UNIVERSITÄT ZU KÖLN

DOCTORATE

Enrolment at the International Office

1.   CREATING AN ACCOUNT IN KLIPS 2.0

☐ As soon as you received the official admission document 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: 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).

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 necessary documents (shown in your KLIPS–Account)

☐ 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.

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

4.   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

5. STUDENT ID / DIGITAL SEMESTER TICKET

At the University of Cologne you will receive a „Germany–Semester Ticket". More detailed information on how to apply for it and to what extent it is valid, as well as on your the student ID, will be available on this website shortly: uni.koeln/AKCC3

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:

Immigration & Residence: *uni.koeln/NV5GK*

Calendar of events: *uni.koeln/WDNAR*

Costs & Financing: *uni.koeln/25R8A*

Career Services International: *uni.koeln/LXP94*

Accommodation: *uni.koeln/H5GPQ*

International Students Associations: *uni.koeln/D8EAM*

INTERNATIONAL OFFICE

International Doctoral Students: *uni.koeln/XWE6S*

Contact form *uni.koeln/ZCQT7*

Site plan: *ukoeln.de/9LAN8*