

1. Registration at docfile

- Please register at docfile: docfile.uni-koeln.de/home

2. Retrieving information from the faculty's website

- Please follow the link and read the information carefully: ukoeln.de/W43I

3. Getting admission from the faculty

- Please get in contact with Mrs Karin Schüller of the Faculty's Dean's Office to apply for admission: promotionen-hf@uni-koeln.de

4. Creating an applicant account in the UoC's Campus Management System KLIPS 2.0

Please create a new applicant account at 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:

- » 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.

The screenshot shows the 'ONLINE APPLICATION' form for 'Higher education entrance qualification'. The form is titled 'Higher education entrance qualification' and includes a sub-header: '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'. There are three radio button options: 'I have a German higher education entrance qualification.', 'I have obtained a foreign higher education entrance qualification.' (which is selected), and 'I belong to the group of master craftsmen or qualified professionals.'. Below these are several input fields: 'Type' (a dropdown menu with 'School abroad [aHR]' selected), 'Name of certificate (original name)' (text input, 1 to 100 characters), 'Date of certificate' (text input, Format: DD.MM.YYYY), 'Average grade (gpa)' (text input), 'Name of school' (text input, 1 to 100 characters), 'Location of school' (text input, 1 to 100 characters), 'Country of school' (dropdown menu with 'Please select...'), and 'Region' (dropdown menu with 'Please select...'). At the bottom of the form are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

- » 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. Grades from foreign universities differ from the German system, please write 0,0.

Edit academic background

University/Subjects

Country of university: France

University:

Name of your university: (max. 100 characters)

URL: (http://)

Degree: (max. 100 characters)

Form of studies: Please select...

Major (1st subject): Please select...

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

2nd subject: Please select...

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

3rd Subject: Please select...

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

Semester

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
Please select	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)	Please select...

Status

Intermediate exam: not scheduled

Final examination: passed on the whole

Grade: (max. 20 characters)

Grade: 0,0 (max. 20 characters)

Date: (Format: DD.MM.YYYY)

Date: (Format: DD.MM.YYYY)

5. Additional documents for enrolment as doctoral student at the Faculty of Human Sciences



1. Admission letter issued by Mrs Schüller (faculty's Dean's Office)
2. Proof of statutory health insurance or exemption certificate in case of private health insurance (applies only if below 30 years of age)
3. If you have studied at a German university before: de-registration certificate of the last German university

Documents can be sent by email to the attention of Mrs Kordula Corvest, International Office at k.corvest@verw.uni-koeln.de

6. Enrolment

In order to finalise your enrolment take the following steps:

- Upload a photo for the student ID card (UCCard) into your KLIPS-Account (Section „Next steps“ under „Add data“)
- Pay the semester fee (payment instructions can be found in your KLIPS-Account Section „Next steps“ by clicking on „Social fee“)

7. Student ID card (UCCard) and enrolment certificates

- The student ID card (UCCard) is issued as soon as your enrolment is finalised. If the address you entered in KLIPS is located in Germany or the Benelux countries, the UCCard will be sent by post. Otherwise the card can be picked up at the Service Point of the International Office.
ukoeln.de/P6MRI

Studierenden Service Center (SSC)
Universitätsstr. 22a
50923 Köln
Opening hours: Mon – Thu 10 am to 2 pm and Wed afternoon 4 to 6 pm
Site plan: ukoeln.de/9LAN8
- Enrolment certificates can be printed from the Self Service function in KLIPS:
ukoeln.de/VGHFN

8. Activation of the student account

- Upon enrolment you will receive an automated Email with a personal PIN number and information on how to activate your student account.
ukoeln.de/L1EN7

You will also be assigned your student-mail address (smail address) which will be used by the UoC for communication. It is recommended to set up a forwarding function to your main email account: ukoeln.de/2A35C

9. Re-registration for the following semester

- The re-registration process takes place automatically as soon as the payment for the following semester has been credited in your KLIPS account.

Necessary information regarding the payment can be found in your KLIPS account in due time.

Payment deadlines

Winter semester	(1 Oct - 31 Mar)	15 July
Summer semester	(1 Apr - 30 Sep)	15 February

If the payment is not received by the university within the deadline, you will have to pay a late payment fee of € 4,60. When neglecting the payment at all you will be de-registered and the UCCard will be invalidated.

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.

Contact

Mailing address:

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

international-doctoral-students@verw.uni-koeln.de

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) for current events or ask us via e-mail or during our visiting hours.

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

Websites:



Prospective students
ukoeln.de/MZQKU



Current students
ukoeln.de/WX8WG

Promotionsbüro der Humanwissenschaftlichen Fakultät

Mrs Karin Schüller

Gronewaldstr. 2
Raum 0.107 (alt: Raum 21)
50931 Köln

Appointment required

Tel: 0221 / 470 - 4619 (Thu 1.30 to 3.30 pm)

Promotionen-hf@uni-koeln.de

ukoeln.de/Q82S4