen, Hürth, Pulheim“. Look for the letter your family name starts with, e.g. if your family name starts with **N**, then Herr Schmitz is the person responsible for you.

http://www.rhein-erft-kreis.de/Internet/Themen/Sicherheit_und_Ordnung/Auslaenderwesen/dienstleistung/aufenthaltsurlaubnis-beantragen.html



If there are any **problems or questions**, please do not hesitate to contact the Incomings team in the ZIB-WiSo office. Have our telephone number with you. You can ask the city to call us if there are any problems. There is always someone in the office between 10:00 and 13:00 and most afternoons.

Tel: **+49-221-470-1280**

E-mail address for all exchange coordinators: wiso-incomings@uni-koeln.de

Open a German bank account

We recommend opening a German bank account. Students can open accounts free of charge at most banks. Most landlords prefer rent to be transferred electronically each month. The Kölner Studierendenwerk, the company which owns the student dorms, requires tenants to allow the rent to be debited monthly directly from a German bank account. Many financial transactions in Germany are conducted by electronic money transfers. Having a German bank account can save you a lot of money you might otherwise have to pay for bank and transfer fees.

Document checklist

Required:

- ✓ Passport/ national ID card & photocopy
- ✓ Confirmation of registration of residence (Anmeldebestätigung)
- ✓ Cologne address (including room number, if in dorm)
- ✓ University of Cologne (provisional) student ID & photocopy
- ✓ Money to lodge into the account (no specific amount required)

Remember to close your bank account when you leave Germany to avoid the fees that will be charged when you no longer have German student status.

Activate S-Mail account to use the campus computers, KLIPS 2.0 and ILIAS

Please see the instructions you were sent by e-mail with your student number and SMail PIN.

Instructions: How to activate your student IT account <http://www.wiso.uni-koeln.de/31341.html?&L=1>

Forward your UoC SMail e-mail address to your usual e-mail address

We suggest forwarding the e-mail sent to your ...@smail.uni-koeln.de address to your usual e-mail address so you don't miss any important messages regarding your classes. Log into the Mail Portal (not your webmail, but here: <https://mailportal.uni-koeln.de/einstellungen/login.php?link=forward>) with your SMail account details and create a forward rule. In the Mail Portal you can also set up out-of-office messages under "vacation settings". You are free to actually use the ...@smail.uni-koeln.de address if you want, just remember to check it regularly, as course-related e-mails will be sent through SMail by your lecturers.

Buy German SIM card for cell/mobile phone

There is a very wide range of pre-paid SIM cards available. Often SIM cards need to be registered and activated online and the activation form is not always available in English. Please ask your buddy for advice and help.

Give the ZIB-WiSo your Cologne address and German phone number(s)

Don't forget to send wiso-incomings@uni-koeln.de your final Cologne address (if you haven't done so already) and your German phone numbers.

Using the campus computers, printers and Wi-Fi

You can use the campus computers and printers in the PC pools in the faculty buildings and the libraries using your student ID account.

The University's Wi-Fi network can also be accessed using your student ID account details (connect to one of the UniKoeln networks and log in through your internet browser with your student ID account details).



☑ Buy a copy card so you can use the public university photocopier machines

There are many public photocopier machines throughout the campus and in the University's libraries. They can be used with copy cards that can be topped up with credit.

Locations of photocopier machines	http://www.digitexx-uni.de/kopierer-finder/
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Locations of print stations	http://www.digitexx-uni.de/printstationen-finder/
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Copy cards can be bought in the Digitexx booth in the main building or at some kiosks near the university. The card costs € 5.00 and includes a deposit of € 2.00 and 58 copies. If you do not need it anymore, return it at the booth in the main building without any credit. You will only get back your deposit but not any remaining credit on the card. One standard photocopy costs € 0.05. You can re-credit your card at any of the vending machines at the university (in the Philosophikum, Main Building or USB library).

☑ Sign up for campus sport and the gym

As a student of the University of Cologne you're welcome to take part in the sports program offered here. The vast majority of courses are free of charge (covered by your semester contribution), but often require registration. There are two organizations which offer sporting activities and courses for students at all of Cologne's third-level institutions:

Campusport Köln	http://www.campusport-koeln.de/
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Hochschulsport Köln	http://www.hochschulsport-koeln.de/
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The printed course catalogues can be picked up in the UniMensa and many other University buildings. Many courses require registration, which can be done online after creating a user account. Ask your buddy to help or use an in-browser translator, as both websites are mostly only in German!

The University's gym, UniFit, has very student friendly prices and is located on campus, behind the UniMensa (Universitätsport, Zulpicher Wall 1, 50674 Köln). To join the gym you must first do an introductory course (€ 20) which can also be done in English (request when registering). The gym fees are € 28 for 1 month € 70 for 3 months, € 90 for 6 months or € 168 for 12 months. <http://unifit.koeln/>

☑ Student dorms only

a) Give the Kölner Studierendenwerk your German bank details

... and the permission form for them to debit the rent directly from your account each month. You can do this at the main office of the Kölner Studierendenwerk. Remember that the short-term tenant surcharge of € 30 you agreed to in your lease (rental contract) is to be paid every month, in addition to the rent listed in the lease.

b) Extend your lease before the 15th of the month at the main office of the Kölner Studierendenwerk

You can do this at the main office of the Kölner Studierendenwerk, close to the main campus:

Abteilung Studentisches Wohnen

ADAC-Haus (ground floor)

Luxemburger Straße 169

50939 Köln

Open office hours: Tues. and Thur. 10:00 –12:00 or by appointment

Tel.: 0221 942 65 -213 till -228; -239

http://www.kstw.de/index.php?option=com_content&view=article&id=465&Itemid=249

Infopoint I

KSTW Servicehaus (2nd floor)

Kölner Studierendenwerk

Universitätsstraße 16

50937 Köln

Open office hours: Mon. – Thurs. 09:00–16:00 & Fri. 09:00-14:00

Tel.: 0221 942 65-201 or -202

http://www.kstw.de/index.php?option=com_content&view=article&id=465&Itemid=249



The federal state of North Rhine-Westphalia (NRW)



Source: Wikimedia Commons

Last update: 30.03.2016



ROADMAP FOR WISO EXCHANGE STUDENTS

Pre- arrival

- When requested to do so by KLIPS 2.0, transfer the semester contribution electronically
- Master students: Register for advanced seminars
- Pre-register online for pre-semester German course and semester German courses
- Look for accommodation in Cologne
- Dorm rooms only: Respond to room offers immediately; return forms and transfer deposit for room electronically
- Get to know your Cologne buddy by e-mail
- Join the Facebook group for the semester's WiSo exchange students

Welcome to Cologne I

- Arrive in Cologne
- Participate in Welcome Days 1 (2nd September)
- Register in person for pre-semester German course (5th September)
- Take the placement test for pre-semester German course (6th September)
- Register with the city as a resident
- Register with the Foreigners' Office
- Non-EU: Apply for a residence permit
- Regular (min. 75%) attendance of pre-semester German course. 20 hours a week attendance plus study and homework
- Pick up your UCCard once available

Preparing for studies

- Prepare course list for course guidance session
- Attend course guidance session in order to register for courses on KLIPS 2.0- in ZIB WiSo office or over Skype
- Attend the final exam for pre-semester German course (time and date announced by the German unit)

Welcome to Cologne II

- Arrive in Cologne
- Participate in Welcome Days 2 (4th October)
- Register in person for semester German courses (date tba)
- Take the placement test for semester German courses (date tba)
- Register with the city as a resident
- Register with the Foreigners' Office
- Non-EU: Apply for residence permit
- Erasmus: Get learning agreement and confirmation of arrival form signed by ZIB-WiSo
- Start of lectures and semester German courses
- Register for remaining places in courses, if necessary (Restplatzvergabe)



Studying in Cologne

- Register for examinations
- Study hard and pass exams 😊
- Prepare and send form with list of courses to the ZIB WiSo office upon request (this will serve as a basis for your academic transcript)
- Erasmus: Get final version of learning agreement and confirmation of departure form signed by ZIB WiSo.

Departure

- Deregister as a resident, cancel any contracts (e.g, health insurance, bank account), arrange departure and handover of accommodation with landlord
- Online evaluation of semester in Cologne
- Grades will be collected by ZIB WiSo. Provisional transcript by e-mail available on request

Transcript

- Once all exams are corrected and grades received by the Incomings Team, your transcript of records will be sent by ZIB WiSo to the International Office of your home university. All students will receive an electronic copy.
- Preliminary transcripts can always be requested. Please contact Anke Jobsky and/or Christoph Karl for further information.



◇◇◇ SAVE THE DATE ◇◇◇

International Christmas Event coming up in late November!

More information will follow shortly...



...Ho ho ho! 😊