

# REGISTRATION WITH KLIPS

If you have any questions concerning the KLIPS registration, contact the IMPRS/MPIPZ Graduate School coordinator Stephan Wagner ([gradschool@mpipz.mpg.de](mailto:gradschool@mpipz.mpg.de) or +49 221 5062 124).

Version for international students updated in 04/2021

Go to <https://klips2.uni-koeln.de/>

- University of Cologne
  - Faculty
    - Faculty of Management, Econ
    - Faculty of Law
    - Faculty of Medicine
    - Faculty of Arts and Humanities
    - Faculty of Mathematics and N
    - Faculty of Human Sciences
  - Zentrale Einrichtungen
  - Organe
  - Organisation
  - Externe Einrichtungen



## KLIPS 2.0 - Campusmanagement

All current University of Cologne students manage their respective studies with KLIPS 2.0

For further information please visit the following website: [campusmanagement.uni-koeln.de](http://campusmanagement.uni-koeln.de).

### Information for prospective students and applicants

All applicants who are not yet enrolled at University of Cologne have to register for a new applicant account. As a student of the University of Cologne log-in with your S-mail-account is required. For more information, please visit the website [campusmanagement.uni-koeln.de](http://campusmanagement.uni-koeln.de) as well as additional information about the application procedure.

[Click here ↑ to create an applicant account](#)

[About this system \(German only\)](#)

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Provide personal data and press *Create applicant account*

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University of Cologne

## Create a new applicant/registration account

Personal data	
Mr./Mrs./Ms.	<input type="text" value="Mr."/>
Last name	<input type="text" value="John"/>
First name(s)	<input type="text" value="Doe"/>
Date of birth	<input type="text" value="01011990"/> <small>Please enter all your first names here.</small> <small>Format: DDMMYYYY</small>
Place of birth	<input type="text" value="Buenos Aires"/> <small>Please enter the city or town in which you were born.</small>
Maiden name	<input type="text"/>
Nationality	<input type="text" value="Argentina"/> <small>Please only enter this in case it differs from the last name.</small>
E-mail address	<input type="text" value="gradschool@mpipz.mpg.de"/>
Repeat email	<input type="text" value="gradschool@mpipz.mpg.de"/>
Preferred language	<input type="text" value="Englisch"/>

Press *Continue* to receive your login credentials via email

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University of Cologne

## Create a new applicant/registration account

The login details for your applicant account have been sent to the e-mail address you provided. Please check your mailbox shortly.

Copy your login credentials from the email and click the provided link

**Your online application login details.** 27 September, 2019 13:10

From: (noreply@verw.uni-koeln.de)  
To: (gradschool)

Dear Mr. John, Doe,

Please, find your online application access data under <https://klips2.uni-koeln.de/co/webnav.ini>

Identification: gradschool@mpipz.mpg.de

Password: pyuc7zw8yy8 Please change your password immediately, as it is only valid for a restricted period of time.

# Set a password

- University of Cologne
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John Doe  
Account - Change Password  
Applicant

Your password is going to expire in 4 days.  
You have not entered a security question or answer yet.

Current password

New password

Confirm new password

Choose the start of your registration as a doctoral student. The winter term (,Wintersemester') starts October 1<sup>st</sup>, the summer term (,Sommersemester') starts April 1<sup>st</sup>

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**ONLINE APPLICATION**

**Start of course**

Select degree program  
Personal data  
Correspondence address  
Permanent home address

**Start of course**

Please choose the semester for which you wish to apply at the University of Cologne. Please note that there are degree programs which might not be offered in every semester or for which you can only apply for a higher semester.

Start of course

The choice below depends on the admission letter that you have received from the Dean's Office:

If *Einschreibung zum promotionsvorbereitenden Studium (zwei Semester)* is ticked, you choose *Short-term program* as the *Type of studies*. As soon as the Dean's Office Has checked all your documents (see below), the International Office will change your status automatically

If *Einschreibung zum Promotionsstudium* is ticked, choose *Doctoral program* as the *Type of studies* and *Promotion mit Regelstudienzeit* as your *Intended degree*. Select the *Biological Sciences (Graduate School)* from the *Degree programs* and set your *Entrance semester* to 1

Universität zu Köln



Mathematisch-Naturwissenschaftliche Fakultät

Dekanat

Zulassung als Doktorandin/Doktorand der Mathematisch-Naturwissenschaftlichen Fakultät

unter Vorbehalt

Doktorandin/Doktorand:  
Akademischer Grad:  
Promotionsfach:  
Promotionsbetreuer/in:

Promotionsbüro  
Karin Goltzmann  
Alexandra Grömling

Für die Einschreibung zum

promotionsvorbereitenden Studium (zwei Semester)

Promotionsstudium

im Fachgebiet:

026 Biologie

708 Biological Sciences (Graduate School)

032 Chemie

G05 Didaktiken

204 Geowissenschaften

079 Informatik

105 Mathematik

128 Physik

Universität zu Köln



Mathematisch-Naturwissenschaftliche Fakultät

Dekanat

Zulassung als Doktorandin/Doktorand der Mathematisch-Naturwissenschaftlichen Fakultät

unter Vorbehalt

Doktorandin/Doktorand:  
Akademischer Grad:  
Promotionsfach:  
Promotionsbetreuer/in:

Promotionsbüro  
Karin Goltzmann  
Alexandra Grömling

Für die Einschreibung zum

promotionsvorbereitenden Studium (zwei Semester)

Promotionsstudium

im Fachgebiet:

026 Biologie

708 Biological Sciences (Graduate School)

032 Chemie

G05 Didaktiken

204 Geowissenschaften

079 Informatik

105 Mathematik

128 Physik

Select degree program

Type of studies

Intended degree

Degree program

Entrance semester

Form of studies

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.

Select degree program

Type of studies

Intended degree

Degree program

Entrance semester

Form of studies

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.

## Complete your personal data

University of Cologne

- Faculty
  - Faculty of Management, Economics and Business Administration
  - Faculty of Law
  - Faculty of Medicine
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**ONLINE APPLICATION**

Start of course  
Select degree program

**Personal data**

Correspondence address  
Permanent home address  
Higher education entrance qualification  
Academic background

**Personal data**

First name: Doe  
Last name affix: \_\_\_\_\_  
Surname: John  
All first names: Doe  
Date of birth: 01.01.1990  
Gender: Male  
Place of birth: Buenos Aires  
Country of birth: Argentina  
Maiden name: \_\_\_\_\_  
1st nationality: Argentina  
2nd nationality: Please select...

## Choose a suitable address for correspondence

University of Cologne

- Faculty
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  - Faculty of Law
  - Faculty of Medicine
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  - Faculty of Mathematics and Natural Sciences
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**ONLINE APPLICATION**

Start of course  
Select degree program  
Personal data

**Correspondence address**

Permanent home address  
Higher education entrance qualification  
Academic background

**Correspondence address**

Correspondence address (semester address)

Mail delivery c/o: \_\_\_\_\_  
Street and number: Carl-von-Linné-Weg 10  
Postal Code/City: 50829 Köln  
Country/State: Germany  
Region: Nordrhein-Westfalen  
Telephone number: +49 221 5062 124  
E-mail address: gradschool@mpipz.mpg.de

My correspondence address (during the semester) is identical with my permanent home address.

## Specify your home address

University of Cologne

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  - Faculty of Law
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  - Faculty of Arts and Humanities
  - Faculty of Mathematics and Natural Sciences
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**ONLINE APPLICATION**

Start of course  
Select degree program  
Personal data  
Correspondence address

**Permanent home address**

Higher education entrance qualification  
Academic background

**Permanent home address**

Home address

Mail delivery c/o: \_\_\_\_\_  
Street and number: Isabellenstraße 1  
Postal Code/City: 50678 Köln  
Country/State: Germany  
Region: Nordrhein-Westfalen

## Specify your higher education entrance qualification, i.e. your last school certificate that permitted you to study at a university. Internationals choose *School abroad [aHR]* as the *Type* of certificate. Provide all mandatory details and skip the *Average grade* if you have obtained your certificate outside Germany

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**ONLINE APPLICATION**

Start of course  
Select degree program  
Personal data  
Correspondence address  
Permanent home address

**Higher education entrance qualification**

Academic background

**Higher education entrance qualification**

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 obtained a German Higher Education Entrance Qualification.  
 I have obtained a foreign higher education entrance qualification.  
 I belong to the group of master craftspersons or qualified professionals.

Type: School abroad [aHR]  
Name of certificate (original name): Bachillerato  
Date of certificate: 01.01.2010  
Average grade (gpa): \_\_\_\_\_  
Name of school: Buenos Aires High School  
Location of school: Buenos Aires  
Country of school: Argentina  
Region: Buenos Aires

- Please select..
- Entrance qualification for college of higher education
    - Indirekte HZB - Zugangsprüfung UzK [FHR]
    - General qualification for university entrance
    - Preparatory college [aHR]
    - School abroad [aHR]
    - Subject-specific qualification for university entrance
    - School abroad [fgHR]
    - Preparatory college [fgHR]

Specify your academic background. Start with your **Bachelor** (or equivalent) studies. This is typically your *First degree* but make sure to make correct and complete statements. Remember that the winter term (,Wintersemester' or ,WS') starts on October 1<sup>st</sup> and the summer term (,Sommersemester' or ,SS') starts on April 1<sup>st</sup>. Please specify potential examination dates but type in 0,0 as the obtained grade if you have studied outside Germany

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**Edit academic background**

---

**University/Subjects**

Country of Educational Institution:

University:

max: 100 characters

URL:

Degree:

max: 100 characters

Form of studies:

1st subject according to statistics:

original name of 1st subject of studies:

max: 110 characters

2nd subject according to statistics:

original name of 2nd subject of studies:

max: 110 characters

3rd subject according to statistics:

original name of 3rd subject of studies:

max: 110 characters

---

**Semester**

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
<input type="text" value="WS2010/11"/>	<input type="text" value="SS2013"/>	<input type="text" value="6"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Please select..."/>

---

**Status**

Intermediate exam:

Final examination:

Grade:

max: 20 characters

Date:

Format: DD.MM.YYYY

Continue by specifying your **Master** (or equivalent) studies, which is typically a *consecutive master*. If not, make sure to change the *Form of studies* accordingly

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**Edit academic background**

---

**University/Subjects**

Country of Educational Institution:

University:

max: 100 characters

URL:

Degree:

max: 100 characters

Form of studies:

1st subject according to statistics:

original name of 1st subject of studies:

max: 110 characters

2nd subject according to statistics:

original name of 2nd subject of studies:

max: 110 characters

3rd subject according to statistics:

original name of 3rd subject of studies:

max: 110 characters

---

**Semester**

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
<input type="text" value="WS2013/14"/>	<input type="text" value="SS2015"/>	<input type="text" value="4"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Please select..."/>

---

**Status**

Intermediate exam:

Final examination:

Grade:

max: 20 characters

Date:

Format: DD.MM.YYYY

If applicable, specify further studies

University of Cologne

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**ONLINE APPLICATION**

Start of course  
 Select degree program  
 Personal data  
 Correspondence address  
 Permanent home address  
 Higher education entrance qualification

- Academic background**

University	Degree	Degree programs	from	to
✎ Universidad de Bue...	Bachelor of S...	Biology	10W	13S
✎ Universidad de Bue...	Master of Sci...	Biology	13W	15S

Upload a photo for your student card. Contrary to the text, this is not optional

University of Cologne

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**ONLINE APPLICATION**

Start of course  
 Select degree program  
 Personal data  
 Correspondence address  
 Permanent home address  
 Higher education entrance qualification  
 Academic background

- Passport photo**

Insurance certificate of a statutory German health insurance or exemption certificate. EHIC card by statutory health insurance in an EU member state

**Updated**

no photo

**Upload**

**Preview**

No file chosen

Further information is available via the following link:  
[https://uccard.uni-koeln.de/foto\\_upload/foto\\_upload\\_fuer\\_bewerb](https://uccard.uni-koeln.de/foto_upload/foto_upload_fuer_bewerb)

The submission of this document is optional. If right now, there is no further possibility of electronic document. However, non-submission does not have any consequences regarding admission.

Please respect the following requirements for the upload:  
 Picture size: min. 102x136  
 File size: max. 2000kB  
 Aspect ratio approx. 3:4

Optionally provide a health insurance proof

University of Cologne

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**ONLINE APPLICATION**

Start of course  
 Select degree program  
 Personal data  
 Correspondence address  
 Permanent home address  
 Higher education entrance qualification  
 Academic background  
 Passport photo

- Insurance certificate of a statutory German health insurance or exemption certificate. EHIC card by statutory health insurance in an EU member state**

**Current document**

File name	Type	File Size	Date
No document uploaded			

**New document**

The following document types are accepted: Portable Document Format (.pdf). You can only upload one file. The maximum file size is 2 MB.

The submission of this document is optional. If you cannot submit it right now, there is no further possibility of electronically submitting the document. However, non-submission does not have any legal consequences regarding admission.

File  No file chosen

## Review your application and press *Send* to finalise it

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### OVERVIEW - APPLICATION NUMBER: 1-01006852

#### PLEASE NOTE

Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkbox (at the bottom of the page) click on the SEND button to submit the application electronically.

#### Start of course

Wintersemester 2019/20

When applying, please consider the upper limit of

#### Confirmation

Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

- I hereby declare that the statements contained herein are true and complete, and herewith allow the University of Cologne to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university. I am aware that according to legal provisions my records will be stored by University of Cologne for one year.

Cancel

Back

Send

A new window will open that shows the status of your application. At this stage, you can log off and log back in to return to this status. Depending on your nationality and the place where you have obtained the Master's, KLIPS will either offer you a study place immediately or at a later stage:

If KLIPS offers you a study place immediately, the admission status will typically say: *Formal entry requirements met*

If the study place is offered by KLIPS at a later stage, the admission status will say: *Formal entry requirements: not checked yet*

Admission

#### Details of the admission procedure

Course of study **Promotion mit Regelstudienzeit**  
**Biological Sciences (Graduate School)**

- Entrance semester: 1
- Type of admission: Unrestricted admission

Status  Formal entry requirements met  
 Admission granted

Admission

#### Details of the admission procedure

Course of study **Promotion mit Regelstudienzeit**  
**Biological Sciences (Graduate School)**

- Entrance semester: 1
- Type of admission: Unrestricted admission

Status  "Formal entry requirements": not checked yet.  
 Admission": after admission enrollment requirements will be checked

If KLIPS offers you a study place immediately, navigate to *Study place offer* and accept it.

Once you have accepted the study place offer, your status will change and upon completion of data (*Ada data* button) and transfer of the semester fee (click *Social fee* for details), you can download, and sign, the *Application for enrollment* PDF document from KLIPS which you will need to enroll at the International Office

Once you have completed the KLIPS registration, you can enroll at the International Office. Please refer to the [PhD Student Registration at the University of Cologne \(UoC\)](#) guide for a list of documents that you need

If KLIPS does not offer you a study place immediately, please download, and sign, the *Application for admission* PDF document from KLIPS. Instead of transferring the semester fee at this stage, you will need to contact the International Office with all necessary documents for enrolment. Please refer to the [PhD Student Registration at the University of Cologne \(UoC\)](#) guide for a list of documents that you need

Once the International Office has checked your enrolment documents, they will offer you a study place through KLIPS which will also allow you to transfer the semester fee to complete your registration