DOCTORATE

ENROLMENT

at the International Office of the University of Cologne

1.   Creating an account in KLIPS 2.0

☐ As soon as you received the admission from your faculty, please create an account in the UoC Campus Management System KLIPS 2.0: **uni.koeln/JPMSN**
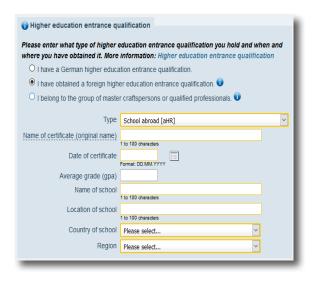
☐ For those who already have a University account, please log in and follow the link below: **uni.koeln/TMB9S**
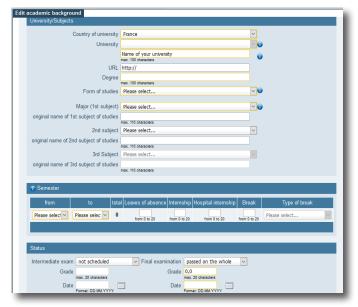Please log in to your existing account and enter an application for your doctoral study programme. Should you need assistance when filling in, please contact the International Office (see last page of this checklist).

Please be aware of the following:

» "Higher education entrance qualification" relates to your diploma or leaving certificate (e.g. high school) that permits you to enter university. Please choose as indicated above.

» When filling in "academic background": If the name of your previous university is not listed in the drop down menu, please type into the line below. Grades from foreign universities differ from the German system, please enter the value 0,0.

2.   Please upload the required documents in KLIPS 2.0

An official admission letter featuring your student ID number at UoC will be available for download in your KLIPS account as soon as your enrolment is being processed.

3. Enrolment

In order to finalise your enrolment please 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"). For Non-SEPA transfers please consider that any applicable bank charges are to your own account. Make sure the full amount of the semester fee due is received by UoC.

4. 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. If you don't have a German address yet, you might pick up the UCCard from our Service Point - by appointment only. Further information on the applications of the UCCard are listed at the following link: **ukoeln.de/P6MRI**

☐ Enrolment certificates can be printed from the Self Service function in KLIPS: **uni.koeln/4FBCU**

5. 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 highly recommended to set up a forwarding function to your main email account: **ukoeln.de/2A35C**

6. 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, a late payment fee of 4,60 EUR applies. Please keep in mind that if the payment is not received in full within the extension period, you will be automatically exmatriculated and your UCCard will be invalidated.

Please refer to the International Office for questions regarding the following:

International Office:

Immigration & Residence:
uni.koeln/NV5GK

Calendar of events:
uni.koeln/WDNAR

International Doctoral Students:
uni.koeln/XWE6S

Costs & Financing:
uni.koeln/25R8A

Career Services International:
uni.koeln/LXP94

Contact form
uni.koeln/ZCQT7

Accommodation:
uni.koeln/H5GPQ

International Students Associations:
uni.koeln/D8EAM

Site plan:
ukoeln.de/9LAN8