APPLICATION · ADMISSION · ENROLMENT

at the International Office of the University of Cologne

Faculty of Mathematics and Natural Sciences

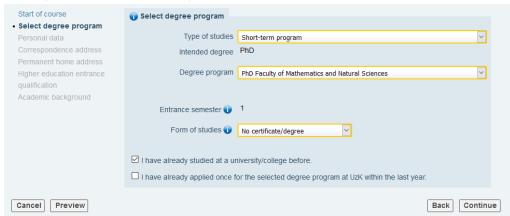
1. Retrieving information from the faculty's website

Please follow the link and read the information carefully: ukoeln.de/YLP8P

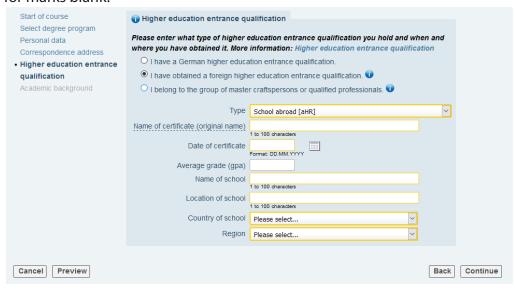
2. Creating a Klips Account

兩兩兩

- Please create a new applicant account at *ukoeln.de/4J1WF*Please enter all your data! There are some common mistakes when filling in data in Klips. Please be aware of the following:
 - » Please select the short term PhD course. As soon as we have obtained the approval of the deanery we will change it into your desired full term PhD course.



» 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. Marks from foreign schools differ from the German system. Please leave box for marks blank.



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. Marks from foreign universities differ from the German system, please write 0,0.

academic background		
University/Subjects		
Country of university	France	<u> </u>
	rance	
University		
	Name of your university max. 100 characters	•
LIRI	http://	
	The state of the s	_
Degree	max. 100 characters	
Form of studies	Please select	▽ ①
		<u> </u>
Major (1st subject)	Please select	<u>~</u> 0
original name of 1st subject of studies		
Ond notices	max. 110 characters	
2nd subject	Please select	
original name of 2nd subject of studies	max. 110 characters	
3rd Subject	Please select	\vee
original name of 3rd subject of studies		
original name of 3rd subject of studies	max. 110 characters	
Semester		
	de la la classica c	D 1 T (1 1
from to tota	Leaves of absence Internship Hospital internship	Break Type of break
Please select V Please selec V 0	from 0 to 20 from 0 to 20 from 0 to 20	from 0 to 20 Please select
	11011 0 to 20	110111 0 10 20
Status		
Intermediate exam not scheduled	Final examination passed on the whole	<u>~</u>
Grade	Grade 0,0	
max. 20 characters	max. 20 characters	
Date	Date	
Format: DD.MM.YYYY	Format: DD.MM.YYYY	

Handing in documents for the admission **3.**

- The relevant documents are as follows (please sort in the indicated order):
 - 1. Completed and signed *application for admission to doctoral studies*
 - 2. Two copies of the *Declaration of Intent to earn your PhD* signed by you and your supervisor
 - 3. Complete 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. Certified 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 of this 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 mail. 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.

*

4. Enrolment

Once we have received all your documents and processed your application you can find a payment notification for the semester fee in Klips. Some days after paying the semester fee you will find a proof of payment in Klips. You are now enrolled at the University of Cologne.

5. Student card and enrolment certificates

If you need enrolment certificates, please print them directly off Klips.
Please come to our service point to have your UCCard printed. Please inform us in case you need your card to be sent to you via mail.

6. Registration at docfile

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

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

Contact

Mailing address:

Universität zu Köln International Office z.Hd. Katharina Daun-Pignataro Universitätsstr. 22a 50937 Köln Germany

international-doctoralstudents@verw.uni-koeln.de

Visiting hours:

Tuesday 10 am - 12.30 pm entrance via our service point

Service Point

SSC building, ground floor Mon - Fri 10 am - 3 pm Wed 4 - 6 pm

site plan: ukoeln.de/9LAN8

Websites:

Prospective students ukoeln.de/MZQKU

Current students

ukoeln.de/WX8WG