

Application instructions for exchange and Double Degree students

We are looking forward to welcoming you to Technische Hochschule Lübeck – University of applied sciences in Germany soon. To become an exchange student at TH Lübeck, you need to complete three steps:

1. **Register** on our online portal.
2. Submit your **application**.
3. Once your application has been accepted, you will receive an email notifying you of the change in status. You can then start the online **enrollment** process.

Please read the instructions carefully and prepare all the required documents before starting the process.

1. Registration

Open the TH Lübeck online portal: <https://cams.th-luebeck.de>

- You can change the language to English at the bottom right-hand corner (**NEVER use the browser translation– always change the language of the tool!**)
- Select the “prospective Students” tab and start the registration process by clicking “register now”. The uni-assist link does not apply to exchange or DD students.
- Fill in your personal data, set a password and click the “register” button
- You will then receive a welcome Email containing an activation link. Click on this link to verify your account.

2. Application

The application tool is only open during the application period. To start the application process, click “My application” and log in with your registration account details (see step 1).

- Please allow email notifications.
- Add a request.
- Choose your degree level and degree program, and select the 5th (6th in summer term) subject-related semester if you are a bachelor’s student, or the 2nd subject-related semester if you are a master’s student. (Only MAEH students should select 4 if they are coming for the second time.)
- Important! When filling out the entrance qualification, please select „Other UEQ“.
- When asked to upload your university entrance qualification, please upload your Transcript of Records from your home university.
- In the “sonstiges/ additional documents” section, please upload the proof of your English language skills (not applicable for native speakers)
- You don’t need to upload a proof of German language proficiency if you are taking all courses in English.
- Confirm the statements and submit the application request.

Once your application has been reviewed and accepted:

When you receive an email notifying you that the status of your application has changed, log in to the portal and begin the online enrollment process. You will need:

- A clear photo of your face against a plain background (jpg).
- A copy of your valid ID card or passport (jpg or pdf).

3. Enrollment

Please login at our online THL CAMPUS-Portal: <https://cams.th-luebeck.de> again – Change the language in the bottom right-hand corner and do not use the browser translation!

- Click „Accept offer“ (you will not receive an admission letter – please contact your TH Lübeck contact person if you need one for visa purposes)
- Click “Request for enrollment”
- Personal data: these fields are pre-filled from the registration and application.
- Address: Tick the box “This address is my Home Address” and then click “Next” (you can add your German address later)
- Your university entrance: Only click “Next” (no need to enter any data)
- Your university background: fill in the country and year of first enrollment
- Qualifications previously earned: Only click “Next”
- Health insurance: Please select “Exempted” as you do not have a German health insurance yet or are exempted from purchasing a German health insurance (EU citizens). See the health insurance information for exchange students on our website.
- Home district: Only click “Next”
- Picture: Please upload a photo for your student ID card, then click “Next”
- Documents: Please upload your ID card or passport
- Completion of enrollment: Click the grey button labelled “Finish and charge fees” (Exchange students from these partner universities/ programs do not have to transfer the fee themselves: CDAI, ECUST, MAEH, MSOE)

4. Activate your TH Lübeck IT account

Once the payment of the semester contribution and the M-10 notification from the German health insurance provider have been received and processed, you will receive an email-notification that your status changed to enrolled student.

You can download the TH Lübeck IT account sheet in CAMS a few days later. You will need to activate your TH Lübeck account in CAMS in order to access all TH Lübeck tools (webmail, moodle, student portal, WIFI, etc.) and to be able to download the NAH.SH Semesterticket for public transportation. Your TH Lübeck student ID card will be handed to you upon arrival in Lübeck!