

1. Registration at docfile

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

2. Retrieving information from the faculty's website and get their admission

- Please follow the link and read the information carefully: ukoeln.de/KZE9Y

3. Creating a KLIPS Account

- 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' interface. On the left is a navigation menu with options: Start of course, Select degree program, Personal data, Correspondence address, Higher education entrance qualification (selected), and Academic background. The main content area is titled 'Higher education entrance qualification' and contains the following instructions and form fields:

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)
1 to 100 characters

Date of certificate
Format: DD.MM.YYYY

Average grade (gpa)

Name of school
1 to 100 characters

Location of school
1 to 100 characters

Country of school

Region

Buttons: Cancel, Preview, Back, 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. Since 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)

Date: (Format: DD.MM.YYYY)

4. Handing in documents for admission & enrolment



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

1. Completed and signed **application (KLIPS print-out)**
2. Signed **approval of supervisor and deanery**
3. Complete, dated and signed C.V.
4. Certified copies* and certified translations** of your Master diploma
5. Certified copies* and certified translations** of your Master transcript
6. Certified copies* and certified translations** of your Bachelor diploma
7. Certified copies* and certified translations** of your Bachelor transcript
8. Copy of your secondary school-leaving certificate (high school); no translation necessary
9. Copy of your passport/personal identity card
10. Proof of health insurance from a health insurance company (if under 30-years-old)
11. 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.

5. 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.

6. 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

7. 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

8. 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 transferal 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!

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