



University of Cologne
International Affairs
Albertus-Magnus-Platz
50923 Köln

Application for a change of degree course

Your student registration number:

Registration number input boxes

Surname

Surname input boxes

Name

Name input boxes

Street, Nr.

Street, Nr. input boxes

Postcode, City

Postcode, City input boxes

Phone num.

Phone num. input boxes

E-Mail

E-Mail input boxes

winter semester / summer semester

Information about your studies at the University of Cologne until now

Table with 2 columns: Subject or subject combination, Semester for each subject

Information on the degree course requested

Table with 4 columns: 1. Request: Degree, 2. Request: Degree, Subject or subject combination, Semester

Date and student's signature

Not to be completed by applicant!

Table with 6 columns: HZB-Art, HZB-Datum, HZB-Land, TestAS-Fachmodul, TestAS-Prozentrang, Deutschzertifikat + Datum



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.

Please submit the following documents:

1. signed copy of this application
2. copy of your passport / identity card
3. TestAS certificate relevant for the desired subject
4. 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: zulassung@verw.uni-koeln.de
- 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