

Cologne, [date]

## Information on your studies at TH Köln

Dear [name],

Welcome to TH Köln! Your student ID number is [number].

### 1. Student ID card (MultiCa)

Enclosed you will find your student ID card (in German and English), called MultiCa. **Please note that the MultiCa needs to be (re-)validated each semester at one of TH Köln's validating stations.** This can be done after you have paid your semester fees.

A list of all validating stations as well as additional information on the MultiCa and its functions is available at [www.th-koeln.de/multica\\_en](http://www.th-koeln.de/multica_en).

### 2. Online Examination and Student Services (PSSO)

As a student, you will use PSSO to register for and de-register from examinations, check the status of your **exam registrations and your exam results** and download and print transcripts of records (PDF).

Login page: <https://pssso.th-koeln.de>

Info page: [www.th-koeln.de/pssso\\_en](http://www.th-koeln.de/pssso_en)

Most functions in PSSO require a transaction authentication number (**TAN**). Below are your initial TANs, which you need to generate a complete TAN list in PSSO:

	[TAN 1]	to generate a new TAN list	
	[TAN 2]	to activate your new TAN list	
<u>Backup TANs</u>	[TAN 3]	[TAN 4]	[TAN 5]

This initial TAN list is intended for your first access to PSSO. **Each TAN can only be used once.** We recommend crossing out used TANs so that you always know which TANs are still valid.

#### Office of Student Services

Department of  
Academic Affairs

For service hours and contact  
information, please visit:  
[www.th-koeln.de/student-services](http://www.th-koeln.de/student-services)

#### Technische Hochschule Köln

University of Applied Sciences

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50968 Köln  
Germany

President's Office:  
Claudiusstraße 1  
50678 Köln  
Germany

+49 221- 8275-0  
[www.th-koeln.de](http://www.th-koeln.de)

**PSSO access:** Our Campus IT service has already sent an **email to your private email address**. This email contains your user name and initial password for your personal university account – called **campusID** – which gives you access to TH Köln's IT services. If you did not receive this email or if you have any questions on your campusID or the campusID center, please get in touch with the Campus IT service team: [www.campus-it.th-koeln.de](http://www.campus-it.th-koeln.de).

Once your campusID has been activated, you can use your CampusID username and your chosen password to log in to PSSO.

### 3. Campus management system (CaMS)

In CaMS, you can:

- update your contact information
- download certificates (e.g. certificate of enrollment or BAFöG certificates)
- submit requests or applications (e.g. for leave of absence or disenrollment)
- check if TH Köln has received your payment of the semester fees or if there are any pending payments

Login page: <https://cams.th-koeln.de>  
Info page: [www.th-koeln.de/cams\\_en](http://www.th-koeln.de/cams_en)

### 4. Semester ticket (Deutschlandticket for students)

You can generate your personal Deutschlandticket via the Online Ticket Shop by Deutsche Bahn. Please note that this is only possible a few days before the start of the semester.

More information on the Deutschlandticket is available here:  
[www.th-koeln.de/semester-ticket](http://www.th-koeln.de/semester-ticket)

If you have questions about the ticket, you can contact TH Köln's General Students' Committee (AStA):  
[www.asta.th-koeln.de](http://www.asta.th-koeln.de)

Please note that your **Deutschlandticket for students is only valid if presented along with your student ID card (MultiCa)**, which you need to validate each semester.

With best regards,  
The Office of Student and Examination Services

This letter was generated automatically and is valid without signature.