

# ARRIVAL GUIDE FOR INTERNATIONAL STUDENTS 2017



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# 1. Welcome to the COLOGNE BUSINESS SCHOOL!

Welcome to Cologne Business School (CBS)! The CBS is a private business school in the heart of Cologne. It is ranked among the top German universities for business studies. (Wirtschafts Woche HR-Ranking).



Founded in 1993, CBS belongs to the pioneers who introduced the bachelor degree to Germany. Today, we offer 7 different BA Programs with various specializations, as well as MA Programs and an MBA program. Most of the programs are fully taught in English.

All programs at CBS are state approved and carry the seal of approval from the trinational accreditation agency FIBAA (Foundation for International Business Administration Accreditation) with excellent appraisal in the areas of practical economics and practical relevance.



## 2. ... and Welcome to Cologne!



With your decision to study at the Cologne Business School, you decided at the same time to live in the lively and pulsating metropolis of Cologne. With over 2,000 years of history and a population of over one million Cologne is the fourth-largest city in Germany and guarantees exciting experiences for everyone.

Cologne was founded as a Roman settlement called Colonia Claudia Ara Agrippinensum. In the 1st century A.D. its first city wall was built. Remains of these times can still be found all over the city.

The most popular and impressive sight is the gothic-style Cologne Cathedral in the heart of the city. It lies in the vicinity of the old town (Altstadt) with its numerous cafés, pubs, “Kölsch” breweries and shopping facilities. The best view of the cathedral and the historic skyline of Cologne with its many church towers can be caught from across Cologne’s second impressive landmark – the Rhine river.

The open-hearted and multicultural air of the city makes it easy to meet new friends, not only during the Carnival season or when having a Kölsch. With one of the largest student populations in Germany, Cologne has a vivid night-life that takes place in many cocktail-bars, pubs and clubs.

But Cologne is also a city of culture. It is home to a wide variety of museums, galleries, theatres, an opera house and a philharmonic orchestra. International music and sports stars perform at the Köln LANXESS Arena – and never to forget the cultural highlight of the cathedral!

Media have a long tradition in Cologne: newspaper and magazine publishing companies and art book-trades have partly had their main offices in Cologne for centuries. Later, they were accompanied by numerous radio- and TV-stations, such as WDR, N-TV, Super RTL or VOX. The MediaPark is home to around 250 enterprises, among them Radio Köln and Eins Live, as well as production firms, recording studios, radio stations, record labels and consulting firms.

The vicinity of the CBS to economy is a great benefit for jobs, internships and the entrance into professional life. Cologne has a centuries-old tradition of trade and trade-fairs. Trading firms and industries, e.g. metal-, automobile-, chemical-, pharmaceutical-, printing- or clothing-industry as well as music- or media firms are constantly searching for inspired and motivated junior employees who have plans for a successful future. Take your chances and opportunities!

Finally - Cologne lies in the heart of Europe: The Netherlands and Belgium are located right around the corner. Amsterdam, Brussels and Paris are close by and invite you for a week-end trip!

### 3. Route description to COLOGNE BUSINESS SCHOOL

#### **By public transport:**

Departure: Main station (Köln Hauptbahnhof)

Use the metro line 16 (direction Neumarkt) and get off at Eifelstraße.

Walk another 500 m into the same direction on the Sachsenring and turn right at the next side street, the Hardefuststraße.

#### **By car:**

##### **From the North:**

Via A 57: Take the exit at Köln-Süd/-Lindenthal. From there you follow the Innere Kanalstraße (straight ahead) via the Universitätsstraße to the Uni-Center (high-rise building). Right behind the Uni-Center turn left into the Luxemburger Straße. Turn right at the 3rd traffic light (Barbarossaplatz) to the Salierring. Continue for approx. 100 m on the Sachsenring, and then turn right into the Hardefuststraße.

Via A 59: Please keep right at the junction Leverkusen-West and continue on the A1. Go via the junction Köln-Niehl until you reach the junction Köln-Nord. Keep right here and switch to the A 57 (->A57, North).

Via A 3: Go via the junction Leverkusen until you reach the junction Köln-Ost. Keep right and go to the B55a (->A4, East).

Via A 1: Keep right at the junction Köln-Nord and go to the A 57 (->A 57, North).

##### **From the South:**

Turn right at the junction Köln on A 555 into the Bonner Straße.

After approx. 3 km turn left into the Rolandstraße. Please continue via the Volksgartenstraße. Then turn right on the 3rd side street into the Hardefuststraße.

##### **From the West:**

Via A 4: Please keep right on the A 4 at exit Köln-Klettenberg and go to Luxemburger Straße, continue straight ahead until you reach Barbarossaplatz (3.5 km). Turn right into Salierring. Go straight for 100 m, then turn left on the 1st side street, the Hardefuststraße.

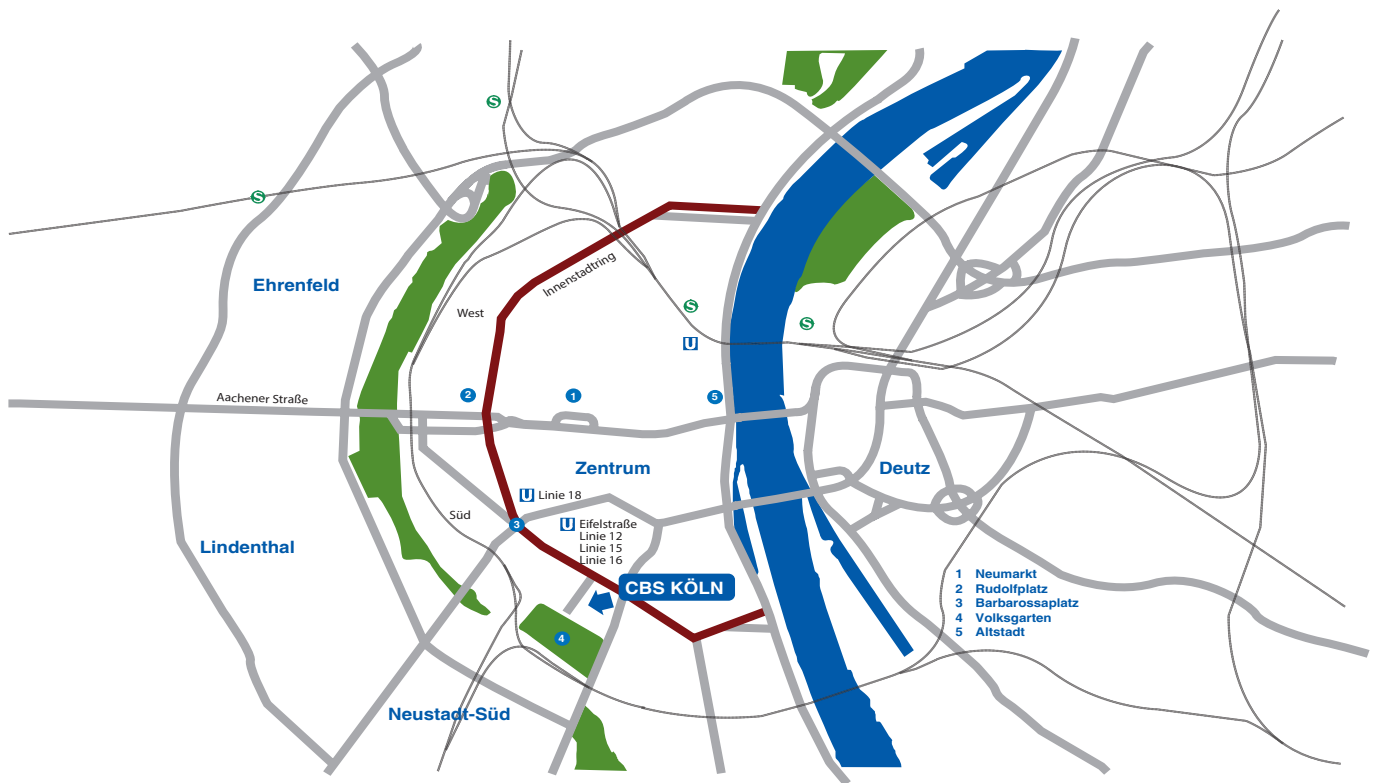
Via A 1: Please use exit Köln-Lövenich/Junkersdorf on A 1 after junction West and turn right into the Aachener Straße (B 55). Continue for approx. 6.5 km until you reach the Hahnentor (ancient Roman gate).

Turn right here into the Habsburgerring. Continue straight via Barbarossaplatz until you reach the Sachsenring. Then turn right on the 1st side street, the Hardefuststraße.

**From the East:**

Take the A 4 and exit at the junction Köln-Ost into the direction of Centrum/ZooBrücke. Please keep right for 130 m when Köln-Messe is indicated. Take the right lane to go to the Pfälzischer Ring. Go via the trade fare (Messe), Deutz-Mühlheimer-Str. and Justinianstraße to the Gotenring. Continue via the Severinsbrücke (Bridge) to Perlengraben. Continue straight ahead (using the middle lane) via the Tel-Aviv-Straße to Ulrichgasse.

After the crossing turn half right into the Kleingedankstraße, the next right into the Lothringer Straße, the 2nd street to the right is the Hardefuststraße.



## 4. Important Contacts

### International Office

#### **CBS POSTAL ADDRESS:**

Hardefuststr. 1  
50677 Cologne

#### **VISITORS ADDRESS:**

Hardefuststraße 1, 2nd floor  
50677 Cologne  
E-Mail: [international.office@cbs.de](mailto:international.office@cbs.de)

Head of International Office	Silke Bochow	(0221)931809-39
Coordinator International Students		(0221)931809-466
Study Abroad Advisor	Stefanie Fey	(0221)931809-779

### Presidium

President of the CBS	Prof. Dr. habil. Elisabeth Fröhlich	(0221)931809-81
Head of Administration	Prof. Dr. Florian Hummel	(0221)931809-44

### Student Services

Examination Office		<a href="mailto:examinations.office@cbs.de">examinations.office@cbs.de</a>
Admissions Office		<a href="mailto:admissions@cbs.de">admissions@cbs.de</a>
Students Office		<a href="mailto:students.office@cbs.de">students.office@cbs.de</a>
Career Services		<a href="mailto:career@cbs.de">career@cbs.de</a>
Library		<a href="mailto:library@cbs.de">library@cbs.de</a>

## 5. Study at CBS

### Academic Calendar

#### **Spring term 2017**

Introduction Week:	24.–27.01.2017
Start of lectures:	30.01.2017
Public Holiday:	01.05.2017
End of lectures:	19.05.2017
Exams:	22.05.–03.06.2017
Carnival break:	23.02.–01.03.2017
Easter break:	18.–23.04.2017

#### **Fall term 2017**

Introduction Week:	21.–25.08.2017
Start of lectures:	28.08.2017
Public Holiday:	03.10.2017/01.11.2017
End of lectures:	01.12.2017
Exams:	04.–16.12.2017

### Courses and Grading System

At CBS, students are required to select most of the subjects by modules. One module usually has 6 ECTS credits and contains two courses at 3 ECTS each. These modules cannot be split, which means that students must always take both courses belonging to the respective module.

If a student fails one course, he/ she can compensate the failed course through the second course belonging to that module, and thus still reach the full credits for the module.

Should the student not be able to compensate the failed course, he/ she has to retake the full module with both courses. This also applies in case that one of the courses has already been passed.

#### **Example 1:**

<u>Module</u>	
Course 1	30%
Course 2	80%

Course 2 passed, course 1 failed, but compensated with course 2: Module passed with 55%

#### **Example 2:**

<u>Module</u>	
Course 1	70%
Course 2	90%

Both courses passed: Module passed with 80%

#### **Example 3:**

<u>Module</u>	
Course 1	20%
Course 2	60%

Course 2 passed, course 1 failed, but not compensated with course 2: Module failed with 40%  
Both courses need to be retaken to pass the module.



## Performance Evaluation

The CBS uses the European Credit Transfer and Accumulation System (ECTS). This credit system is based on the student workload required to achieve the objectives of a programme. These objectives are specified in terms of the learning outcomes and competences to be acquired.

The Bologna Declaration of June 1999 introduced the Bachelor/Master system in all EU countries. ECTS makes study programmes easy to compare for all students: both local and foreign. Thus, the ECTS facilitates mobility and academic recognition.

The ECTS system works with 60 credit points per academic year. At CBS, a BA degree is conferred when a student has collected 180 credit points with programme-relevant courses (for more details see the text of the "Examination Directive/Prüfungsordnung").

Courses are graded as follows:

Grade %	Local Grade	English Translation	Grade %	Local Grade	English Translation
100	1,0	<b>Very Good</b>  Above the average standard	69 – 68	3,1	<b>Satisfactory</b>
99 - 98	1,1		67 – 66	3,2	
97 - 96	1,2		65 – 64	3,3	
95 - 94	1,3		63 – 62	3,4	
93 - 92	1,4				
91 - 90	1,5	<b>Good</b>  Generally sound work with a number of notable errors	61 – 60	3,5	<b>Sufficient</b>  Performance meets the minimum criteria  "Lowest Passing Grade"
89 - 88	1,6		59 – 58	3,6	
87 - 86	1,7		57 – 56	3,7	
85 - 84	1,8		55 – 54	3,8	
83 - 82	1,9		53 – 52	3,9	
81 – 80	2,0		51 – 50	4,0	
79	2,1				
78	2,2				
77	2,3				
76	2,4				
75	2,5	<b>Satisfactory</b>  Fair but with significant shortcomings	<49	F	<b>Fail</b>  Considerable further work is required
74	2,6				
73	2,7				
72	2,8				
71	2,9				
70	3,0				

## Exams

The exams will take place during the last 2 weeks of the semester. The timetable will be published approximately 2 weeks before the exam period. Please note that exams can take place on Saturdays as well within examination weeks.

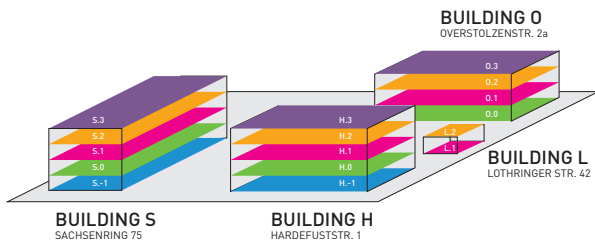
A module with two classes usually consists of a written exam and a course work.

- 1) In a written exam, the candidate is expected to prove that he/she is able to handle questions and find ways to bring about solutions in a limited amount of time, with limited aids and under supervision using prevalent subject-related methods.
- 2) The assessment for course work can consist of e.g:
  - a. Term paper
  - b. Project work\*
  - c. Group work\*
  - d. Presentation\*
  - e. Attendance
  - f. Oral exam\*

**\* Dress code: Please consider that CBS has a dress code.  
For all presentations in class please dress formally (e.g. suit and tie)**

# 6. Floor plan

## SITE PLAN



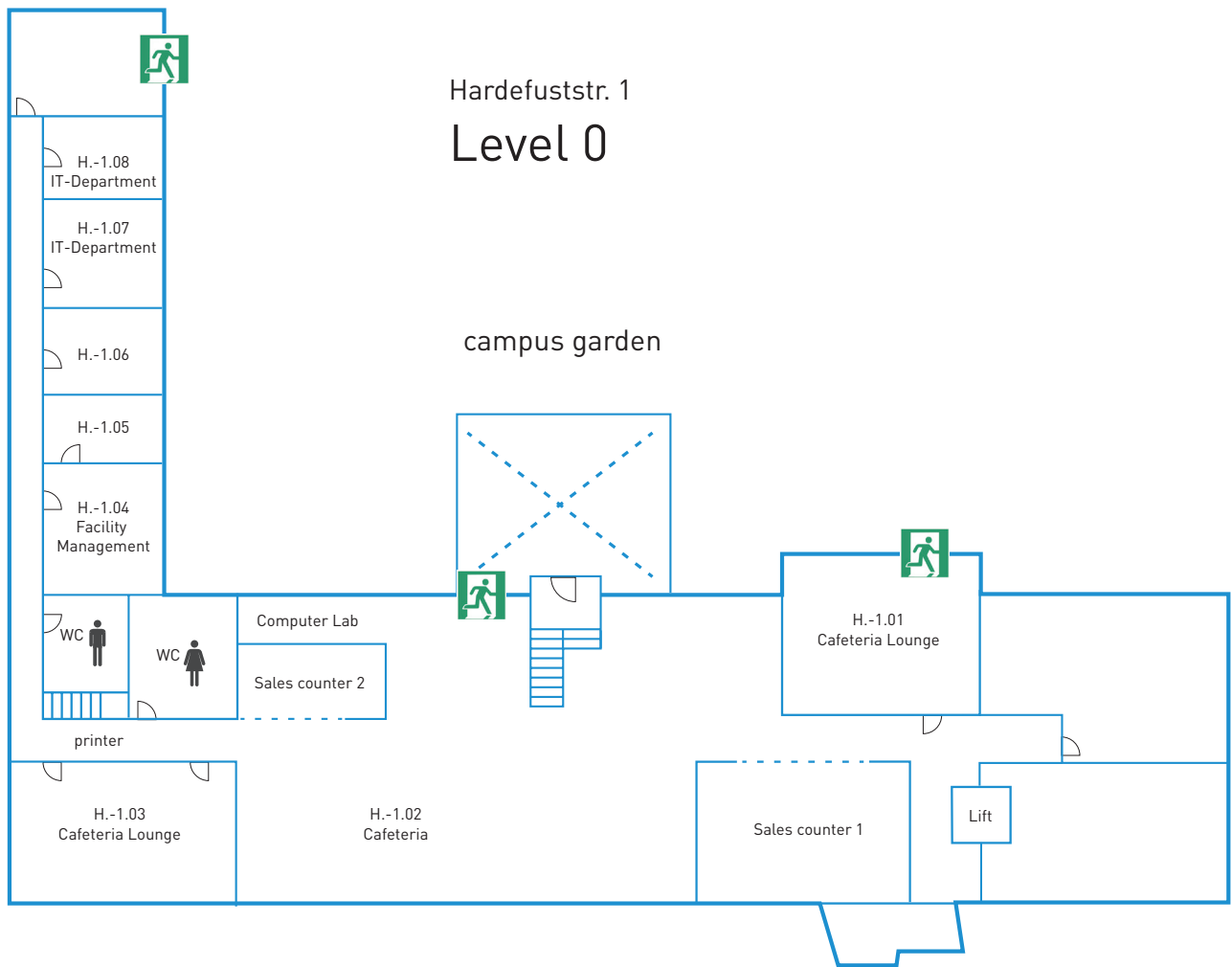
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<b>S.4</b>	<b>SEMINAR ROOMS</b>	
	Copenhagen	S.4.01
	Stockholm	S.4.02
	Oslo	S.4.03
	Helsinki	S.4.04
<b>S.3</b>	<b>SEMINAR ROOMS</b>	
	Brussels	S.3.01
	London	S.3.02
	Paris	S.3.03
	<b>FACULTY</b>	
	Lecturers Offices	S.3.05-07
	Lounge	S.3.04
<b>S.2</b>	<b>SEMINAR ROOMS</b>	
	Budapest	S.2.03
	Krakow	S.2.04
	Prague	S.2.05
	<b>DEPARTMENTS</b>	
	International Business Development	S.2.01+02
<b>S.1</b>	<b>SEMINAR ROOMS</b>	
	Lisbon	S.1.01
	Athens	S.1.02
	Rome	S.1.03
	Madrid	S.1.04
<b>S.0</b>	<b>DEPARTMENTS</b>	
	Graphic Design / Digital Marketing / Corporate Comm.	S.0.02
	Study Advisory	S.0.03
	Head of Marketing	S.0.04
	<b>DEPARTMENTS</b>	
	Marketing Trainees	S.0.05
	Admissions Office	S.0.06 + S.0.07
	Conference Room	S.0.01
<b>S.-1</b>	Students Initiative	

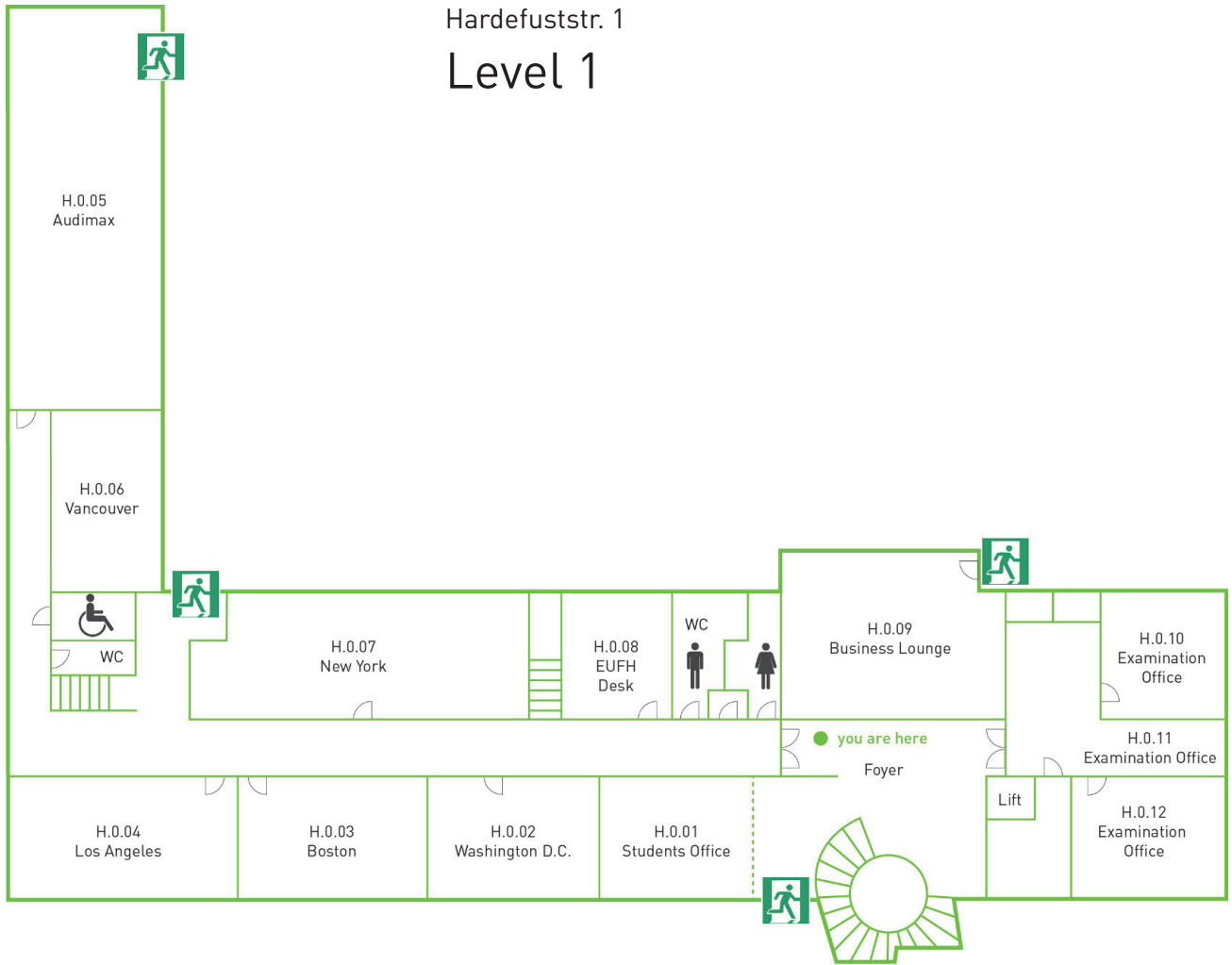
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<b>H.3</b>	<b>SEMINAR ROOMS</b>	
	Sydney	H.3.01
	Melbourne	H.3.02
	Auckland	H.3.03
	Christchurch	H.3.04
	<b>DEPARTMENTS</b>	
	Library	H.3.11
	Study Rooms	H.3.05-09
	Computer Lab	H.3.10
<b>H.2</b>	<b>SEMINAR ROOMS</b>	
	Tokyo	H.2.01
	Beijing	H.2.02
	Bangkok	H.2.03
	Singapore	H.2.04
	Kuala Lumpur	H.2.05
	Delhi	H.2.06
	Hongkong	H.2.07
	<b>DEPARTMENTS</b>	
	Accounting	H.2.09
	International Office	H.2.12+14+15
	Prep4University/Programme Management	H.2.16
	Faculty Room	H.2.11
	Conference Room	H.2.13
<b>H.1</b>	<b>SEMINAR ROOMS</b>	
	Buenos Aires	H.1.01
	Rio de Janeiro	H.1.02
	Santiago de Chile	H.1.03
	Caracas	H.1.04
	Bogeta	H.1.06
	Quito	H.1.07
	<b>DEPARTMENTS</b>	
	Board of Administration	H.1.14
	Assistant to Board of Administration	H.1.15
	Career Services	H.1.10+11
	Resource Planning & Scheduling	H.1.12
	Conference Room	H.1.13
	Experience Room	H.1.08+09
	Career Corner	H.1.05a
	Computer Lab	H.1.05b
<b>H.0</b>	<b>LECTURE HALLS</b>	
	Washington D.C.	H.0.02
	Boston	H.0.03
	Los Angeles	H.0.04
	Audimax	H.0.05
	Vancouver	H.0.06
	New York	H.0.07
	<b>DEPARTMENTS</b>	
	Students Office	H.0.01
	Examination Office	H.0.10-12
	Business Lounge	H.0.09
	EUFH Desk	H.0.08
<b>H.-1</b>	<b>CAFETERIA + CAMPUS GARDEN</b>	
	Computer Lab	
	<b>DEPARTMENTS</b>	
	IT-Department	H.-1.06-08
	Facility Management	H.-1.04
<b>3</b>	<b>FACULTY</b>	
	Academic Staff	0.3.01+05
	Lecturers' Offices	0.3.02-04
	Lecturers' Offices	0.3.06-08+11
	Lecturers' Offices	0.3.13-19
	Conference Room	0.3.09+12
<b>2</b>	President	0.2.02
	<b>FACULTY</b>	
	Lecturers' Office	0.2.11
	Lecturers' Offices	0.2.13-17
	Academic Staff	0.2.04
	<b>DEPARTMENT</b>	
	Managing Director	0.2.06
	Managing Director Klett Campus GmbH	0.2.05
	Assistant to Presidents and Management Board	0.2.01
	Programme and Quality Management	0.2.10
	Lecturers Office	0.2.11
	Accounting	0.2.12
	Conference Room	0.2.03+08+13

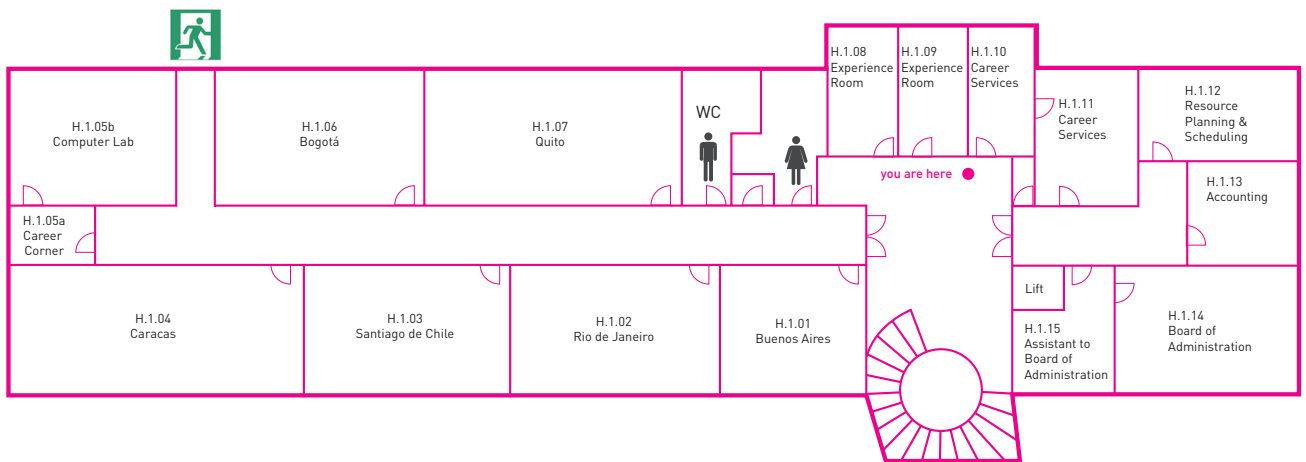
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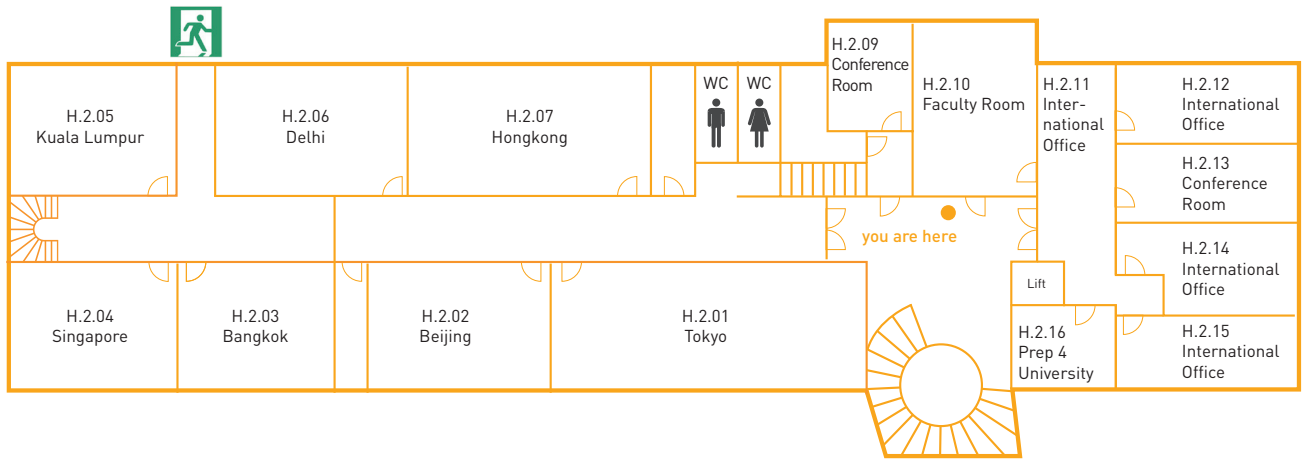
Hardefuststr. 1  
Level 1



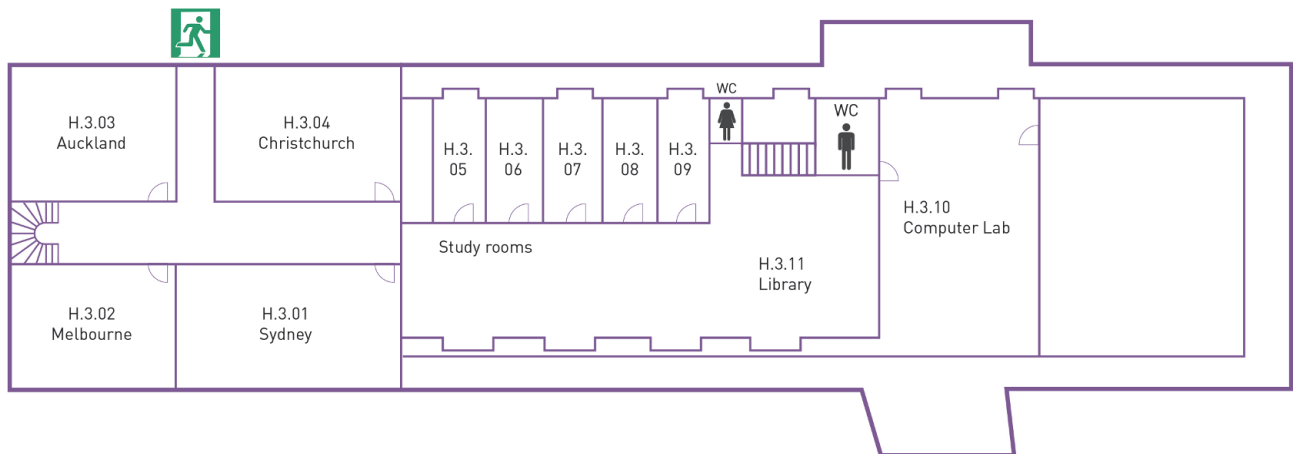
Hardefuststr. 1  
Level 2



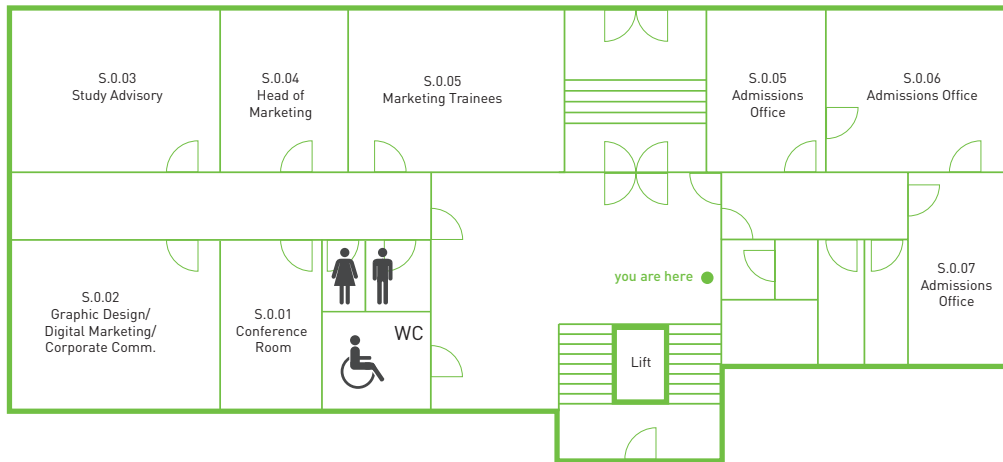
Hardefuststr. 1  
Level 3



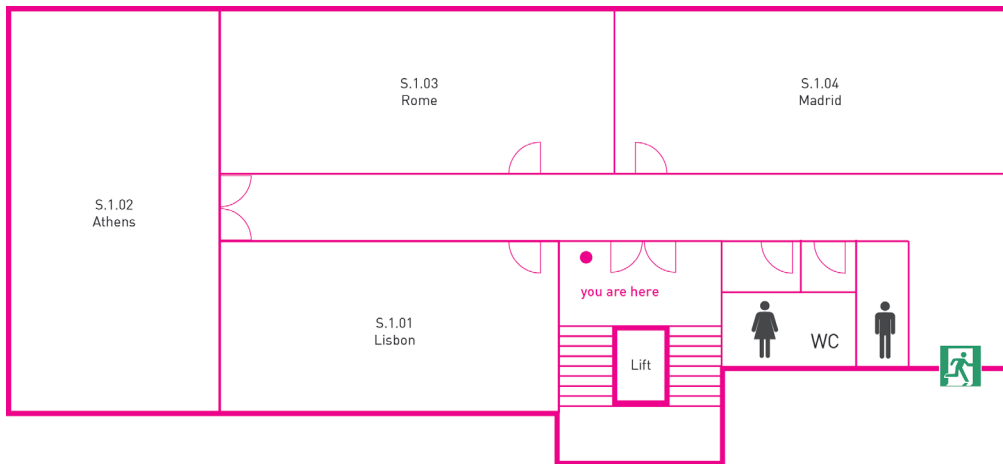
Hardefuststr. 1  
Level 4



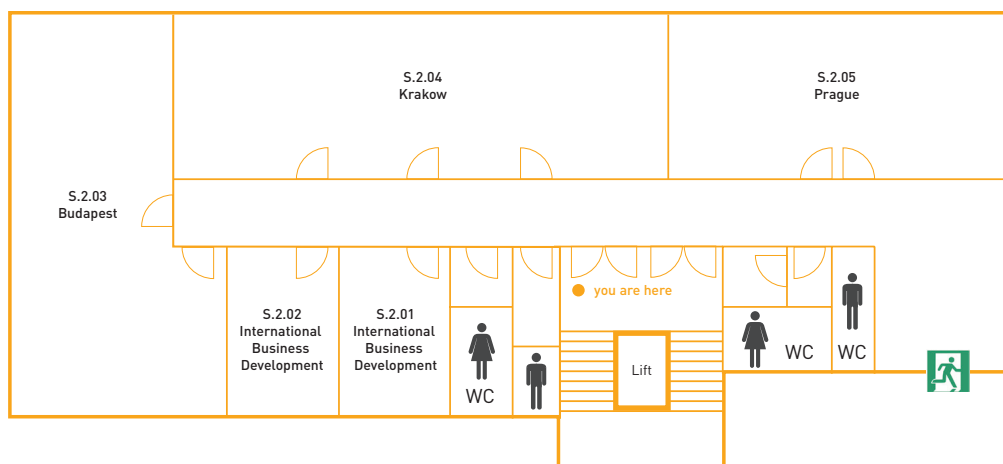
Sachsenring 75  
Level 0



Sachsenring 75  
Level 1



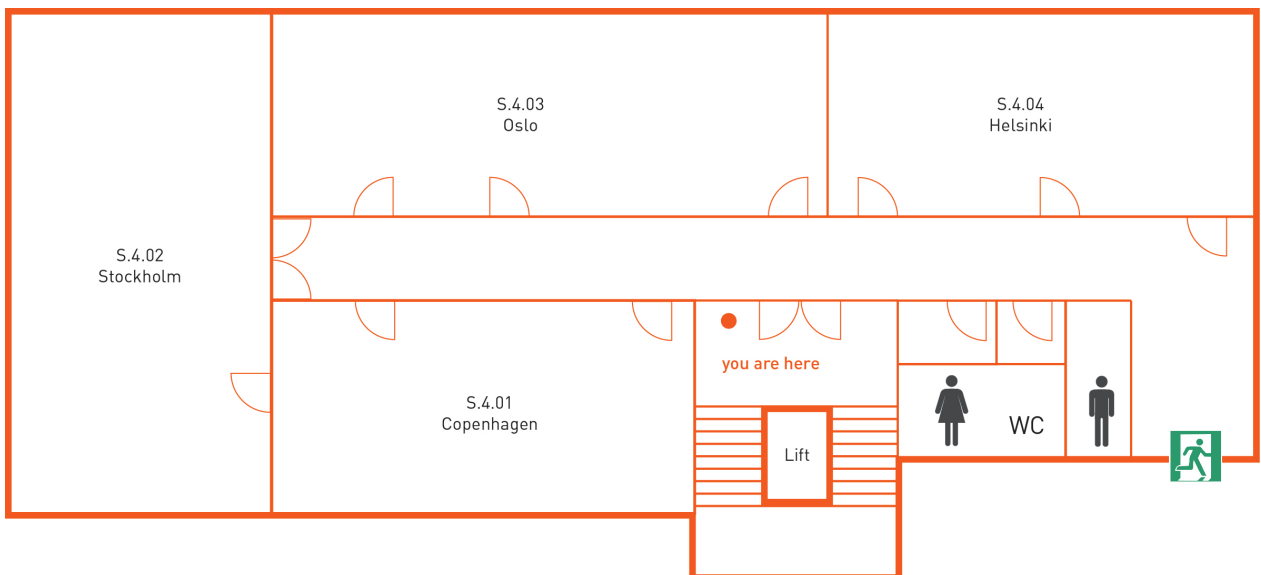
Sachsenring 75  
Level 2



Sachsenring 75  
Level 3



Sachsenring 75  
Level 4





## 7. Opening Hours

### **Students Office**

#### Term Time

Monday	8 am - 6 pm
Tuesday	8 am - 6 pm
Wednesday	8 am - 6 pm
Thursday	8 am - 6 pm
Friday	8 am - 5 pm

### **International Office**

Monday - Friday	9 am - 5 pm
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### **Learning Resources Centre (LRC) / Computer room**

#### Term Time

Mo, Wed, Fri:	8 am - 8pm
Tue, Thu:	8 am - 6pm

#### Semester Break

Monday - Friday	8 am - 6 pm
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### **Library**

#### Our regular opening hours

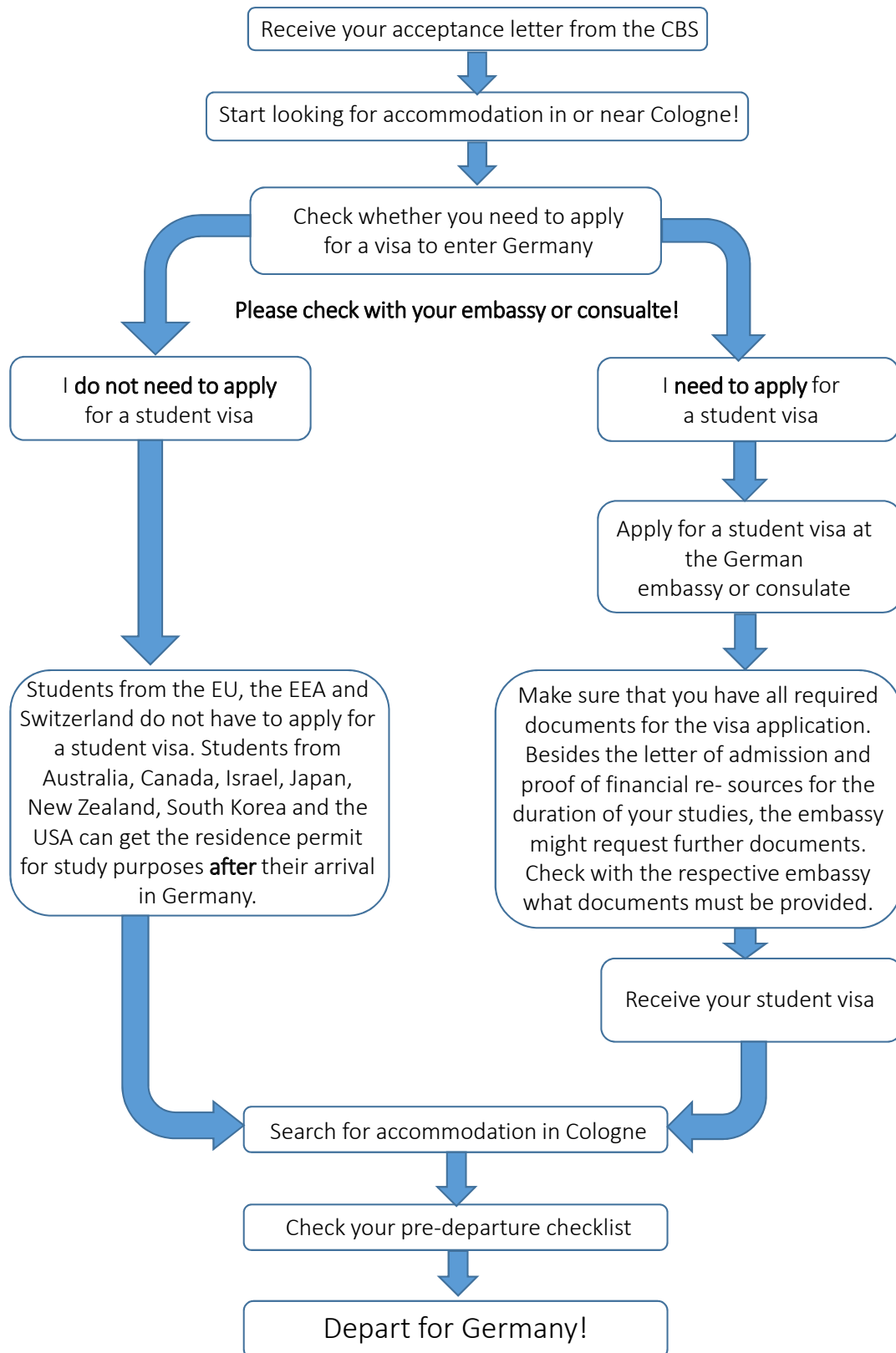
Monday	8:30 am - 7 pm
Tuesday	8:30 am - 6 pm
Wednesday	8:30 am - 7 pm
Thursday	8:30 am - 7 pm
Friday	8:30 am - 6 pm
Saturday	9 am - 3 pm

Please be informed about changing opening hours during semester holiday.

Library opening hours:

<http://bibliothek.cbs-edu.net/en/service/offer/opening-hours/>

## Pre-Departure Pathway



## 8. Your CBS Student ID Card

Your student ID Card/ semester ticket is one of the most important documents for your stay in Cologne. You will have to buy it for **174,40 €**. It will be handed out to you during the Welcome Days. The card not only allows you to take books from the library and enter museums or some of the film theatres for reduced fees. Another payment of 74,75 € fee needs to be conducted beforehand for the „Kölner Studentenwerk“, an organization that provides different services and support to all students studying at universities in Cologne. Services include accommodation, canteens, psychological and social consultation, support for international students and helpful links and locations in Cologne as well as access to a range of sports facilities and course offers.

Once per year, all students at Cologne Business School elect the Students' Parliament (StuPa) democratically. The StuPa projects are financed from a contribution of currently 10 € per semester from the students.

At the same time, the ID Card serves as your ticket for public transportation **in the whole region of North Rhine-Westphalia** (Except from IC, EC and ICE trains). You may use any busses, subways, underground and regional trains. Please find more information on the semester ticket and the region of the NRW Student Ticket at:

[www.studenten-nrw-ticket.de](http://www.studenten-nrw-ticket.de)

Your Student ID Card also serves as copy card for the printers at CBS with a budget of 30,-€ per semester. If you need to reload your copy card, please contact the Students Office.

In case of loss of the Student ID Card you can receive a new one in the Student Office for an additional fee.

## 9. IT Services

Cologne Business School has wireless internet around its campus as well as modern computer facilities. Students are highly recommended to bring their own laptop to work with. Our IT-Services will be glad to help you log into the CBS wireless internet.

## 10. Interning/Working in Germany

Students from the European Union (EU) or European Economic Area (EEA) have free access to the German job market and are treated equivalent to German students.

International students from other countries can work a total of 120 full or 240 half days per year. If you wish to work more, you will need a permit from the „Agentur für Arbeit“ (Federal Employment Agency) and the foreigners' authority.

Whether you are issued a work permit largely depends on the condition of the local job market. You are less likely to receive a permit to work more than 120 days in regions with higher unemployment rates.

In general, you have the opportunity to do an internship in Germany. Voluntary internships – paid and unpaid – count towards the 120 full / 240 half days per year. Mandatory internships can be completed additionally.

Please keep in mind that the working language in most companies is German. If you don't speak German you should look for larger international companies, or companies from your home country with a subsidiary

office in Germany.

The Career Services office will offer info sessions on interning and working in Germany at the beginning of the semester.

In addition, the CBS Student Portal (STUPO) provides a job portal and a lot of information on how to find an internship and how to apply in Germany.

Please contact [career@cbs.de](mailto:career@cbs.de) in case of further questions.

## 11. Risk- and Crisis Management

CBS has created a task force which comes together in order to coordinate activities needed to respond to different cases of emergency situations. We have an emergency number (+49-221 931809-789), and will in addition collect the phone numbers from all international students at the beginning of the semester. During introduction week we will inform all international students regarding precautions for their stay in Germany and their trips around Europe. An emergency contact card is issued to all students on which they will find some first immediate advice in case of emergencies.

The CBS International Office has contact information to counselors for different languages should students need psychological support after an emergency situation.

## 12. Accommodation in Cologne

### **CBS Student Residence:**

The Cologne Business School offers fully equipped double and single rooms in its attractive residence hall in the "Südstadt" of Cologne. In its immediate vicinity you can find plenty of shopping facilities and student bars, restaurants and clubs. Each room in the dormitory is furnished with a bed, closet, desk, storage, rack, lamps, beddings and private lockers.

A large and spacious common kitchen is fully equipped with refrigerators, a freezer, stove, oven and microwaves. Bathrooms on each floor are available to all residents. Furthermore, students share a comfortable living room with dining facilities, couches and a TV as well as a big garden.

As spaces fill quickly, it is advisable to apply for accommodation early. An application form can be submitted online at <http://www.cbs.de/en/campus/living-in-cologne/cbs-student-residence/dorm-reservation/>

Move in dates for the spring semester 2017 are: [16 January 2017](#), [20 January 2017](#) or [23 January 2017](#)

Move out dates for the spring semester 2017 are: [05 June 2017](#), [06 June 2017](#) or [16 June 2017](#)





### **Residence Halls from the Kölner Studentenwerk**

The Kölner Studentenwerk offers a great number of student residences close to the city center. For application you should register online at:

[http://www.kstw.de/index.php?option=com\\_content&view=article&id=315&Itemid=11&lang=en](http://www.kstw.de/index.php?option=com_content&view=article&id=315&Itemid=11&lang=en)

Please register early, since rooms in one of Cologne's student residences are highly requested.

### **Accommodation for the first few days in Cologne:**

If you arrive in Cologne without a place to stay, the easiest way is to find accommodation in a youth hostel or tourist hostel:

Black Sheep Hostel  
Barbarossaplatz 1, 50674 Köln  
Phone: +49 (0)221 30290960  
Fax: +49 (0)221 30290990  
Email: [kontakt@blacksheephostel.de](mailto:kontakt@blacksheephostel.de)  
[www.blacksheephostel.de](http://www.blacksheephostel.de)

Weltempfänger Hostel & Café  
Venloer Str. 196, 50823 Köln  
Phone: +49 (0)221 99579957  
Fax: +49 (0)221 99579958  
Email: [info@koeln-hostel.de](mailto:info@koeln-hostel.de)  
[www.koeln-hostel.de](http://www.koeln-hostel.de)

Jugendherberge Köln Riehl  
Phone: 0221/ 97 65 13-0  
Email: [koeln-riehl@jugendherberge.de](mailto:koeln-riehl@jugendherberge.de)

Jugendherberge Köln Deutz  
Siegessstr. 5a, 50679 Köln  
Phone: 0221/ 81 47 11  
Fax: 0221/ 88 44 25  
Email: [koeln-deutz@jugendherberge.de](mailto:koeln-deutz@jugendherberge.de)  
[www.koeln-deutz.jugendherberge.de](http://www.koeln-deutz.jugendherberge.de)

Station Hostel for Backpackers  
Marzellenstr. 44 - 56, 50668 Köln  
Phone: 0221/ 91 25 301  
Fax: 0221/ 91 25 303  
Email: [station@hostel-cologne.de](mailto:station@hostel-cologne.de)  
[www.hostel-cologne.de](http://www.hostel-cologne.de)

### **Mitwohnzentralen/ Flat timeshare centres**

Another possibility of finding accommodation for one or two semesters are so-called Mitwohnzentralen. Here, rooms or flats are sublet for a limited period, e.g. by students who go abroad for one or two semesters:

Mitwohnzentrale Rheinland  
[www.e-rent.de](http://www.e-rent.de)

Homestay Agency  
[www.homestay-agency.de](http://www.homestay-agency.de)

Home Company  
[www.koeln.homecompany.de](http://www.koeln.homecompany.de)

Zeitwohnagentur  
[www.zeitwohnagentur.de](http://www.zeitwohnagentur.de)

### **Private halls of residence**

Studentenwohnheim Köln-Melaten  
Clarenbachstr. 1  
50931 Köln  
Phone: 0221/404698

Schmittmann-Kolleg  
Sachsenring 26  
50677 Köln  
Phone: 0221/ 93 22 86 4  
[www.schmittmann-kolleg.de](http://www.schmittmann-kolleg.de)

Evangelisches Studentenwohnheim  
Bachemer Str. 27  
50931 Köln  
Phone: 0221/ 940 522-0  
[www.esgkoeln.de](http://www.esgkoeln.de)

### **Newspapers which publish advertisements for rooms:**

Kölner Stadtanzeiger (Wednesdays and Saturdays)  
[www.ksta.de](http://www.ksta.de)

Kölner Rundschau (Wednesdays and Saturdays)  
[www.rundschau-online.de](http://www.rundschau-online.de)

### **Further important links for finding accommodation:**

[www.studenten-wg.de](http://www.studenten-wg.de)  
[www.wohngemeinschaft.de](http://www.wohngemeinschaft.de)

WG or Wohngemeinschaft means that these are shared apartments where you have your own room, but share a flat with other people, mostly students. This gives you a good opportunity to get to know Germans and their way of living.

## 13. Registration / Visa

### **Registration with the City of Cologne:**

Students from EU-countries, Andorra, Australia, Canada, Honduras, Iceland, Israel, Japan, South Korea, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland, and USA **do not need a visa**. They only need a valid passport or ID card and **must apply for a residence permit for study purposes** within the **first three months** of their stay with the foreign nationals office (Ausländeramt).

If you stay in Germany for longer than three months, you have to register your place of residence with the City of Cologne within one week.

For the registration at the "Einwohnermeldeamt" you need to submit the following documents:

1. Application form (Download)

[www.stadt-koeln.de/mediaasset/content/pdf02/anmeldeformular.pdf](http://www.stadt-koeln.de/mediaasset/content/pdf02/anmeldeformular.pdf)

2. valid passport/visa

3. Wohnungsgeberbescheinigung (to be filled in by your landlord)

[https://formular-server.de/Koeln\\_FS/findform?shortname=02-F17\\_WohnGeberBest&formtecid=2&areashortname=koeln](https://formular-server.de/Koeln_FS/findform?shortname=02-F17_WohnGeberBest&formtecid=2&areashortname=koeln)

### **Visa:**

Students from NON-EU-countries, do need to extend their visa within three months at the foreign nationals registration office.

### **For the foreign nationals office you need the following documents:**

- Completed Application form for the Residence Permit
- Passport + Copy of passport
- 2 passport pictures (not older than 3 months)
- Proof of your health insurance for one year
- Proof of sufficient funding of your studies and living expenses app. (864€ per month) or a blocked account
- Registration certificate by the City of Cologne (Einwohnermeldeamt)
- Enrollment certificate
- 100€ cash for the Application

The residence permit is valid for one year. After one year you will have to extend the visa preferably for 2 years.

**All other applicants from Non-EU countries** must obtain a **student visa** at the German embassy or consulate in their native country before travelling to Germany. Please note: it can take as long as two months to process a visa application!

You may register with the city of Cologne as well as with the foreign nationals office at the customer service of the City of Cologne in the city centre or at one of the registration halls which are located in the different districts.

Kundenzentrum Innenstadt  
Laurenzplatz 1-3, 50667 Köln  
Phone: 0221 / 221-91573

Opening Hours:  
Monday, Wednesday, Friday 7:30 am - 12:00 noon  
Tuesday 9:30 am - 6 pm  
Thursday 7:30 am - 4 pm

Meldehalle Chorweiler  
Pariser Platz 1, 50765 Köln  
Phone: 0221 / 221-96-100 or -165  
Opening Hours:  
Monday and Wednesday 7:30 am to 12 noon  
Tuesday 7:15 am to 6 pm  
Thursday 7:30 am to 12 noon and 2 pm to 4 pm  
Friday 7:30 am to 12 noon

Meldehalle Ehrenfeld  
Venloer Straße 419-421, 50825 Köln  
Phone: 0221 / 221-94-211 or -222  
Opening Hours:  
Monday and Wednesday 7:30 am to 12 noon  
Tuesday: 9:30 am - 6 pm  
Thursday 7:30 am to 12 noon and 2 pm to 4 pm  
Friday 7:30 am to 12 noon

Meldehalle Kalk  
Kalker Hauptstraße 247-273, 51103 Köln  
Phone: 0221 / 221-98-214 or 210  
Opening Hours:  
Monday and Wednesday 7:30 am to 12 noon  
Tuesday 9:30 am - 6 pm  
Thursday 7:30 am to 12 noon and 2 pm to 4 pm  
Friday 7:30 am to 12 noon

Meldehalle Lindenthal  
Aachener Straße 220, 50931 Köln  
Phone: 0221 / 221-93-400 or -214  
Opening Hours:  
Monday and Wednesday 7:30 am to 12 noon

Tuesday 9:30 am - 6 pm  
Thursday 7:30 am to 12 noon and 2 pm to 4 pm  
Friday 7:30 am to 12 noon  
Meldehalle Mülheim

Wiener Platz 2 a, 51065 Köln  
Phone: 0221 / 221-99-613 or -234  
Opening Hours:  
Monday and Wednesday 7:30 am to 12 noon  
Tuesday 7:30 am - 6 pm  
Thursday 7:30 am to 12 noon and 2 pm to 4 pm  
Friday 7:30 am to 12 noon

Meldehalle Nippes  
Neusser Straße 450, 50733 Köln  
Phone: 0221 / 221-95-160  
Opening Hours:  
Monday to Friday 8 am to 12 noon  
or on appointment.

Meldehalle Porz  
Friedrich-Ebert-Ufer 64-70, 51143 Köln  
Phone: 0221 / 221-97-450 or -888  
Opening Hours:  
Monday and Wednesday 7:30 am to 12 noon  
Tuesday 7:30 am - 6 pm  
Thursday 7:30 am to 12 noon and 2 pm to 4 pm  
Friday 7:30 am to 12 noon

Meldehalle Rodenkirchen  
Hauptstraße 85, 50996 Köln  
Phone: 0221 / 221-92-400 or -213  
Opening Hours:  
Monday and Wednesday 7:30 am to 12 noon  
Tuesday 7:30 am - 6 pm  
Thursday 7:30 am to 12 noon and 2 pm to 4 pm  
Friday 7:30 am to 12 noon



## 14. Health insurance

**Important:** You can either decide whether you wish to acquire a health insurance in your home country or whether you wish to get a German health insurance. We recommend that you acquire a German health insurance in order to avoid trouble or complications.

If you prefer to get the health insurance in your home country you will have to make sure that it covers of all the costs that might occur and that it is valid for the complete time of your stay. A public health insurance company in Germany will have to confirm any private and/ or foreign insurance. You receive a confirmation on your insurance in one of the offices listed below.

In Germany, all students must have health insurance. You can obtain a student health insurance from the Techniker Krankenkasse or other health insurance companies.

EU nationals need the European Health Insurance Card of their home health insurance, which has to be taken to the Techniker Krankenkasse in Cologne to be recognised. Techniker Krankenkasse will provide you with a German health insurance certificate or card.

Please contact the respective representative at CBS during the Introduction Week or before your arrival.

### Techniker Krankenkasse

Goran Ivic  
Firmen- und Hochschulberater  
Konrad-Adenauer-Str. 13  
50996 Köln  
Phone: 0221 379 09 - 555  
mobile: 0151 - 14 53 49 29  
mail: [goran.ivic@tk.de](mailto:goran.ivic@tk.de)  
website: [www.tk.de/vt/goran.ivic](http://www.tk.de/vt/goran.ivic)

### Opening Hours:

Monday – Wednesday	8 am – 4 pm
Thursday	8 am – 6 pm
Friday	8 am – 4 pm

### AOK Student Services

Albertus-Magnus-Platz  
50923 Köln  
Phone: 0221 1618-1248  
Fax: 0221 1618-1249  
mail: [ASS.Koeln@rh.aok.de](mailto:ASS.Koeln@rh.aok.de)

### Opening Hours:

Monday - Friday 9am - 4pm (walk-in office)

## 15. Banking

Deutsche Bank  
Zülpicher Str. 321  
50937 Köln  
Phone: 0221-942180

Dresdner Bank AG  
Chlodwigplatz 3  
50678 Köln  
Phone: 0221-9318870

Sparkasse KölnBonn  
Barbarossaplatz 2  
50674 Köln  
Phone: 0221-9216220

### **Please note:**

**If you live in the CBS dormitory you will have to open a German bank account, you cannot pay cash. You can open a bank account with any savings bank. Usually this is much easier from your home country. If you have the possibility to open a block account in your home country, we highly recommend that you do this. For further information concerning the opening of bank accounts see the Checklist for international students on our webpage and contact your embassy. When opening a bank account in Germany you need to bring your passport, your student card and your Registration certificate with the City of Cologne.**

## 16. In case of medical emergencies ...

### In case of an emergency please call:

**Police: 110**

**Emergencies and Fire Department: 112**

It is recommended to save the phone numbers of your emergency contacts labelled ICE (in case of emergency) in your phone to enable ambulancemen to inform your closest people in case of an accident (For example: ICE1 Mama, ICE2 Papa, ICE3 CBS Int. Office)

Medical Emergency Service: 01805/ 044100

Dental Emergency Service: 01805/ 986700

### Doctors addresses

Please note that in Germany most doctor's offices are closed on Wednesday afternoons. Therefore you would have to use an emergency service that day.

#### Hospitals:

Krankenhaus der Augustinerinnen  
Jakobstraße 27-31  
50678 Köln  
Phone: 0221 33080

Klinikum der Universität zu Köln  
Universitätsstraße  
Köln  
Phone: 0221-478-0

#### Dentists:

Dr. med. Manfred Grunenberg u. Dr. med. Klaus Fourné (English)  
Deutz-Kalker-Str. 70  
50679 Köln  
Phone: (02 21) 88 12 81  
Dr. med. Michael Stemper (English)  
Neumarkt 36-38  
50667 Köln  
Phone: (02 21) 257 72 21

Dr. med. dent. Farham Sistani (English)  
Hansaring 55  
50670 Köln  
Phone: 0221/ 27 86 10

Dr. med. Alfonso I. Llorente (Spanish)  
Aachenerstr. 68  
50674 Köln  
Phone: (02 21) 51 68 37

#### General practitioners:

Dr. med. Claus Petry u. Dr. Med. Ulrike Löffler (English)  
Redwitzstr. 21  
50937 Köln  
Phone: (02 21) 40 69 880

Dr. med. Nikolaus Adler (English)  
Zülpicherstr. 355  
50937 Köln  
Phone: (02 21) 43 31 31

Dr. Wolfgang Piotrowski (Spanish)  
Zülpicher Platz 2  
50674 Köln  
Phone: (02 21) 24 78 20

Dr. med. Ingrid Macarie (Spanish)  
Komödienstr. 11  
50667 Köln  
Phone: 0221/ 13 49 530

Dr. Min Liu Wallow  
Schildergasse 81  
50667 Köln  
Phone: 0221/ 25 76 475

## 17. Sports in Cologne

Cologne is a very lively city with lots of students and many sports facilities. The Studentenwerk offers a wide range of all kinds of different sports activities, for instance: basketball, volleyball, dancing, fitness, watersports etc.

[www.hochschulsport-koeln.de](http://www.hochschulsport-koeln.de)



## 18. Useful Websites

German Academic Exchange Service

[www.daad.de](http://www.daad.de)

[www.internationale-studierende.de](http://www.internationale-studierende.de)

Webpage of the City of Cologne

<http://koelntourismus.de>

Falk City Map

<http://www.gofalk.com>

Accommodation

[www.studenten-wg.de](http://www.studenten-wg.de)

[www.studenten-wohnung.de](http://www.studenten-wohnung.de)

[www.e-rent.de](http://www.e-rent.de)

[www.wg-gesucht.de](http://www.wg-gesucht.de)

Study in Germany

[www.study-in.de](http://www.study-in.de)

## 19. Churches in Cologne

Central mosque

<http://www.zentralmoschee-koeln.de/>

Mosques and service hours

<http://www.moscheesuche.de/moschee/stadt/koeln/2581>

Services in other languages

[http://gemeinden.erzbistum-koeln.de/kirche\\_koeln/seelsorge/Internationale\\_Seelsorge\\_in\\_Koeln.html](http://gemeinden.erzbistum-koeln.de/kirche_koeln/seelsorge/Internationale_Seelsorge_in_Koeln.html)

## 20. International Supermarkets

### Halal food in Ehrenfeld

<https://www.facebook.com/HalalKaufGarantieKalite>

### Turkish supermarket chain

<http://karadagmarket.de/>

### Asian market Heng Long

<http://henglong.de/>

Aachener Straße 201-209

50931 Köln

### Asian Market Wing On Hong

<http://www.yelp.de/biz/asia-markt-wing-on-hong-k%C3%B6ln>

Marktstr. 1

50968 Köln

0221 3406118

### Tienda latina

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

Mercedes Adjelleh

Luxemburger Str. 13

(bus stop Barbarossaplatz)

50674 Köln

Tel: +49-(0)221-99 55 35 78

e-mail: [contacto@holamundo.de](mailto:contacto@holamundo.de)