

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

- 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.

The screenshot shows the 'Select degree program' step of the application process. On the left, a sidebar lists navigation options: 'Start of course', 'Select degree program' (active), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'Academic background'. The main form area contains the following fields:

- Type of studies:** A dropdown menu with 'Short-term program' selected.
- Intended degree:** A text field containing 'PhD'.
- Degree program:** A dropdown menu with 'PhD Faculty of Mathematics and Natural Sciences' selected.
- Entrance semester:** A text field containing '1'.
- Form of studies:** A dropdown menu with 'No certificate/degree' selected.
- I have already studied at a university/college before.
- I have already applied once for the selected degree program at UzK within the last year.

At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

- » 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.

The screenshot shows the 'Higher education entrance qualification' step. The sidebar on the left is updated to show 'Higher education entrance qualification' as the active step. The main form area contains the following fields:

- Instructions:** '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:** A dropdown menu with 'School abroad [aHR]' selected.
- Name of certificate (original name):** A text field with a 1 to 100 characters limit.
- Date of certificate:** A date picker with the format 'DD.MM.YYYY'.
- Average grade (gpa):** A text field.
- Name of school:** A text field with a 1 to 100 characters limit.
- Location of school:** A text field with a 1 to 100 characters limit.
- Country of school:** A dropdown menu with 'Please select...' selected.
- Region:** A dropdown menu with 'Please select...' selected.

At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

- » 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.

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)

3. Handing in documents for the admission



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.

* Certified copies can be made relatively cheap at Aküdo on Zülpicher Straße 197: www.akuedo.de

** Accepted languages are German, English and French

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:

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International Office
z.Hd. Katharina Daun-Pignataro
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50937 Köln
Germany

international-doctoral-students@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