

### 1. Registration at docfile

- Please register at docfile: [docfile.uni-koeln.de/home](http://docfile.uni-koeln.de/home)

### 2. Retrieving information from the faculty's website

- Please follow the link and read the information carefully: [ukoeln.de/KZE9Y](http://ukoeln.de/KZE9Y)

### 3. Getting admission from the faculty

- Please get in contact with Dr. Christoph Aszyk to apply for admission at the faculty: [christoph.aszyk@uk-koeln.de](mailto:christoph.aszyk@uk-koeln.de)

### 4. Creating a KLIPS Account

- Please create a new applicant account at [ukoeln.de/4J1WF](http://ukoeln.de/4J1WF)  
Please enter all of your information! There are some common mistakes when filling in forms in KLIPS. Please be aware of the following:
  - » Please select the short term PhD course. As soon as we have obtained the approval from the Dean's office that you are accepted into a certain program, we will change it accordingly.

**ONLINE APPLICATION**

Start of course

- **Select degree program**
- Personal data
- Correspondence address
- Higher education entrance qualification
- Academic background

**Select degree program**

Type of studies: Short-term program

Intended degree: PhD

Degree program: PhD Faculty of Medicine

Entrance semester: 1

Form of studies: No certificate/degree

I have already studied at a university/college before.

I have already applied once for the selected degree program at UzK within the last year.

Cancel Preview Back Continue

- » Higher education entrance qualification relates to your last school certificate (e.g. high school) that permits you to enter university. Please choose as indicated below. Grades from foreign schools differ from the German system. Please leave the box for grades blank.

**ONLINE APPLICATION**

Start of course  
Select degree program  
Personal data  
Correspondence address  
• **Higher education entrance qualification**  
Academic background

**Higher education entrance qualification**

Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Higher education entrance qualification](#)

I have a German higher education entrance qualification.  
 I have obtained a foreign higher education entrance qualification. ⓘ  
 I belong to the group of master craftsmen or qualified professionals. ⓘ

Type:

Name of certificate (original name):

Date of certificate:   
Format: DD.MM.YYYY

Average grade (gpa):

Name of school:

Location of school:

Country of school:

Region:

- » When filling in „academic background“: If the name of your previous university is not listed in the dropdown menu, please write it down in the line below. Since grades from foreign universities differ from the German system, please write 0,0.

**Edit academic background**

University/Subjects

Country of university:

University:

Name of your university:   
max. 100 characters

URL:

Degree:   
max. 100 characters

Form of studies:

Major (1st subject):

original name of 1st subject of studies:   
max. 110 characters

2nd subject:

original name of 2nd subject of studies:   
max. 110 characters

3rd Subject:

original name of 3rd subject of studies:   
max. 110 characters

**Semester**

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
<input type="text" value="Please select..."/>	<input type="text" value="Please select..."/>	0	<input type="text"/> from 0 to 20	<input type="text"/> from 0 to 20	<input type="text"/> from 0 to 20	<input type="text"/> from 0 to 20	<input type="text" value="Please select..."/>

**Status**

Intermediate exam:  Final examination:

Grade:   
max. 20 characters

Date:   
Format: DD.MM.YYYY

Grade:   
max. 20 characters

Date:   
Format: DD.MM.YYYY

## 5. Handing in documents for admission



The relevant documents are as follows (please sort in the indicated order):

1. Completed and signed **application (KLIPS print-out)**
2. Admission letter from Dr. Christoph Aszyk (faculty)
3. Confirmation of academic supervision signed by your supervisor
4. Complete, dated and signed C.V.
5. Certified copies\* and certified translations\*\* of your Master diploma
6. Certified copies\* and certified translations\*\* of your Master transcript
7. Certified copies\* and certified translations\*\* of your Bachelor diploma
8. Certified copies\* and certified translations\*\* of your Bachelor transcript
9. Copy of your secondary school-leaving certificate (high school);  
no translation necessary
10. Copy of your passport/personal identity card
11. Proof of health insurance from a health insurance company (if under 30-years-old)
12. If you have studied at a German university before: de-registration certificate from your previous German university (if you have studied at more than one German university we only need the most current one).

You can either come in person or send your documents via post. If you have valid reasons why you can't provide certain documents at the moment or you have any other questions, please get in contact with the International Office.

\* Certified copies can be made relatively cheap at Aküdo  
on Zulpicher Straße 197: [www.akuedo.de](http://www.akuedo.de)  
Accepted languages are German, English and French

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## 6. Enrolment



Once we have received all your documents and processed your application you will find a payment notification for the semester fee in KLIPS. Please pay as instructed. Some days after the transferal you will find a proof of payment in your KLIPS account. You are now enrolled at the University of Cologne. You can print off enrolment certificates directly from KLIPS.

## 7. S-mail account



As soon as you are registered you will also receive an e-mail from KLIPS with all relevant details for your uni e-mail address, the so-called s-mail account. It is important to use this address or set up a forwarding function, since all e-mails from the university will be sent to this e-mail address. To set up a forwarding function please follow the link: [ukoeln.de/7367R](http://ukoeln.de/7367R)

## 8. Student card

To receive your student card



make sure a recognizable photo is uploaded in KLIPS



send us an e-mail stating which (German) address the card should be sent to

## 9. Extension of enrolment for the following semester



If you pay the semester fee in time, your enrolment will be automatically extended. All relevant information regarding the payment can be found in KLIPS.

**Payment deadlines** are:

**15 July** for the winter term | **15 February** for the summer term

Please be aware that payments need to be made several days in advance of these dates as the transfer is not immediate. If the payment is not received in time, you will have to pay a late fee. If the new term has already started and you still have not paid you will be de-enrolled and your ticket as well as your s-mail account will be blocked.

For re-enrolling, re-validating your student card and re-activating your s-mail account you must



pay the fee (semester fee + late fee)



contact us!

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### Counselling in the International Office

If you have any questions or problems during your PhD studies please don't hesitate to contact us. We are happy to consult directly or refer you to the relevant people.

### Workshops, Networking, 3-6 months before graduation scholarship

The International Office provides various services for doctoral students. These include: workshops on PhD management, English academic writing skills & conference presentation; networking events such as our regular Stammtisch & excursions; as well as scholarships for the final months before graduation (subject to available funds).

Please check our website ([ukoeln.de/WX8WG](http://ukoeln.de/WX8WG)) for current events or ask us via e-mail or during our visiting hours.

### Contact

#### Mailing address:

Universität zu Köln  
International Office  
Internationale DoktorandInnen  
Universitätsstr. 22a  
50937 Köln  
Germany

[international-doctoral-students@verw.uni-koeln.de](mailto:international-doctoral-students@verw.uni-koeln.de)

#### Visiting hours:

Tuesday 10 am - 12.30 pm  
Wednesday 4 - 6 pm  
entrance via our Service Point

#### Service Point

SSC building, ground floor  
Mon - Thu 10 am - 2 pm  
Wed 4 - 6 pm

site plan: [ukoeln.de/9LAN8](http://ukoeln.de/9LAN8)

#### Websites:



Prospective students  
[ukoeln.de/MZQKU](http://ukoeln.de/MZQKU)



Current students  
[ukoeln.de/WX8WG](http://ukoeln.de/WX8WG)