

## How to enroll as a PHD-student :

### a) as a german student:

1. fill the 'Notification of intent to do a Doctorate' ([http://www.mathnat.uni-koeln.de/fileadmin/einrichtungen/mnf\\_dekanat/docs/forms/Promotionsabsichtsmittelung.pdf](http://www.mathnat.uni-koeln.de/fileadmin/einrichtungen/mnf_dekanat/docs/forms/Promotionsabsichtsmittelung.pdf)) therefore you need a signature of Karin Boessenkool (coordinator of the graduate school) and your doctoral supervisor.  
You can either bring the form to the Dean's office (Fr. Gotzmann <http://www.mathnat.uni-koeln.de/11209.html?&L=1> ) or send it there by in-house-mail (just give it to Dagmar).
2. Log in to Klips 2.0 (use your 'usual' employer account):  
<http://klips2.uni-koeln.de/co/webnav.ini>  
→ create a new application and enter all the necessary information (information on prior education, certificates, grades and upload of a photo for your student ID)  
- after submission of your Klips-application you get admitted (may take about 1-2 days until the system admits you, the application status is indicated in your Klips profile)  
- after admission you have to click the button in Klips 'accept study place offer'  
- pay your social fees (link in Klips, as the money transaction within Germany takes 1-2 days, make sure that in your application status in Klips 'social fees paid' is checked (before that you can't enroll at the student service center (<http://verwaltung.uni-koeln.de/studsek/content/> ) )
3. as soon you did 1. and 2. you can take all the following papers & forms to the student service center for enrollment:
  - application for enrollment (print out from Klips)
  - final university degree (copy)
  - University entrance eligibility (copy-certified)
  - approval of the Dean's office [1.]
  - certificate of health insurance
  - admission notification from Univ. Cologne (copy – download from Klips)
  - certificate of removal from register of university previously attended (copy)

### b) foreign students:

International Office (see also opening hours):

<http://international.uni-koeln.de/doctoralstudies.html?&L=1>

Information on admission and enrollment:

<http://international.uni-koeln.de/6909.html?&L=1>

1. fill in the Declaration of Intent to earn your PhD signed by you and your doctoral advisor or another name of this document 'Notification of intent to do a Doctorate' ([http://www.mathnat.uni-koeln.de/fileadmin/einrichtungen/mnf\\_dekanat/docs/forms/Promotionsabsichtsmittelung.pdf](http://www.mathnat.uni-koeln.de/fileadmin/einrichtungen/mnf_dekanat/docs/forms/Promotionsabsichtsmittelung.pdf)) therefore you need a signature of Karin Boessenkool (coordinator of the graduate school). (two copies)
2. Fill in and sign the 'Application for admission to doctoral studies' (<http://international.uni-koeln.de/6909.html?&L=1> ) and go to the International Office with all the documents that mentioned below in 3. or on the website (<http://international.uni-koeln.de/6909.html?&L=1>). International Office will help you to fill in all the forms.
3. You can take all the following papers & forms to the International Office for enrollment ( <http://international.uni-koeln.de/6909.html?&L=1> ):
  - Declaration of Intent to earn your PhD [1.]
  - certified copies of your diploma and the German or English translation (Secondary

school-leaving certificate, Bachelor and Master degree with Transcripts of Records)

- complete and signed C.V. (German or English)

- copy of your Master thesis completed at your foreign university. If your thesis was not written in German or English, you will also need to submit a summary in German or English

- copy of your passport/personal identity card

- certificate of health insurance

4. The International Office will forward your application to the appropriate Dean's Office.
5. The doctoral committee at the faculty you applied to will make an official admission decision ('Promotionszusage').