



Kunsthochschule
für Medien Köln
Academy of
Media Arts Cologne

Information for Foreign Applicants



Dear potential Student,

in this brochure we have brought together information on studying in Germany and at the Academy of Media Arts Cologne that is specifically important for foreign applicants. In addition we provide information on the formalities which need to be carried out before and after enrolling on a course of study in Germany as well as useful tips and addresses on themes such as funding study, health insurance and living and working in Germany.

We hope that we can answer your most important questions.

Note on the Internet sites quoted in this document

All links were tested at the time of publication. Please understand that we cannot take any responsibility for the content of external websites or for how up to date they are. Please compare all information, in particular that on matters of law concerning foreign subjects, with the content of the corresponding sources, as legal requirements may have changed in the meantime. We welcome any suggestions and corrections you may have!

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1.

Preparing to study in Germany and application to the KHM

Information on entry formalities

Foreign nationals who wish to study in Germany should contact their local German embassy in good time and find out about the conditions of studying and living in Germany, entry formalities and permission to reside in the country.

Useful links

<http://www.study-in.de/en/>

http://www.internationale-studierende.de/en/prepare_your_studies/studying_in_germany/

Structure of the German academic year

- › Winter semester: October 1 to March 31
- › Summer semester: April 1 to September 30

In the winter semester, lectures begin in the middle of October and end in the middle of February the following year. In the summer semester they begin in the middle of April and end in the middle of July. There are no lectures from the middle of February to the end of March and from the middle of July to the end of September.

Courses at the KHM

The Academy of Media Arts Cologne (KHM) offers a unique educational concept—the only one of its kind in Germany—that brings together the fields of film, art and theory in one degree course: *Media and Fine Art*.

The Media and Fine Art degree can be attained via a

- › 9-semester undergraduate course (degree course I)
- › 4-semester postgraduate course (degree course II)
- › 4-semester further education course (entry into the main part of degree course I providing certain prerequisites are fulfilled: see the website <http://www.khm.de/en/>)

The Academy of Media Arts Cologne offers neither purely theoretical nor journalistic courses. Degree course I is a single-tier course, whose completion corresponds to a master's degree. Please note that bachelor's, master's and Ph.D degrees cannot be conferred by the KHM.

Application and admission procedure at the KHM

Foreign and German applicants must fulfil the same fundamental entry requirements at the KHM. As the courses at the KHM will be held in German, it is also expected that foreign applicants can prove sufficient knowledge of the German language (see the next section: knowledge of the German language). The application and admission procedures differ according to the course of study (degree course I or II). There is a special admission procedure for all of the courses to establish whether applicants have the required artistic ability. Artistic aptitude is the decisive criteria.

Application to study at the KHM is only possible within certain deadlines. The different application deadlines are stated in the application information for each course (see the website).

Further information on the admission procedure as well as the current application forms can be found at

<http://www.khm.de/studium/>

Information for applicants from the People's Republic of China

There is a special visa procedure for applicants from the People's Republic of China. We recommend that you contact the *Academic Evaluation Centre* (APS) of the German embassy in Beijing [www.aps.org.cn] before applying.

Knowledge of the German language

Foreign applicants must have sufficient knowledge of the German language in order to take part in seminars and lectures and to realise projects successfully. German language knowledge should be at least at level B2 (Goethe Institute) respectively *TDN 3* or *TDN 4* (TestDaF-Institute) before the start of the course. A relevant certificate must be included with the application documents. Alternatively, applicants who have not completed an appropriate language course at the time of application can present a certificate that verifies that they will have completed a course before beginning to study at the KHM that leads to the required level B2 certificate.

The Goethe Institute uses a few key phrases to sum up this level

- › follow the main content of specific and abstract topics and obtain relevant information from them (for example radio broadcasts),
- › understand a wide range of texts, both shorter simple texts (such as advertisements) and longer, more complex factual texts, commentaries and reports,
- › express yourself clearly and in a structured way in writing on the subject of complex matters and also correct mistakes in texts written by other people,
- › give clearly structured oral comments on general subjects and topics of particular interest to you,
- › take an active part in discussions on subjects you know about, taking up a position and presenting your own point of view.

Source

<http://www.goethe.de/lrn/prj/pba/bes/gb2/enindex.htm>

Under http://www.testdaf.de/teilnehmer/tn-info_nivea.php you will find a tabular comparison of the language levels.

The KHM does not offer language courses to foreign students.

Selection of language schools in Cologne [subject to fees]

- › Volkshochschule (VHS), Tel +49 (0)221 221-30500
<http://www.stadt-koeln.de/5/volkshochschule/>
- › Sprachpunkt Köln, Eigelstein 103-113, Tel +49 (0)221 7882311
<http://www.sprachpunkt-koeln.de>
- › Fremdsprachenforum, Lindenstraße 19, Tel +49 (0)221 2582211
<http://www.fremdsprachenforum.com>
- › Tandem Köln, Rolandstraße 57, Tel +49 (0)221 3101030
<http://www.tandem-koeln.de>
- › Benedict School, Norbertstraße 21-23, Tel +49 (0)221 91393211
<http://www.benedict-koeln.de>
- › Inlingua, DISCH HAUS, Herzogstraße 32, Tel +49 (0)221 2575790
<http://www.inlingua-koeln.de>
- › Tandem – Sprachlernpartnerschaften:
<http://verwaltung.uni-koeln.de/tandem/content/>

Recognition of certificates / higher-education entrance qualification

Proof of a higher education entrance qualification, which corresponds with the German "Abitur," is also a necessary entry requirement for the course of study at the KHM.

Foreign certificates, which are written in German, English or French, must be submitted as authenticated photocopies. For certificates in other languages an official translation is required and must be presented as an original and as a photocopy.

Admission will not be possible if the certificates do not fulfil the requirements of the respective course.

Application and information for visiting students

Only exchange students, who apply within the framework of existing cooperation agreements between the KHM and other academies or those with short-term scholarships (e.g. from the German Academic Exchange Service – DAAD) can be admitted as visiting students. Visiting students are enrolled for at a minimum of one and a maximum of two whole semesters. Becoming a visiting student at the KHM is not proof of the required artistic aptitude for the Media and Fine Art course; it does not entitle the student admission to a regular course of study. Visiting students do not have access to KHM funds (project money, travel grants etc.). Visiting students cannot take exams at the KHM.

Visiting student candidates are proposed to the senate by their mentor. The senate then decides on their admission.

Submission deadlines for applications for admission as a visiting student

- › November 1 for the summer semester
- › May 1 for the winter semester

Please contact us if you have any further questions on admission requirements:

international@khm.de

Details on study organisation can be found at:

<http://www.khm.de/en/>

2.

Cost of the course and living costs

Semester fees at the KHM

The KHM does not charge any tuition fees. Students pay around 270 Euro semester fees per semester. This includes a social contribution for the *Kölner Studentenwerk*, a contribution for the AStA (student council), the cost of a local public transport ticket, insurance and similar services. The exact cost varies according to the contract.

The cost of living in Cologne

A student's expenses in Cologne add up to approx. 800 Euro a month (average data taken from various sources, for example the *Sozialerhebung Deutsches Studentenwerk 2009*):

Rent (including utilities) private housing market (for example shared apartment)	350 €
Halls of residence	200 €
Food	160 €
Clothing	50 €
Health insurance, doctors bills, medication	80 €
Communication (telephone, Internet)	50 €
Leisure time / culture / sport	60 €
plus semester fees	270 € / semester

It is essential that foreign students secure sufficient funds for their course of study before leaving their home country as the granting of visas and residence permits for applicants from outside the European Union is dependant on proof of sufficient financial resources such as for example savings, scholarships (see part 5: residence permit for study purposes).

3.

Health insurance in Germany

Statutory health insurance

Health insurance is compulsory in Germany. For this reason, proof of existing health insurance is required in the application for a residence permit (for non-EU citizens).

Students in Germany are generally covered by *statutory health insurance* (for example: TK – Techniker Krankenkasse, AOK – Allgemeine Ortskrankenkasse, Barmer, BKK – Betriebskrankenkasse – application on the health insurer’s website or in one of their branches), if they are not yet over 30 years old or beyond their 14th semester. The services offered and contribution costs of the various statutory health insurers are almost identical (for those under 30 years old the monthly contribution is approx. 70 Euro, for those over 30 years old it is approx. 130 Euro monthly).

Students who are EU citizens can apply for a free European Health Insurance Card for the duration of their stay from their health insurer at home so that they are entitled to health care services in Germany. In this case doctors often demand that the bill for treatment received is paid in cash by the patient (after which the health insurer at home reimburses the amount to the patient). Exemption from compulsory insurance in Germany can be applied for using the European Health Insurance Card.

Information on the European Health Insurance Card

<http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Private health insurance

Students over 30 years old are not automatically statutorily insured. They can choose between private and statutory health insurance and can, as such, be statutorily insured “voluntarily” (contribution of approximately 150 Euro monthly) or instead choose a private health insurer.

Students up to the age of 30 can also exempt themselves from compulsory statutory insurance and take up private health insurance the contributions are very variable, approximately 40-80 Euro monthly. As private health insurers generally offer a more limited scope of services, which can lead to higher costs in the case of illness, this option is not really recommended, unless the length of stay in Germany is limited from the outset and you wish to avoid the higher contributions of statutory health insurance. Exemption from statutory health insurance cannot be reversed in Germany, unless *employment subject to compulsory social security contributions* is taken up (social security contributions must be paid if you have a job with a monthly salary of over 400 Euro: see part 7). In this case you are automatically registered for statutory health insurance by the employer.

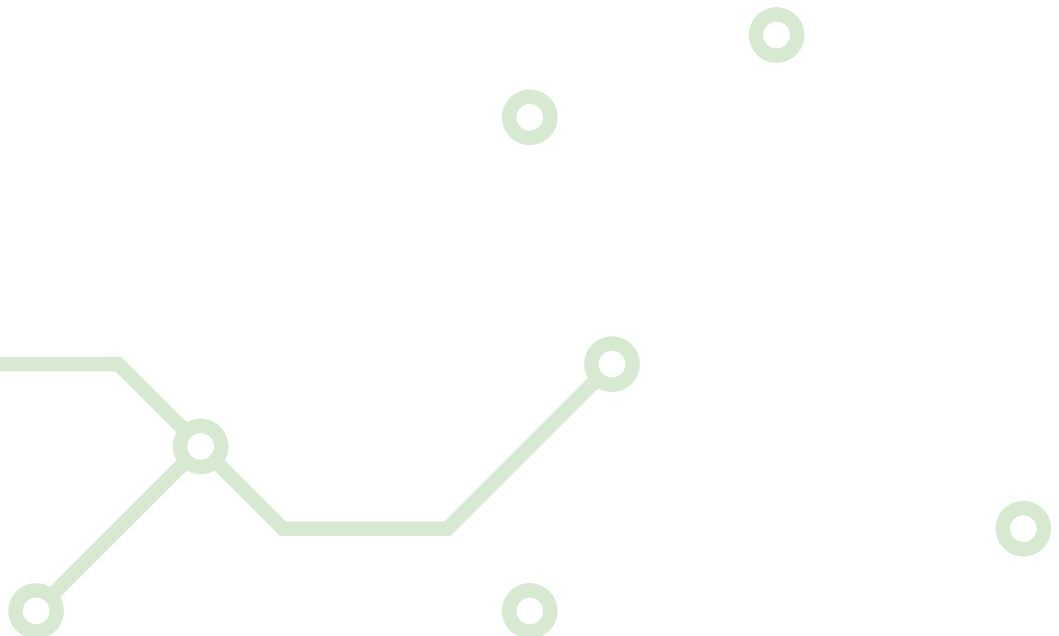
Private Health-Insurance for foreign students:

<https://portal.versicherungsdienste.de/dsw-studenten-kv/index.en.html>

Further information on this issue:

<http://www.studenten-krankenversicherung.net/studenten-krankenversicherung/krankenversicherungspflicht-studenten.html>

Travel health insurance will generally be accepted for non-EU citizen visiting students in the application for a residence permit from the immigration office in Cologne if it covers a similar scope of services in the case of illness as German statutory health insurance. Please ask the foreigners affairs authorities about the current regulations (see chapter 5: residence permit for study purposes).



4.

Funding the course

Foundations and study scholarships

Those who wish to finance all or part of their studies with a scholarship should find out about the various possibilities while still in their home country. Information is available from German embassies and consulates, as well as the Goethe Institute and branch offices of the German Academic Exchange Service (www.daad.de).

Applications for a DAAD scholarship must be made around one year in advance while still in the home country. In addition to the DAAD (German Academic Exchange Service), there are numerous foundations in Germany that grant study scholarships. As the scholarships are subject to very diverse conditions, detailed research based on your personal requirements is necessary.

The following are a few useful links on funding study

<http://www.daad.de>

<http://www.kaad.de/>

<http://www.rosalux.de/studienwerk/studienstipendium.html>

<http://www.stipendienlotse.de/>

<http://studieren.de/stipendien.0.html>

http://www.kstw.de/index.php?option=com_content&view=article&id=170&Itemid=13&lang=en

Other financing options

Under certain circumstances foreign students can also apply for BAföG (state educational grant).

<http://www.bafög-rechner.de/FAQ/paragraph/8.php>

Foreign students who are not entitled to BAföG and hold a residence permit can apply for housing benefit:

<http://www.stadt-koeln.de/buergerservice/themen/wohnen/wohngeld/>

Information on the *Wohnberechtigungsschein* (certificate of entitlement to public housing, dependant on income):

<http://www.stadt-koeln.de/buergerservice/themen/wohnen/wohnberechtigungsschein-wbs/>

5.

Important formalities to be carried out after arriving in the country

Enrolment and re-enrolment at the KHM and acquisition of the access card
Enrolment takes place in the KHM student office.

Student office
Peter-Welter-Platz 2
50676 Köln
Tel.: +49 (0)221 20189119
Fax: +49 (0)221 20189298
Mail: studoffice@khm.de

Opening hours
Monday – Thursday: 10 a.m. – 1 p.m.
Thursday: 2 – 4 p.m.

For enrolment you will need

- › bank statement as proof of the payment of 267 Euro for the social contribution, semester ticket, equipment insurance and AStA contribution – *it is not possible to pay in cash!*

Information on the current cost of fees is available from the student office.

Bank details:

Recipient bank: Landeskasse Düsseldorf
Account no.: 96560
Sort code: 30050000
Bank: Helaba (Landesbank Hessen-Thüringen)
BIC: WELADEDXXX
IBAN: DE 49 34300500000000096560
Reason for payment: TV 03036525, name of the student, matriculation number: 10...

- › if not already submitted with the application: CV, authenticated copies of certificates (A-levels, degree, bachelor etc.)
- › certificate of membership of a statutory health insurer or
- › exemption, if insured privately (travel health insurance will be accepted on a provisional basis in the case of foreign students)

When the semester contribution arrived, you will receive

- › the student ID card, including the semester ticket (valid in public transport in the whole of North Rhine-Westphalia <http://www.vrr.de/de/tickets/vielfahrer/semesterticket/>)
- › receipt of enrolment and the semester programme
- › in the orientation week (generally the first week of the semester) the KHM is introduced to the new students as an institution, you receive information on the facilities and faculties, the electronic access card for the rooms of the KHM, as well as email account and logins

Further info on the KHM facilities, courses and layout of the campus at www.khm.de/en/

Re-enrolment for the next semester is required at the end of every semester (if a course of more than one semester is planned at the KHM). Relevant information will be given during enrolment at the admission office.

Note

A useful KHM facility is megaphon, which announces information on events, apartment ads, job offers etc. – registration here: <http://khm.rockt.org/mailman/listinfo/megaphon>.

Registering as a resident of the city of Cologne

Registration as a resident of the city of Cologne must be completed within one week of arrival if you plan to stay for more than three months. Registration can be carried out in any *registration office (Meldehalle)* in Cologne. We recommend that non-EU citizens, who also have to apply for a residence permit, register at the registration office in Kalk, as the office for foreigners affairs that processes student applications (student service) is also in Kalk.

Meldehalle Kalk
Bezirksrathaus Kalk
Kalker Hauptstraße 247 – 273
51103 Köln

Opening hours

Monday, Wednesday, Thursday, Friday: 7:30 a.m. – 12 noon
Tuesday: 7:15 a.m. – 6 p.m.
Thursday also: 2 – 4 p.m.
and by appointment

To register in Cologne you will need

- › registration form (available there)
- › a valid passport
- › name and address of the landlord (perhaps the rental/sublet agreement)

Registering your place of residence is free

Each change of place of residence must be communicated to the registration office within one week. The district immigration offices, where non-EU citizens apply for their residence permit (see next section) and registration offices are often found in the same building. In order to avoid long waiting times and doubled journeys it is advisable to complete all the necessary visits to these offices on one day.

Further information and addresses at

<http://www.stadt-koeln.de/service/produkt/anmeldung-ihres-wohnsitzes-1>

Residency for study purposes

Students who are not EU citizens must apply for a residence permit for study purposes; EU citizens are not required to do so. The residence permit should be applied for in good time, which means around one or two months before the entry visa expires!

Application takes place either in the district immigration office nearest the place of residence [<http://www.stadt-koeln.de/service/produkt/aufenthaltserlaubnis-zu-studienzwecken>] or, as expressly recommended by the city of Cologne, at the student service of the office for foreigners affairs:

Kalk Karree
Ottmar-Pohl-Platz 1
51103 Köln
Monday to Friday, 8 a.m. – 12 noon
and by appointment

The following documents are required for the application for a residence permit

valid national passport (in addition, copies of all printed pages)

- › current biometric passport photo (normally available from photo booths in the registration offices or at many private photo studios)
- › proof of a secured livelihood (suretyship, proof of scholarship, proof of income)
- › proof of sufficient health insurance coverage (health insurance certificate!)
- › matriculation certificate
- › copy of rental agreement (or registration certificate)
- › fee: approx. 30 Euro

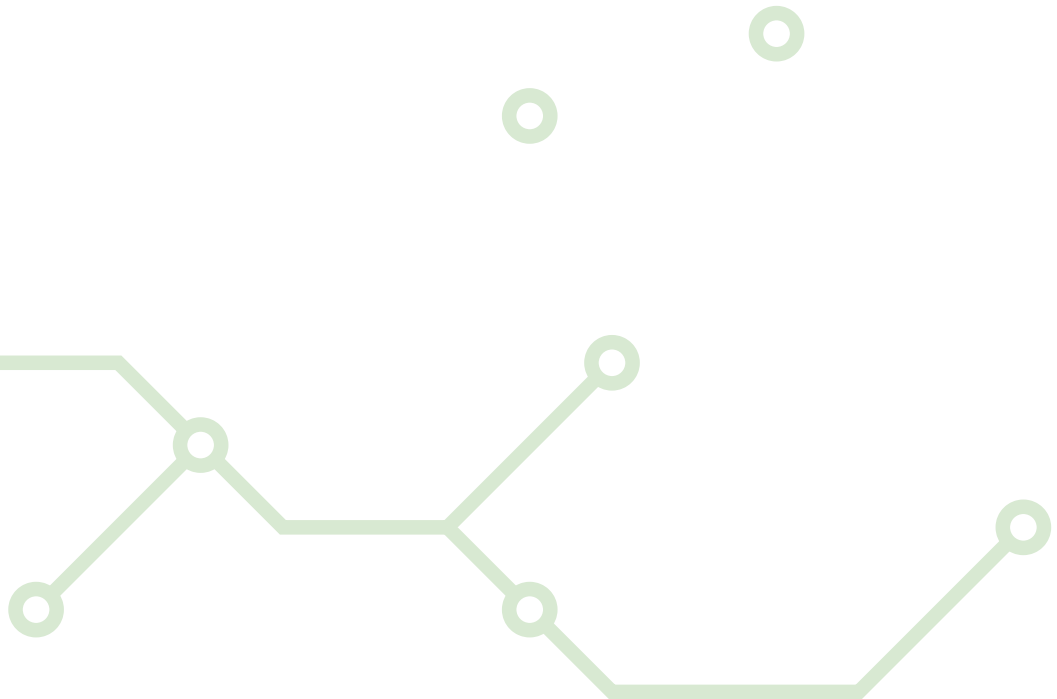
Opening a bank account

You will need a German bank account for electronic payments, for example for the payment of rent by transfer or standing order. In addition you can pay in almost all shops using the EC debit card.

We recommend opening an account with *Sparkasse* as they also offer accounts for students who will stay in Germany for less than twelve months. Most banks require that potential customers wishing to open an account have sufficient knowledge of the German language so that they understand the conditions of contract or that someone is present for the signing of the contract who understands the content and can translate it if necessary.

The following documents are needed

- › a valid passport
- › a matriculation certificate
- › city of Cologne registration certificate (see chapter 2)



6.

Living in Cologne

Living in halls of residence

There are numerous halls of residence in Cologne that offer rooms and apartments (usually furnished). The assignment of these rooms is carried out exclusively by the Kölner Studentenwerk [<http://www.kstw.de>]. You can apply for a place in a hall of residence online or in person at the Kölner Studentenwerk, Universitätsstraße 16, 50937 Cologne. Applications should be submitted at least four months before the planned move as there are often very long waiting lists for rooms in halls of residence in Cologne with waiting times of up to one year. We recommend inquiring at the Studentenwerk if you have still not been offered a room one to two months before the planned move.

List of halls of residence:

http://www.kstw.de/index.php?option=com_wohnheim&view=liste&Itemid=243&lang=en

Online application KSTW:

http://www.tl1host.de/SWK/wohnheimaufnahmeantrag.html?lang_id=2

Living in private rooms

There is also the option of looking for rooms in shared apartments (common abbreviation: WG) or apartments (apartments are normally not furnished) on the private housing market. Furnished apartments are also often sublet for limited periods.

The Studentenwerk also assigns private rooms:

<http://www.kstw.de/joomla/Privatzimmer.asp>

Putting an ad in the KHM's megaphon (see chapter 1) often leads to success.

Rent rooms in shared apartments, rooms and whole apartments privately:

<http://www.studenten-wg.de>

<http://www.wg-gesucht.de>

<http://www.wg-welt.de>

<http://www.immowelt.de>

<http://www.stadtrevue.de>

Apartments and rooms can also be found advertised in local newspapers and on their websites. Most ads are published in the Friday and Saturday editions. The ads are published on the Internet one day after they've appeared in the paper:

<http://www.kalaydo.de/anzeigen/immobilien/wohnungen-zur-miete>

Accommodation glossary in English

http://www.international.rwth-aachen.de/aw/cms/InternationalOffice/themen/internationale_wissenschaftler_innen/willkommen/wohnen_in_aachen/~tpu/wohnglossar/?lang=en

Short-term accommodation in hostels

Youth hostels:

<http://www.djh.de>

Backpacker hostels

<http://www.hostel-cologne.de>

<http://www.hostelworld.com>

<http://www.hostels.com>

7.

Looking for a job and working in Germany

Working while studying

Any matriculated student who is an EU citizen or in possession of a residence permit is entitled to work and earn money in Germany, as long as the amount of time at work does not endanger the success of the course. Hours of work are legally restricted to a total of 90 whole or 180 half days a year. If you exceed the specified number of hours, the health insurer no longer classifies you as a student, but rather as an employee, which leads to a marked increase in health insurance contributions.

Health insurance is part of so-called social insurance, which every non-freelance employee has to pay. This also includes pension insurance. Part of the social insurance contribution is paid by the employee, the other by the employer. The level of the contribution is dependant on the level of income. More information social insurance: <http://www.deutsche-sozialversicherung.de>.

In addition, non-freelance employees in Germany pay income tax, which is deducted from the monthly salary. Students can have their income tax reimbursed at the end of the year upon the submission of an income tax declaration.

Further information on employment while studying

<http://www.aufenthaltstitel.de/stichwort/studium.html>

<http://studieren.de/jobben-im-studium.0.html>

<http://www.studis-online.de/StudInfo/Studienfinanzierung/jobben.php>

<http://ec.europa.eu/eures/main.jsp?catId=9278&acro=living&lang=de&parentId=0&countryId=DE&living=&rules=Y>

Job offers

<http://www.stellenwerk-koeln.de/studierende.html>

<http://www.kimeta.de/>

<http://www.monster.de/>

Residency after studying

The residence permit for study purposes becomes invalid after the course of study is completed. However, graduates can, in certain circumstances, take the opportunity to extend their residence permit by one year in order to look for a job that fits their qualifications.

Contact the immigration offices of the city of Cologne for more information (see chapter 5).

Colophon

Academy of Media Arts Cologne
Peter-Welter-Platz 2
50676 Cologne
Tel.: +49 (0)221 201890

Student Office
Peter-Welter-Platz 2
50676 Cologne
Tel.: +49 (0)221 20189119
studoffice@khm.de

International Affairs
Academy of Media Arts Cologne
Peter-Welter-Platz 2
50676 Cologne
international@khm.de

Editing: Andreas Altenhoff, Ruth Weigand
Layout: Bastian Ruppik