

REGISTRATION WITH DOCFILE

as a prerequisite for doctoral students at the University of Cologne

A useful FAQ section addressing various aspects of Docfile, including the registration process is available [here](#).

Please note that the Docfile registration process is almost continuously modified. If you have any questions or if you recognize significant deviations, please inform the MPIPZ PhD coordinator Monika Schlosser (gradschool@mpipz.mpg.de or +49 221 5062 124).

Version updated 02/2023

Go to <https://docfile.uni-koeln.de/home>

Click on *Registration*, confirm the Privacy Policy and choose to set up a *Docfile account*

Enter your personal data and press *Register*

Register with Docfile Account

In order to use Docfile, you have to register as a user. Please enter your personal data here.

Email*	<input type="text"/>
Email confirmation*	<input type="text"/>
Gender §*	<input type="radio"/> male <input type="radio"/> female <input type="radio"/> inter/diverse <input type="radio"/> not specified Please select "diverse" or "not specified" only if this selection is officially registered for you in the register of civil status.
Title	<input type="text"/>
First name*	<input type="text"/>
Last name*	<input type="text"/>
Name in original language/not romanized	<input type="text"/>
Name of birth	<input type="text"/>
Name affix	<input type="text"/>
Date of birth*	<input type="text"/> 
Place of birth*	<input type="text"/>
Country of birth*	<input type="text" value="Choose One"/>

[Cancel](#)

[Register](#)

Follow the instructions in the Docfile email and log in. You can now navigate to *My Profile* where you find the Docfile registration number needed for the *Application for Admission* form (15251 in the example shown below)

John Doe Jr. | Deutsch | Help | Logout

Home My Profile Document Pool Contact

John Doe Jr. (15251)

Personal Profile

Personal data

You have 0 new message/s.

Docata | Legal Notice | Data Protection Notice

Navigate to *Home* and press *register in Docfile* to start the registration process

John Doe Jr. | Deutsch | Help | Logout

Home My Profile Document Pool Contact

Welcome!

Welcome to the University of Cologne!

The University of Cologne is one of the oldest and largest universities in Europe. Due to its outstanding scientific achievements and the high quality and diversity of its degree programmes, it enjoys an excellent international reputation.

We are pleased that you are aiming for a doctorate at the University of Cologne! The comprehensive integration of doctoral candidates in structured graduate institutions and a wide range of specialist and interdisciplinary qualification programmes distinguishes a doctorate at the University of Cologne. The team of the [Albertus Magnus Center for Early Career Researchers](#) and the team of our future faculty graduate school will support you in all questions concerning your doctorate.

To apply for admission as a doctoral candidate, you must first [register in Docfile](#). Registration in Docfile is a prerequisite for a doctorate at the University of Cologne. Please note that incomplete registrations will be automatically deleted after – six - months. Prospective doctoral candidates of the Faculty of Medicine (Aspired academic degree: Dr. med. (dent.)) can complete the registration within – 24 - months. Until the registration is complete, you will be listed under the status „Registered user“. After sending the digital assistant for the application for admission as a doctoral candidate, your application will be processed at the responsible doctoral office. Please note: You will only be admitted officially as a doctoral candidate at the University of Cologne with the confirmation of acceptance as a doctoral candidate from your faculty.

Home

As mentioned below, the Docfile registration process takes time and you must have the documents listed below ready for upload. You can save your registration process and return anytime

Application for admission or registration as a doctoral candidate – Checklist Documents

In order to be able to complete the registration as a doctoral candidate or the application for admission as a doctoral candidate quickly, we ask you to have various documents ready. To complete the registration or application, it is necessary to provide the supporting documents as scans in the system. Please allow about 40 - 45 minutes for the completion of the application.

Checklist

Document
University entrance qualification (e.g. Abiturzeugnis)
Certificate of progress of studies (e.g. Studienverlaufsbescheinigung aus KLIPS 2.0)
Graduation certificates (e.g. Bachelor/Master certificate, full supporting documents for the diploma, e.g. diploma and certificate)
Other documents (e.g. supervision agreement, CV)

Cancel Save and close Back Next

Complete or confirm personal data. Changes may require contacting the Doctoral Studies or Dean's Office

Application for admission or registration as a doctoral candidate – Personal data

In case of changes regarding your personal data, such as your name, please contact the responsible [Doctoral Studies Office /Dean's office](#). Please upload corresponding documents at the end of this wizard.

Gender §* male female inter/diverse not specified
Please select "diverse" or "not specified" only if this selection is officially registered for you in the register of civil status.

Academic degree

First name

Surname

Name affix

Name of birth

Date of birth

Place of birth

Country of birth

Citizenship*

Additional citizenship

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Choose a suitable mailing address

Application for acceptance as a doctoral candidate – Mailing Address

Type of address*

Address affix

Street, house number*

Country*

ZIP code*

City*

Region

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Optionally add addresses or press Next

Application for acceptance as a doctoral candidate – Mailing Address

Please provide at least one valid mailing address where you wish to be contacted during your doctoral studies. You may also provide additional addresses in the next step.

List of addresses

Address	Edit	Delete
Carl-von-Linné-Weg 10, 50829 Köln, Germany	Edit	Delete

Do you want to add a (further) address? Yes No

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Choose your preferred correspondence and press *Next*

Application for acceptance as a doctoral candidate – Main Address

Please choose the main mailing address that should be used for postal communication during your doctoral studies.

Correspondence address*

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Optionally add telephone numbers or email addresses

Application for acceptance as a doctoral candidate – Phone / email contact

Please provide details on how the Doctoral Studies Office / Dean's Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.

Phone numbers [Add number](#)

Email addresses [Add email address](#)

Verified email contacts have a grey background. You cannot remove your main corresponding email address; all others may be deleted, if needed. If so far you only have indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.

Email address*

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Choose your preferred correspondence email

Application for acceptance as a doctoral candidate – Phone / Main email address

Please choose the correspondence email address that should be used for email communication during your doctoral project.

Correspondence email address*

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Choose faculty, doctoral regulation and the pursued degree as shown below. The doctoral subject depends on your official supervisor. Please find details below

Application for admission or registration as a doctoral candidate – Information on the doctorate

Faculty/Department*

Doctoral regulation*

Doctoral subject*

Pursued academic degree*

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

To specify the place of conducting the doctorate, choose *Yes* and press *Next*

Application for acceptance as a doctoral candidate – Place of conducting the doctorate

Please indicate the primary place of work for your doctoral project. This place of work might possibly differ from the Faculty you want to register with as a doctoral candidate.

List of affiliations

Type of affiliation	Period	Institution
Do you want to add (further) department affiliations?	<input checked="" type="radio"/> Yes <input type="radio"/> No	

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Enter your starting date and no end date and either choose *University of Cologne* or *External* (if you work at the MPIPZ) as affiliation. If you work at the UoC choose the *Botanical Institute* as the institution. If you work at the MPIPZ, choose *MPI for Plant Breeding Research* as institution

Application for acceptance as a doctoral candidate – Place of conducting the doctorate

If you choose an external (outside the University of Cologne) place of work which is not listed in the drop-down menu please click 'Other' and enter the name of the institution. This might be a university of applied sciences (Fachhochschule/Technische Hochschule), a research institute, a company/enterprise or any other partner institution at which you primarily conduct research for your doctoral project.

Type of affiliation*

Period from to

Affiliation* University of Cologne External None

Institution*

Description

Cancel Save and close Back Next

As you very typically register with Docfile before enrollment at the UoC, you can typically say *No* when being asked whether you would like to add enrolment periods and press *Next*

Application for admission or registration as a doctoral candidate – Enrolment periods

List of enrolment periods

Please inform us about your enrolment periods **during your doctorate**, if applicable. This includes enrolment periods in the past as well as a current enrolment period.

Period	Matriculation number
--------	----------------------

Would you like to add another enrolment period?* Yes No

Cancel Save and close Back Next

Choose *Doctorate in cooperation with a non-university research institution* as type of doctorate if you work at the MPIPZ. If you work at the UoC, choose *Doctorate at the University of Cologne without a formal cooperation*

Application for admission or registration as a doctoral candidate – Type of doctorate

Please indicate whether you will be conducting your doctoral studies in cooperation with another institution. In case of changes or the start of a cooperation with another institution, we kindly ask you to add the information A cooperation must only be reported if it is an institutional cooperation, i.e. if the cooperation is based on a contract or an agreement. The University Statistics Law classifies the types of doctorates as follows:

01 = Doctorate at higher education institution authorised to award doctorates

01 = Doctorate at higher education institution authorised to award doctorates (including cooperation with another university in Germany) (e. g. RWTH Aachen, Rheinische-Friedrich-Wilhelms-Universität Bonn, Heinrich Heine Universität Düsseldorf, Deutsche Sporthochschule Köln, Ruprecht-Karls-Universität Heidelberg, Eberhard Karls Universität Tübingen, LMU München, TU München, HU Berlin, FU Berlin, TU Berlin)

02 = Doctorate at higher education institution authorised to award doctorates in cooperation with a university abroad (e. g. cotelle de thèse, ETH Zürich, University of Birmingham, Università degli Studi di Firenze, Universiteit Leiden, Linnaeus University, Université de Nantes, Semmelweis Egyetem, Sun Yat-sen University, KU Leuven, Univerzita Karlova, Radboud Universiteit, Kelo University, University of Cape Town, University of Colorado at Boulder)

03 = Doctorate at higher education institution authorised to award doctorates in cooperation with a university of applied sciences (e. g. TH Köln, Hochschule Bonn-Rhein-Sieg, Hochschule für Musik und Tanz Köln, Cologne Business School, Kunsthochschule für Medien Köln)

04 = Doctorate at higher education institution authorised to award doctorates in cooperation with a research institution (e. g. Max-Planck-Institute, Forschungszentrum Jülich, Helmholtz-Institute, GESIS-Institut der Leibniz-Gesellschaft, Deutsches Zentrum für Luft- und Raumfahrttechnik, Fraunhofer Institut, caesar, Deutsches Zentrum für neurodegenerative Erkrankungen, Deutsches Zentrum für Infektionsforschung, Deutsches Zentrum für Diabetesforschung, Deutsches Zentrum für Herz-Kreislauf-Forschung)

05 = Doctorate at higher education institution authorised to award doctorates in cooperation with industry or other institution (e. g. Bayer AG, Siemens AG, thyssenkrupp, LANXESS, Deloitte, L'Oréal, Henkel AG & Co. KGaA, Cargemini Invent)

Further scientific cooperations for which no institutional contract or agreement exists can be specified on the following page. Please select the type of doctoral thesis/cooperation that is likely to apply to your doctorate.

Type of doctorate*

Cancel Save and close Back Next

If you work at the MPIPZ, add the institute as a cooperation by selecting *Yes* and pressing *Next* (details shown below). If you work at the UoC, do not enter a cooperation and proceed by clicking *Next*

Application for acceptance as a doctoral candidate – Cooperations

Please indicate the type of cooperation that mainly applies to your doctorate. If you selected "External" for your place of conducting the doctorate, please also indicate the corresponding type of cooperation.

List of cooperations

Type of cooperation	Institution	Country	Type of institution
---------------------	-------------	---------	---------------------

Do you want to add a (further) cooperation? Yes No

Cancel Save and close Back Next

If you work at the MPIPZ, enter a cooperation (see above) as shown below, press *Next* and *Next* again if you do not want to enter additional cooperations

Application for admission or registration as a doctoral candidate – Scientific Cooperations

Type of cooperation*

Institution*

Country

Type of institution

Description

Cancel Save and close Back Next

To specify your graduate programme(s), choose **Yes** and press **Next**

Application for admission or registration as a doctoral candidate – Graduate program participation

The integration of doctoral candidates in structured graduate institutions distinguishes a doctorate at the University of Cologne. As a doctoral candidate, you are integrated in the Graduate school of your faculty. Therefore, please create a membership file in the respective faculty graduate school below. Information on the Graduate schools of the individual faculties can be found [here](#).

Please also indicate all other memberships in structured graduate institutions (e.g. GRK, Research schools in Clusters of Excellence, Helmholtz Schools, IMPRS, SFB, IRTG, TRR). It is possible to add several memberships. If you do not know yet whether and in which program you are doing your doctorate, please indicate the program in which you expect to do your doctorate.

List of memberships in graduate institutions:

Period	Graduate program
Do you want to add (further) programs?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Cancel Save and close Back Next

All students must register with the *Graduate School for Biological Sciences*. The registration form is available [here](#) and can be brought to the GSfBS coordinator Isabell Witt (University of Cologne, Institute for Genetics, Zùlpicher Straße 47a, room 0.37; phone: 0221 470 1683) or sent to isabell.witt@uni-koeln.de

Note: your Thesis Advisory Committee co-advisors are the *Tutors* on this form and you can accordingly only register as a full GSfBS member after TAC assembly. Please still select the GSfBS membership in Docfile and choose a sensible *from* date, e.g. approximate GSfBS registration date. Do not specify a *to* date

Application for acceptance as a doctoral candidate – Membership to Graduate Program(s)

Period from* to

Graduate program*

Cancel Save and close Back Next

Students who have been recruited to the IMPRS through the IMPRS Selection Symposium must add this as further programme. If in doubt, contact the MPIPZ PhD coordinator. Put in your project start date as the *from* date and do not specify a *to* date

Application for acceptance as a doctoral candidate – Membership to Graduate Program(s)

Period from* to

Graduate program*

Cancel Save and close Back Next

All students who work at the MPIPZ but have not been recruited to the IMPRS through the IMPRS Selection Symposium must choose the MPIPZ Graduate School as further programme. Put in your project start date as the *from* date and do not specify a *to* date

Application for acceptance as a doctoral candidate – Membership to Graduate Program(s)

Period from* to

Graduate program*

Cancel Save and close Back Next

Choose your supervisor(s) at the University of Cologne

Note: not all group leaders can officially supervise students. Eligible supervisors are professors from the University of Cologne as well as associated faculty members from the *Graduate School for Biological Sciences* ([here](#) is a list). Accordingly, you can choose from e.g. *Supervising Professor at the University of Cologne* or *Supervisor at a non-university institution in Germany* as Role

If your direct supervisor can also act as your official supervisor, you only need to add one supervisor. If your direct supervisor is not eligible to supervise your project officially, please press *Add supervisor* and specify the details of both (direct and official) supervisors

You must upload the completed Application for Admission as a Doctoral Student (see [here](#)) as the *Confirmation of academic supervision*. You can optionally upload the *Agreement on Training and Supervision* from the MPIPZ Graduate School/IMPRS as the *Supervision agreement* but typically you can only prepare this agreement at a later stage as it requires a fully assembled Thesis Advisory Committee. Please remember to upload the *Agreement on Training and Supervision* from the MPIPZ Graduate School/IMPRS to Docfile once you obtain the completed form

Application for admission or registration as a doctoral candidate – Supervisor(s)

Please indicate the name of the supervisor of your doctoral project. By clicking the link 'Add supervisor' you can add further supervisors. Please consult the doctoral regulations of your Faculty for details on eligible supervisors and/or contact the respective doctoral studies office/dean's office. Relevant documents can be accessed [here](#).

Furthermore, you have the opportunity to upload documents relevant for your academic supervision. Please only upload complete and signed documents.

[List of supervisors](#) [Add supervisor](#)

1. Supervisor [Delete](#)

Last name, first name*

Role*

Institution

Please provide an mailing and email address if your supervisor is not affiliated at the University of Cologne.

Phone number

Please provide a telephone number if your supervisor is not affiliated with the University of Cologne.

Email

Documents

Confirmation of academic supervision No file chosen
Here you can upload the confirmation of your supervisor to scientifically support your doctoral thesis work.

Supervision agreement No file chosen
Here you can upload the supervision agreement.

Confirmation of the graduate school No file chosen
Here you can upload the confirmation of your graduate school.

Please check the doctoral regulations that apply to you to find out whether you need to submit such a document.

[Cancel](#) [Save and close](#)

Enter a preliminary title (e.g. from the job advert) for your thesis. This can be changed

Choose your contractual start date as *Start of the doctoral project* and *Date of Dissertation Topic Confirmation*

Choose *English* as language

Choose *Monograph (HF, MNF, WiSo, MedF, ReWi)* as the dissertation type. This can be changed at later stages of the PhD if needed

Application for admission or registration as a doctoral candidate – Dissertation

Preliminary title of dissertation*

Start of the doctoral project*

Date of Dissertation Topic Confirmation*

Language*

Type of dissertation*

Please make sure that the selected language is according to the doctoral regulations of your faculty or contact your office of the doctoral studies office/dean's office responsible for your application.

Please indicate how you currently intend to submit your dissertation. This indication is not binding and only relevant for statistical purposes. Please note that you may need to apply separately with your doctoral studies office/dean's office for permission to submit your doctoral thesis in the form of a thesis by publication also known as an article thesis. For more information please read the doctoral regulations of your Faculty.

[Cancel](#) [Save and close](#)

Provide details of your university entrance qualification, i.e. the high school (or equivalent) degree that qualified you for your studies. If you went to high school in Germany, you will typically choose *Gymnasium (FHR)*. If you went to high school outside Germany, you will typically choose *Foreign university entrance qualification*. Provide the name and place of the school as well as the degree receipt date. Please note that this (horribly German) list is extracted from a database and cannot be translated by the Docfile team

Application for admission or registration as a doctoral candidate – Higher education entrance qualification

Please provide information about your higher education entrance qualification. The type of qualification to be indicated is the highest general school leaving certificate **granting first access to the German higher education system**. This also applies if the higher education entrance qualification would not entitle the holder to enter the current degree program upon first admission to the German higher education system. In the case of an entrance qualification for universities of applied sciences (Fachhochschulreife) consisting of school and vocational parts, the date and place of the school components must be indicated.

Type*
For a higher education entrance qualification that has not been obtained in Germany, please select the option "foreign higher education entrance qualification".

Date of degree*

Name of school*

Country*

ZIP code*

City*

In some faculties it is necessary to upload a scan of your Higher Education Entrance qualification and/or take the original document to the Doctoral office at the end of this electronic program wizard. Please note the instructions on the application form, which you can create and print out at the end.

[Cancel](#) [Save and close](#)

To specify your Bachelor studies, choose *Yes* and press *Next*

Application for acceptance as a doctoral candidate – Course of studies

Please indicate periods of studying (including practical and holiday semesters) that you spent at national and international universities (**excluding doctoral studies**). Please also indicate studies that are not relevant for your doctoral studies or that you have not (yet) completed.

[List of studies](#)

Academy	Period	Number of semesters	Result
---------	--------	---------------------	--------

Do you want to add (further) studies? Yes No

[Cancel](#) [Save and close](#)

Enter details of your **Bachelor** (or equivalent) studies. Choose the appropriate country and subject from the lists.

Choose *university/college outside of Germany* as the *Type of institution* if you have obtained the degree abroad

As pursued degree, choose

- *Bachelor an Universitäten – Erststudium* if you obtained the Bachelor at a German University
- *Abschlussprüfung im Ausland - Erststudium* if you obtained the Bachelor outside Germany

Specify the period of the studies and check whether you started your studies in winter term (*Studienbeginn im Wintersemester*)

Note: the winter term lasts from October 1st until March 31st

Choose *successfully completed* as result of study and specify the completion date (e.g. when you received the degree) and a final grade (put 0,0 if you obtained the Bachelor outside Germany)

Note: you only need to address the mandatory questions labelled with *

Application for admission or registration as a doctoral candidate – Course of studies

Please provide details about your course of studies. You can add further studies on the next page.

University

Conducted at* University of Cologne another institution

Country*

Name of university*

Place*

Type of institution*

Subjects [Add subject](#)

Subject* [Delete](#)

If you do not find your subject, please choose the nearest option.

Pursued degree*

Full academic title of degree

Please state the full title according to your certificate, for example "M.Sc. subject XY"

Time course of studies

Period from* to

Number of semesters

With a standard study period (in semesters)

Start of study in winter term* Yes No

Final paper

Degree included a written thesis

Result

Result of study*

Date of completion*

Final grade*

ECTS/credit points

In some faculties it is necessary to upload a scan of your Higher Education Entrance qualification incl. the transcript, the supplements and a translation where required and/or take the original document to the Doctoral office at the end of this electronic program wizard. Please note the instructions on the application form, which you can create and print out at the end.

[Cancel](#) [Save and close](#)

To specify your **Master** (or equivalent) studies, choose **Yes** and press **Next**

Application for admission or registration as a doctoral candidate – Course of studies

Please indicate all periods of studying (including practical and holiday semesters) that you spent at national and international universities (excluding doctoral studies). Please also indicate studies that are not relevant for your doctoral studies or that you have not (yet) completed.

List of studies

Academy	Period	Number of semesters	Result
University of Argentina			successfully completed Edit Delete

Do you want to add (further) studies? Yes No

See previous page (Bachelor studies) for details. As pursued degree, choose

- **Master an Universitäten (Abschlussprüfung vorausgesetzt) – Masterstudium** if you obtained the Master at a German University
- **Abschlussprüfung im Ausland - Masterstudium** if you obtained the Master outside Germany

Application for admission or registration as a doctoral candidate – Course of studies

Please provide details about your course of studies. You can add further studies on the next page.

University

Conducted at* University of Cologne another institution

Country*

Name of university*

Place*

Type of institution*

Subjects [Add subject](#)

Subject* [Delete](#)

If you do not find your subject, please choose the nearest option.

Pursued degree*

Full academic title of degree

Please state the full title according to your certificate, for example "M.Sc. subject XY"

Time course of studies

Period from* to

Number of semesters

With a standard study period (in semesters)

Start of study in winter term* Yes No

Final paper

Degree included a written thesis

Result

Result of study*

Date of completion*

Final grade*

ECTS/credit points

In some faculties it is necessary to upload a scan of your Higher Education Entrance qualification incl. the transcript, the supplements and a translation where required and/or take the original document to the Doctoral office at the end of this electronic program wizard. Please note the instructions on the application form, which you can create and print out at the end.

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Add potential further Bachelor or Master studies. After completion, press **Next**

From the list of studies, choose the one (typically the completed Master) which you need as an entrance qualification for the doctoral studies as *Relevant academic degree*. From the list of studies, choose the first (completed or terminated) studies you were enrolled in as *First enrolment*, i.e. typically the first Bachelor you started

Application for admission or registration as a doctoral candidate – Entrance qualification for doctoral studies

Please choose the degree relevant for your acceptance as a doctoral candidate. If two or more degrees combined are relevant for your acceptance please choose the one degree awarded to you last.

Relevant academic degree*

First enrolment*

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Optionally add and specify previous doctoral studies. Otherwise press *Next*

Application for admission or registration as a doctoral candidate – Previous doctoral studies

Have you already started or completed a doctorate? Please enter these completely and truthfully (e.g. if you started your doctoral project at another university or if you have completed a previous doctorate). This data will also be used for processing any employment at the University of Cologne.

List of previous doctoral studies

Academy	Period	Result
Do you want to add (further) periods of doctorality?* <input type="radio"/> Yes <input checked="" type="radio"/> No		

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Specify your funding mode. Note that this is fully optional

Application for admission or registration as a doctoral candidate – Funding

The University of Cologne would like to support its doctoral candidates in the best possible way. For this purpose it is necessary to find out the current conditions of our doctoral candidates. Important aspects here are the financing of your doctoral project and the time required to complete your doctorate as well as the time taken up by an accompanying professional activity. You can find information about financing your doctorate [here](#).

Information on the financing situation of your doctoral project enables the University of Cologne to determine the need for support. The information you provide will be used to compile anonymous statistics, on the basis of which the University of Cologne can develop specific measures to improve the situation of doctoral candidates. Answering the questions is optional.

List of fundings

Type of funding	Position/program	Employer/Funding organisation	Period	Hours per week
Do you want to add (other) funding information?				
Type of funding*	<input type="radio"/> External employment <input type="radio"/> Scholarship <input type="radio"/> Other funding <input checked="" type="radio"/> I don't want to add further data			

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

As a UoC student, choose *Scholarship* > *Next* and specify the details. Put *Haushalt* as *Funding/line program* if you are directly paid from the University budget. Otherwise, provide the name of the University funding programme and specify the duration of funding. Your supervisor will be able to provide this information

Application for acceptance as a doctoral candidate – Scholarship

Funding line/program*

Funding organisation* University of Cologne External funding organisation

Period from* to

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

As a MPIPZ student, choose *External employment* > *Next* and enter the details as shown below

Application for acceptance as a doctoral candidate – External employment

Position*

Name of employer

Period from* to

Hours per week

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Note: the funding period may not cover your full doctoral studies. If you have been funded from different sources, please add further funding information. Otherwise press *I don't want to add further data* and *Next*

Specify your marital status and add children if applicable

Application for acceptance as a doctoral candidate – Family Status

Marital status

[Children](#) [Add child](#)

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Optionally indicate general conditions surrounding you throughout your doctorate

Application for admission or registration as a doctoral candidate – General conditions

The University of Cologne would like to provide you with the best possible support in your research activities. In order to be able to provide targeted support, it is necessary to get to know the general conditions in which our doctoral candidates research and teach. We therefore ask you to support us in our efforts to continuously improve the general conditions for our doctoral candidates through your feedback. Answering the questions is optional.

You can also send further suggestions, criticism and feedback to the email address: doctfile-feedback@verw.uni-koeln.de

Application for own third party funds yes no not specified

Participation in third-party funding applications yes no Not specified

Participation in teaching yes no not specified

Computer/Laptop yes no not specified

Printer (free) yes no not specified

Own workstation / desk yes no not specified

Shared workstation / desk yes no not specified

Personal responsibility (supervision of students or knowledgeable assistants) yes no not specified

Access to / usage of laboratories yes no not specified

Phone yes no not specified

Internet access yes no not specified

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

Towards the end of the registration process, and if you have not done so already, upload:

- University entrance qualification / high school leaving certificate
- Certificates and diplomas of all obtained academic degrees (Bachelor and Master) as document type *Graduation certificate*
- Transcripts of records of all academic degrees (Bachelor and Master) as document type *Certificate of study progress*
- Curriculum Vitae
- Signed Application for [Admission as a PhD Student](#) as document type *Application for admission as a doctoral candidate (signed)*

Application for admission or registration as a doctoral candidate – Documents

In order to be able to complete the application for admission to doctoral studies, we ask you to provide various documents and certificates as scans in the system. When uploading, please ensure that the documents are easy to read and select the smallest possible file size. On the following pages you will also find out whether it is necessary to submit additional original documents/certificates to the dean/doctoral office.

List of uploaded documents

Document
Do you want to add (further) documents?*
<input type="radio"/> Yes <input checked="" type="radio"/> No

Cancel Save and close Back Next

Declare that you have read/understood the

- Doctorate regulations. Paradoxically, the regulations currently only exist in German. Contact the IMPRS/MPIPZ PhD Office for an introduction
- Guidelines on Good Scientific Practice

and confirm that you will update your personal data and contact details

Application for acceptance as a doctoral candidate – Declaration

I hereby declare that I have read and understood the following regulations:

- Doctorate regulations of the Faculty at which I will apply for acceptance as a doctoral candidate
- Guidelines for Safeguarding Good Scientific Practice and Dealing with Academic Misconduct of the University of Cologne ('Ordnung der Universität zu Köln zur Sicherung guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichem Fehlverhalten')
- I confirm that I will update my personal data and contact details regularly

Cancel Save and close Back Next

Double-check your data and press *Next* if they are correct and complete

Application for acceptance as a doctoral candidate – Preview

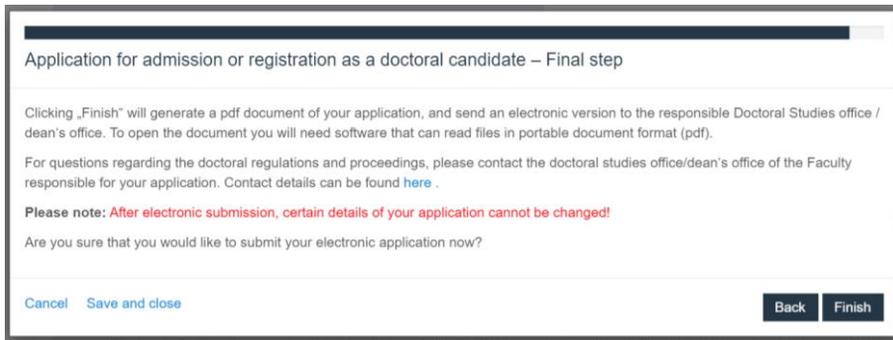
Preview

Here you can generate a draft version of an overview of all data you entered. Should you need to change any entries, please use the „Back“ button in the online assistant. In the next step, the final application document must be submitted electronically. Only after submission can you download, print, and sign the valid document.

PDF Preview

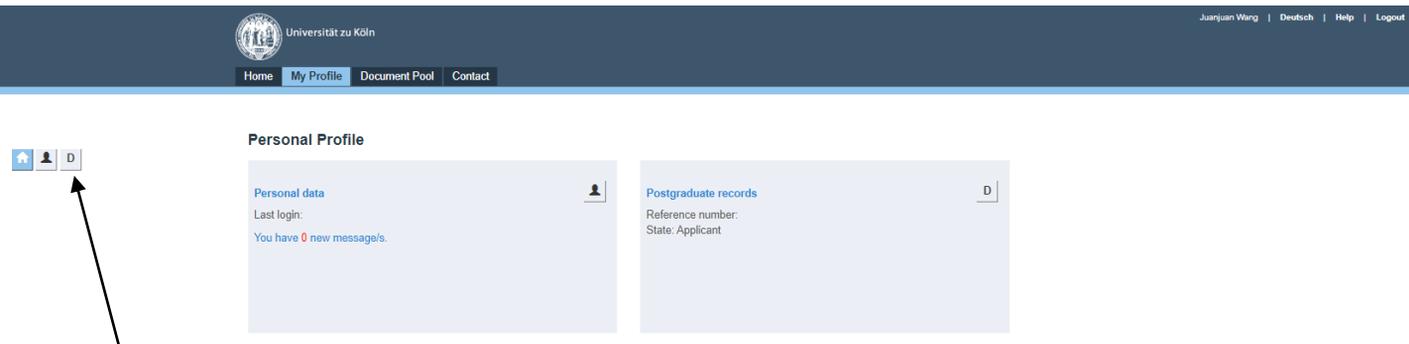
Cancel Save and close Back Next

Submit your registration by pressing *Finish* but be clear that some data cannot be changed after submission



!CONGRATULATIONS – YOU DID IT!

If you want to/must upload documents after you have completed the Docfile registration, log into your Docfile account and navigate to *My Profile*



Click here to access your *Doctorate Details* and navigate to *Documents* in the menu on the left. Click *Add documents* and choose an appropriate *Title*. Specify the correct *Document type*, e.g. *Course of study (certificates etc.)* for certificates and *University entrance qualification* for your high school certificate