

### 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/VAJVH](http://ukoeln.de/VAJVH)

### 3. Getting admission from the faculty

- Please get in contact with Ms Martina Mundorf of the PhD Office to apply for admission: [promotion@wiso.uni-koeln.de](mailto:promotion@wiso.uni-koeln.de)  
Consultation : building 101, BT3, room 0.303, telephone +49 (0) 221 470-3213

### 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](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:
  - » 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 for 'Higher education entrance qualification'. The form includes a sidebar with navigation options: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Higher education entrance qualification' (selected), and 'Academic background'. The main form area contains the following fields and options:

- 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 craftspersons or qualified professionals.
- Type**: School abroad [aHR] (dropdown menu)
- Name of certificate (original name)**: 1 to 100 characters (text input)
- Date of certificate**: Format DD.MM.YYYY (calendar icon)
- Average grade (gpa)**: (text input)
- Name of school**: 1 to 100 characters (text input)
- Location of school**: 1 to 100 characters (text input)
- Country of school**: Please select... (dropdown menu)
- Region**: Please select... (dropdown menu)

Buttons at the bottom: Cancel, Preview, Back, Continue.

- » When filling in „academic background“: If the name of your previous university is not listed in the drop down 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

University

Name of your university  max. 100 characters

URL

Degree

Form of studies

Major (1st subject)

original name of 1st subject of studies

2nd subject

original name of 2nd subject of studies

3rd Subject

original name of 3rd subject of studies

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" value="from 0 to 20"/>	<input type="text" value="from 0 to 20"/>	<input type="text" value="from 0 to 20"/>	<input type="text" value="from 0 to 20"/>	<input type="text" value="Please select..."/>

Status

Intermediate exam  Final examination

Grade  max. 20 characters

Date  Format: DD.MM.YYYY

## 5. Additional documents for enrolment

- 1. Admission letter issued by Mrs Martina Mundorf (PhD Office of the faculty)
- 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](mailto: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](https://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](https://ukoeln.de/9LAN8)

- Enrolment certificates can be printed from the Self Service function in KLIPS:  
[ukoeln.de/VGHFN](https://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](https://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](https://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)	<b>15 July</b>
Summer semester	(1 Apr - 30 Sep)	<b>15 February</b>

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.

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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)

### Mrs Martina Mundorf

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[promotion@wiso.uni-koeln.de](mailto:promotion@wiso.uni-koeln.de)

Büro: Raum 1.310, Gebäude 101, BT 3 (Erweiterungsbau), 1. OG  
Sprechstunde in Raum 0.303, Gebäude 101, BT 3 (Erweiterungsbau)