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Team International Mobility
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Technology
Arts Sciences
TH Köln

Registration on CaMS

READ BEFORE: Do not follow those instructions or take any action of your own before you have received a registration email from noreply@th-koeln.de, subject line: Neuer Account!
Please read these instructions completely and carefully before you start the registration / enrollment process. Past experience has shown that critical errors can otherwise occur that prevent you from enrolling!

Note: On most TH Köln platforms (like CaMS) you will find the option to change the language at the top right! This guide is based on the English-language version of CaMS.

1.1 Generate the Security Code

Go to cams.th-koeln.de, click on "Applicants - Registration and login for applicants" and then on "Login for applicants". Then click on the Hyperlink "Forgot your login information?".

CaMS

Login

If you are already enrolled, please return to the home page and use the login for students with your campusID. If you have just enrolled, please check your email inbox. Only applicants with a valid "bew-" ID can log in here.

Username

Password

Login

Forgot your login information?

Now you can generate a security code with your username (see registration email) and your date of birth.

Your login information

ⓘ Dear user,
if you have forgotten your login information for your existing account, you can request it again.

Request to change your password

* Username or email address

* Date of birth (mm/dd/yyyy)

Security question

ⓘ Please answer the security question below. This is for spam protection.

Security question (Captcha) **Please write down the first, third and fifth letter of 'FEMALES'.**

* Response to the security question

→ Request login information ⊝ Cancel

After successfully completing the fields, you will receive a security code (<u>Saving the code is mandatory!</u>) and an automatic e-mail with an individual link to change / set up the password

Sie sind hier: <u>Startseite</u>

Passwortänderung beantragen

⚠️ Bitte notieren Sie sich den Sicherheitscode. Sie benötigen ihn im weiteren Verlauf, um für Ihren Account ein neues Passwort eingeben zu können:

Ihr Sicherheitscode

Sicherheitscode: **50583**

ⓘ Wenn die Benutzerkennung gültig ist und eine E-Mail-Adresse hinterlegt wurde, wird Ihnen eine E-Mail mit einem Link zugeschickt. Über diesen Link gelangen Sie auf eine Seite, auf der Sie Ihr Passwort erneut vergeben können. Bitte beachten Sie, dass jene Seite nur in der Desktop-Ansicht aufrufbar ist.

1.2 Set up the password

Save the security code and open the link from the e-mail. There you must now determine a password using the security code.

You can now log in with the generated password.

You can then make full use of CaMS.

Student Services

You can find all the information relevant to you via the student service.
To access it, you must click on the green button after logging in.
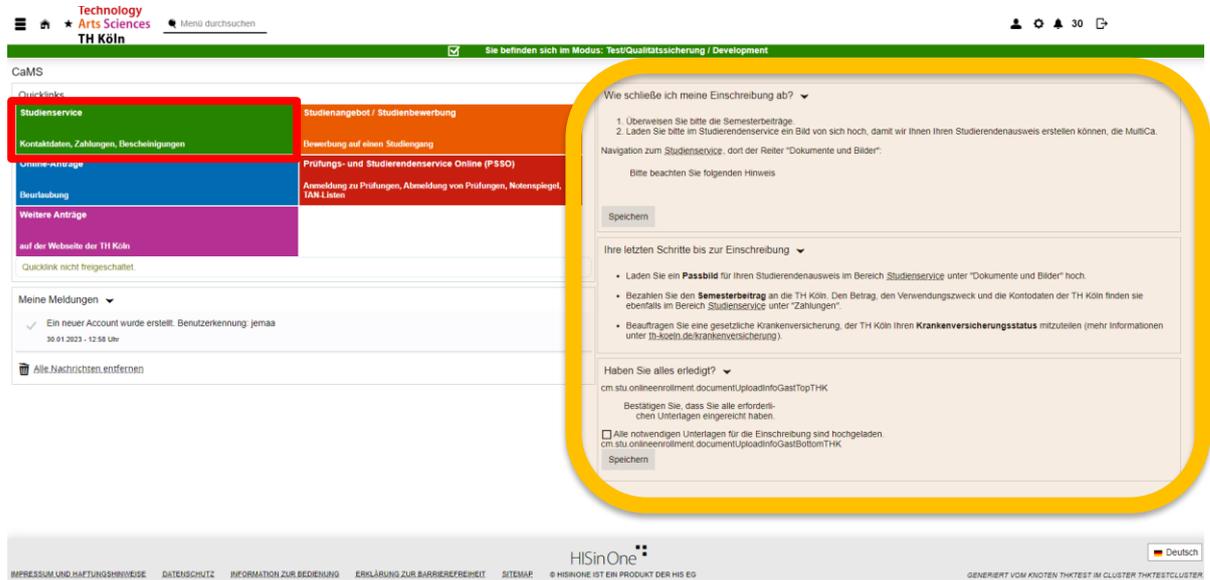

1.3 Completion of Enrollment

Several steps are required to complete the enrollment process. These are displayed on the CaMS starting page and are framed in yellow in the Student Services overview graphic.

You can also view the required documents in Student Services under "Documents to be submitted".
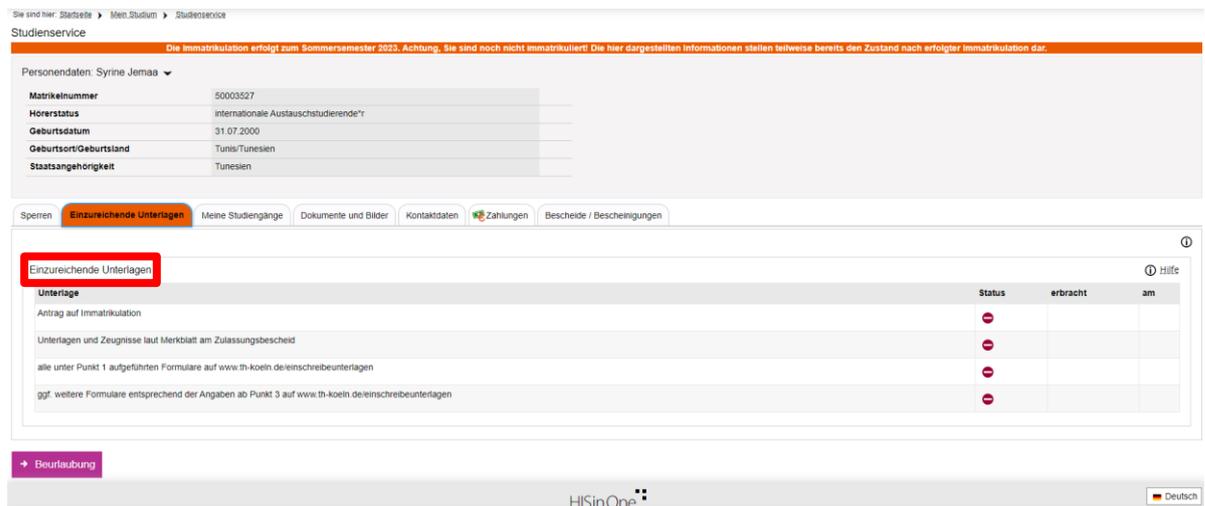
Note: The documents you are required to submit may differ from those shown here. Exchange students generally only have to upload a passport photo. The information on the CaMS starting page is relevant for you (see yellow marker on the 1st image of this page).

To submit your photo, go to the "Dokumente und Bilder" tab and upload the relevant image.
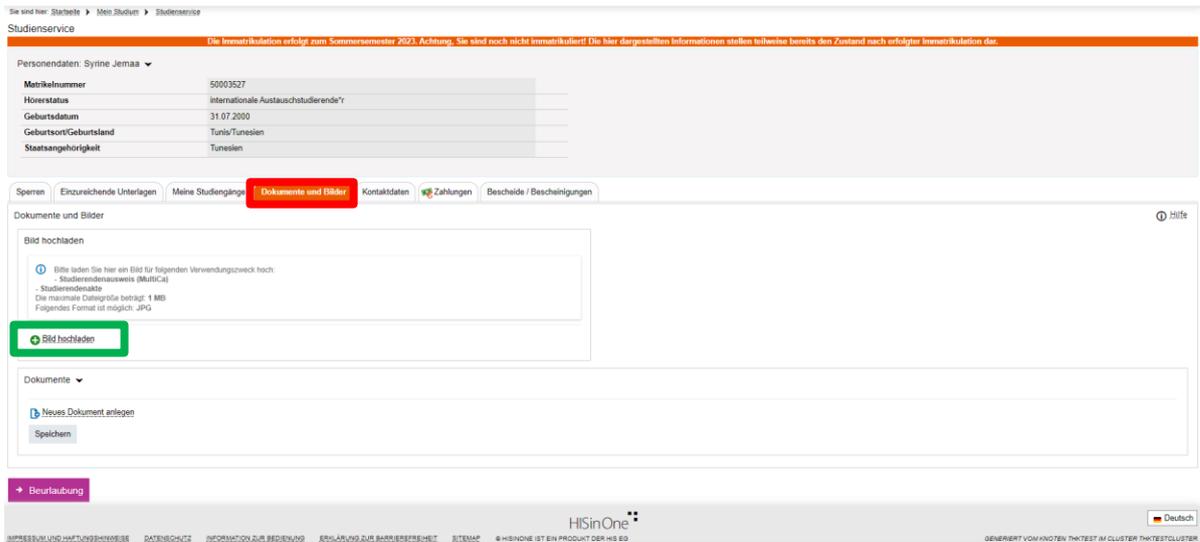
To upload a **passport photo**, select the green marked area "Upload photo". The following field appears.
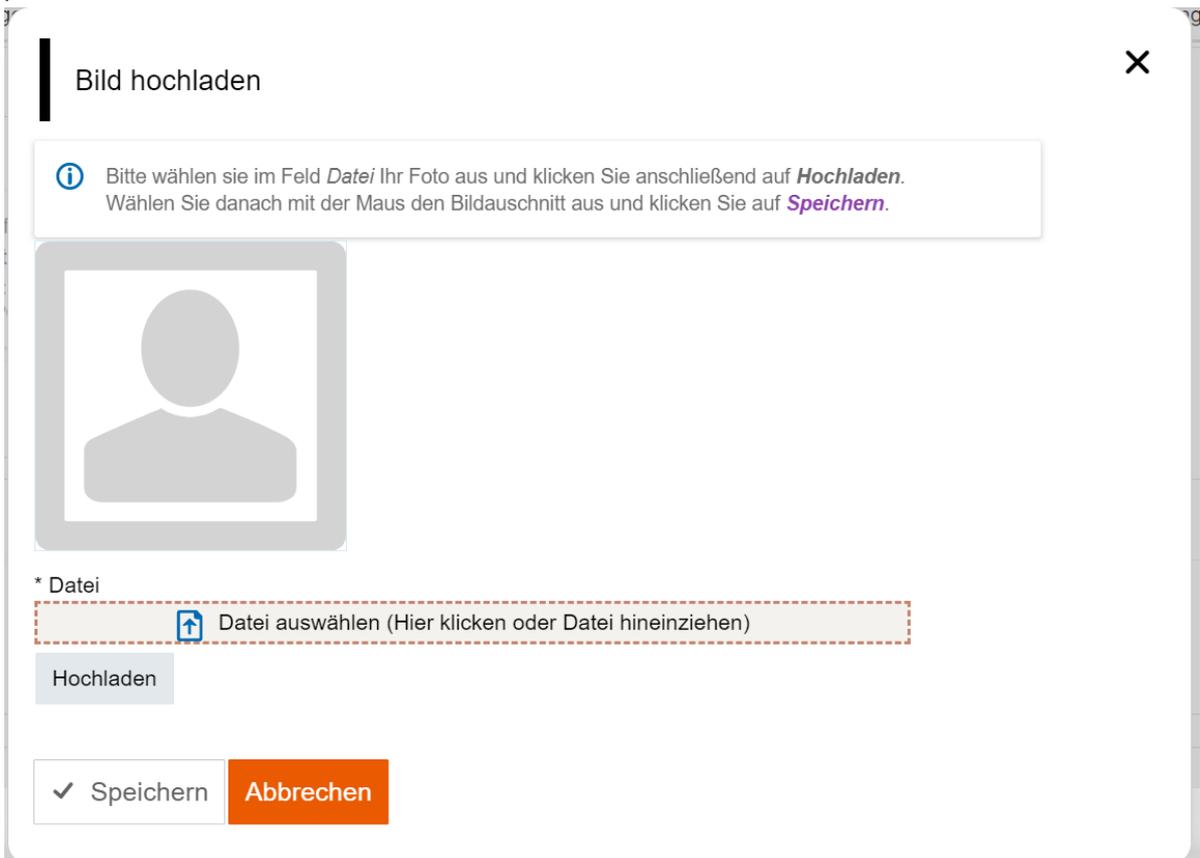
You can now click and drop the file into the dotted area or select and upload a file in your documents by clicking on it once.

IMPORTANT: After a file has been uploaded, both the "Upload" button and the "Save" button must be pressed so that the file remains saved.

1.4 Pay the semester fee

To pay the semester fee, please got to the tab „Zahlungen" / „Payments".

You will now find all the relevant information for paying the semester fee.

First of all, you will find the account details of the TH Köln - University of Applied Sciences (marked in green). The table shows the fee due for the respective semester (red marking) and the payment deadline (yellow marking).

The reason for payment indicated there is essential. This is made up of your matriculation number, first name and surname.

Example: Alexis Zufall with the matriculation number 11123456 would like to pay his outstanding contribution of €319.20. He uses the account details marked in green and transfers the amount with the purpose "11123456 Alexis Zufall".

As soon as your transfer has been received and allocated, it is listed under "Actual". When payment is complete, the "Outstanding payments" display disappears.

1.5 Generate your Study Certificate

You can also download study certificates via the student service. To do this, you need to go to the tab "Bescheide / Bescheinigungen".

As soon as the semester fee has been paid in full and received, you can download the current certificate of enrollment via the "Certificate of Enrollment" button (green marking).

Zeitpunkt der Anforderung	Bescheidtyp	Semester	Druckzeitpunkt	Gelesen	Aktionen
02.01.2023 12:03:22	BAföG Bescheinigung	Sommersemester 2023	02.01.2023 16:43:00	✓	
02.01.2023 12:03:22	Studienbescheinigung	Sommersemester 2023	02.01.2023 16:42:55	✓	
09.12.2022 07:48:18	Studienbescheinigung	Sommersemester 2022	10.12.2022 18:20:55	✓	
09.12.2022 07:47:42	BAföG Bescheinigung	Sommersemester 2022	10.12.2022 18:20:59	✓	
09.12.2022 07:25:20	Studienbescheinigung	Wintersemester 2021/22	10.12.2022 18:21:07	✓	
09.12.2022 07:21:18	Studienbescheinigung	Wintersemester 2022/23	10.12.2022 18:17:18	✓	
09.12.2022 06:58:32	BAföG Bescheinigung	Wintersemester 2021/22	10.12.2022 18:21:11	✓	
09.12.2022 06:45:55	BAföG Bescheinigung	Wintersemester 2022/23	10.12.2022 18:17:57	✓	

Bescheide: Studienbescheinigung

Semester

Suchergebnis: 8 Ergebnisse | Zeilen pro Seite (Max:300) | 10

Schließen

To download the respective certificate, simply click on the colored symbol under Actions.