

INTERNATIONAL OFFICE

Universität  
zu Köln



# INTERNATIONAL STUDENTS

Application-Guide Undergraduate

FOR  
INTERNATIONAL  
STUDENTS



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## ➤ WELCOME

Dear Applicant,

We are very pleased you are interested in studying in Cologne! The University of Cologne is widely renowned as an international University. Hence, broadening our internationalization efforts is one of our primary aims.

The range of study courses offered here is as extensive as it is diverse. It is therefore important to carefully consider which study programme suits you best. Every effort is made on our part to ensure the very best study conditions for our international students. In order to enhance specific support for students from Non-EU countries, we introduced our programme "Studienstart International" a couple of years ago. This programme offers students exclusive mentoring and assistance during the initial stage of their studies.

Due to numerous legal regulations that guide the allocation of study places at the University of Cologne, application procedures are complex. This brochure is meant to assist you with your application and to facilitate a smooth and successful start of your studies. In case you still have any questions after reading this publication, please feel free to contact us during our public office hours, by telephone or by using our contact form.

We look forward to welcoming you as an international student at the University of Cologne.

Your International Office  
University of Cologne

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## A. GENERAL INFORMATION

### 1. What are the prerequisites for applying to the University of Cologne?

To apply for an undergraduate degree programme, you must possess a formal university entrance qualification to German universities (*Hochschulzugangsberechtigung*) and sufficient proficiency in German language.

#### a. University Entrance Qualification (*Hochschulzugangsberechtigung*)

A *Hochschulzugangsberechtigung* makes you eligible to apply to a German university. You can find out whether your secondary school leaving certificate is equivalent to a *Hochschulzugangsberechtigung* in Germany here:

[www.anabin.kmk.org](http://www.anabin.kmk.org) → Schulabschlüsse mit Hochschulzugang → Land wählen

<https://www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/6017-admission-requirements/>

Some common entrance qualifications and their eligibilities:

- **General Entrance Qualification (*Allgemeine Hochschulreife, Abitur*)**: eligibility for all subjects
- **Subject-specific Entrance Qualification (*Fachgebundene Hochschulreife*)**: eligibility for specific subjects and related fields
- **Assessment test (*Feststellungsprüfung*)** of a Studienkolleg or **external assessment test** by *the Bezirksregierung Köln*: eligibility for specific subjects and related field
- Passing an **entrance exam (*Zugangsprüfung*)** for the University of Cologne: eligibility for a specific degree course (see section **C.5** below)



## b. German-language proficiency

All bachelor courses of study at the University of Cologne are taught in German. The same is true of programmes that require a state examination (such as Medicine, Dentistry and Law).

There are **no English-taught undergraduate programmes of study** at the University of Cologne. Students must therefore demonstrate excellent German-language skills when they apply (also required for German citizens with foreign university entrance qualifications).

German-language proficiency is certified in several ways:

- DSH-2 or higher (Deutsche Sprachprüfung für den Hochschulzugang)
- TestDaF at level TDN 4 in all four test parts
- C-2 certificate from the Goethe-Institut
- Deutsches Sprachdiplom DSD Stufe II of the Kultusministerkonferenz
- Telc C-1 Hochschule or Telc Deutsch C-2

**Exception:** International applicants who earned a secondary school leaving certificate in a German-speaking country outside Germany (Luxemburg, Austria, German-speaking areas in Switzerland and Belgium) do not need to submit a language certificate.





## 2. Which degree programmes can I study at the University of Cologne? Where can I find the university's complete listing of degree courses?

A complete listing of degree courses can be found on the website of the Central Academic Advisory Service at:  
[www.zsb.uni-koeln.de](http://www.zsb.uni-koeln.de) → Studienangebot → Fächerübersicht (grundständiges Studium) [Also see <http://ukoeln.de/VZUSX>]

The Central Academic Advisory Service offers counselling for your choice of degree programmes.

All undergraduate programmes of study have restricted admission for incoming first-semester students.

## 3. How much does it cost to study at the University of Cologne?

The University of Cologne does not charge tuition fees. However, all students must pay a social contribution fee of around € 250 per semester, or € 500 per year. This fee also includes a public transit pass for busses and rail in North Rhine – Westphalia.

## 4. How do I apply to the University of Cologne?

There are **two applicant groups**:

- a. **EU/EEA citizens, German citizens with foreign university entrance qualification (and Non-EU/EEA citizens under same admission regulations as German citizens – see below)**

All EU/EEA citizens and German citizens follow the application and enrolment procedures described in section **B**.

Non-EU/EEA citizens under same admission regulations as German citizens also follow the procedures described in section **B** when the following applies:

1. Possession of a German secondary school leaving certificate (*Abitur*) from a school in Germany or from a German school abroad.
2. Residency in Germany *and* a **spouse** who is a citizen of another member state of the EU/EEA *and* is employed in Germany.

*[This also applies for civil union partners if the civil union has the status of marriage under German law.]\**

Other exceptions may apply. For questions about your particular case, please contact the International Office through its contact form: <http://ukoeln.de/N3TD1>

### b. Non-EU/EEA citizens

Non-EU/EEA citizens follow the application and enrolment procedures described in section **C**.

\*These are the two most important exceptions. The main statutory provisions governing these exceptions are: Art. 2 of the Vergabe-Verordnung NRW of 15 Mai 2008 and Art. 2 of 2004/38/EG of the European Parliament and Council of 29 April 2004 (OJ EC No. L 229, p.35). The provisions describe these and other exceptions.



## B. FIRST-SEMESTER APPLICATION AND ENROLMENT PROCEDURES FOR EU/EEA CITIZENS AND GERMAN CITIZENS WITH FOREIGN UNIVERSITY ENTRANCE QUALIFICATION

(and for Citizens from Non-EU/EEA Countries under same admission regulations as German citizens)

### 1. How and where do I apply? What are the deadlines?

Subject of study – 1st semester application	Application procedure	Deadlines
Medicine and Dentistry	<p>Applicants apply using the portal of the <i>Stiftung für Hochschulzulassung (Hochschulstart)</i> at: <a href="http://www.hochschulstart.de">www.hochschulstart.de</a>.</p>  <p><b>Note:</b> As from Winter semester 2016/17 a TMS (<i>Test für medizinische Studiengänge</i>) is recommended to be submitted to <i>Hochschulstart</i> together with the other application documents</p> 	See the Hochschulstart website

### DoSV study courses

(DoSV - Dialogorientiertes Serviceverfahren)

Applicants apply using the **online application portal Klips 2.0** of the University of Cologne at:  
<https://klips2.uni-koeln.de/co/webnav.ini>

Before applying, you must register with the *Stiftung für Hochschulzulassung (Hochschulstart)* at [www.hochschulstart.de](http://www.hochschulstart.de).

There you receive user data (BID/BAN number) which is required to enter in the Klips 2.0 application. More information on the DoSV (*Dialogorientiertes Serviceverfahren*) is to be found on the website of the Hochschulstart at: <http://goo.gl/RCTR7>



### Winter semester:

Online application → 15 July  
Deadline for documents → 20 July

### Summer semester:

Online application → 15 January  
Deadline for documents → 20 January

### All other subjects of study

Applicants apply using the **online application portal Klips 2.0** of the University of Cologne at:  
<https://klips2.uni-koeln.de/co/webnav.ini>



### Winter semester:

Online application → 15 July  
Deadline for documents → 20 July

### Summer semester:

Online application → 15 January  
Deadline for documents → 20 January

## 2. What application documents do I have to submit?

### When applying for medicine and dentistry:

All documents are to be submitted with your application directly to *Hochschulstart*. There are no additional application documents to be sent to the University of Cologne.

### When applying to all other undergraduate courses of study:

The following documents must be submitted with your application:

- Signed application form (printout from the KLIPS 2.0 online application)
- Copy of your passport or identification card and a **passport photo**
- Legally certified copy of your **secondary school leaving certificate** and a transcript of subjects and marks (with translation if not issued in English or French)
- Legally certified copy of a **German language proficiency certificate** (DSH-2 or higher)

German citizens with foreign university entrance qualification additionally submit a recognition of certificates with recalculation of final grade by the *Bezirksregierung Düsseldorf* (legally certified copy). → [http://www.brd.nrw.de/schule/schulrecht\\_schulverwaltung/Zeugnisa-nerkennung.html](http://www.brd.nrw.de/schule/schulrecht_schulverwaltung/Zeugnisa-nerkennung.html).

Citizens from Non-EU/EEA Countries under same admission regulation as German citizens submit a copy of the marriage certificate together with a copy of identity card of their spouse.

You may apply for up to **nine** minor subjects of study. When applying for more than one course of study, please submit **only one** application package.

Applications must be received by July 20th for the winter semester and by January 20th for the summer semester. Applications should be submitted to the International Office in person or sent by mail to: International Office, University of Cologne, Albertus-Magnus-Platz, 50923 Cologne.





Photo: format24

### 3. How am I notified of admission decisions and what are the next steps?

You will receive an admission notification on your KLIPS 2.0 account. You can also use your KLIPS 2.0 account to monitor the status of your application.

After being admitted, **you must formally accept the offer of admission within five days** using your KLIPS 2.0 account. If you do not accept within five days, the offer of admission will expire. You can download your **admission notification letter** (*Zulassungsbescheid*) from your KLIPS 2.0 account.

### 4. How do I enrol once being admitted?

To enrol you must complete the following by the deadline specified on the admission notification:

1. Pay the semester fee in full.
2. Upload a photograph to KLIPS 2.0 for your electronic student ID (UCCard).
3. Submit the documents needed for enrolment.

Your KLIPS 2.0 account will specify which documents are required for your enrolment, but most students must submit the following:

- Signed **enrolment application** form (printout from the KLIPS 2.0 application portal).
- **Proof of health insurance coverage** from a German statutory health insurer or – in the event that you are insured in your home country or have a private health insurance policy – an exemption certificate (*Befreiungsbescheinigung*) from a German statutory health insurer.



- For students who have previously been enrolled at a German university: a **certificate that you have been removed from the student register** (*Exmatrikulationsbescheinigung*).
- A **German language proficiency certificate** at DSH-2 or higher (in case not already submitted with the application).

The enrolment documents must be received by the International Office of the University of Cologne by the indicated deadline and may be submitted in person or sent by mail to: International Office, SSC, Albertus-Magnus-Platz, 50923 Cologne.

Students admitted to Medical studies or Dentistry via *Hochschulstart* must submit the following **additional** documents for enrolment:

- Copy of your passport or identification card and a **passport photo**
- Legally certified copy of your **secondary school leaving certificate** and a transcript of subjects and marks (with translation if not issued in English or French), and any transcripts from studies abroad
- Only for Medicine: a signed consent form for participation in the pilot degree programme (*Erklärung Modellstudiengang Medizin*).



## 5. What is the student university account and how do I receive my login data?

Students at the University of Cologne are assigned their own student account. To activate your account, you need your student registration number (*Matrikelnummer*) and a personal PIN code. Within 24 hours of completing your enrolment, the PIN will automatically be sent to the private email address you indicated in your online application.

If you do not receive the PIN, contact the KLIPS 2.0 support team (<http://klips-support.uni-koeln.de/index.php/Kontakt>) or the International Office.

Once you activate your student account, you will receive a user name consisting of your last name and the first letters of your first name.

You need your login data for accessing important online university services, such as KLIPS, KLIPS 2.0, ILIAS, uniKIM, and W-LAN.

You will also receive your own university e-mail address – known as an s-mail account. Your address consists of your first and last names followed by “@smail.uni-koeln.de”. All university emails – from the International Office, from professors and instructors – will be sent to your s-mail address. Hence, it is important that you check your s-mail inbox regularly or arrange to have your messages forwarded to your private e-mail address. You can find out how to forward your mails here: [www.rzrk.uni-koeln.de/weiterleiten.html](http://www.rzrk.uni-koeln.de/weiterleiten.html).

More information about your student account can be found on the website of the university’s IT Service Centre at: [www.rzrk.uni-koeln.de/studierenden-account.html](http://www.rzrk.uni-koeln.de/studierenden-account.html).

If you have questions or problems with your student account, please contact them.



## C FIRST-SEMESTER APPLICATION AND ENROLMENT PROCEDURES FOR NON-EU/EEA CITIZENS

### 1. How and where do I apply? What are the deadlines?

Those applying for undergraduate degree programmes (bachelor degree courses or state examination) beginning in the first semester must use the online application portal of **uni-assist e.V.**. After completing the online application at <https://www.uni-assist.de/online/uni-koeln>, applicants must submit all the necessary application documents directly to uni-assist e.V. by the specified deadline (see below).

**Note:** Uni-assist e.V. is responsible for checking your application documents only. They do not provide individual counselling except for questions directly related to their own services.

### By when must I submit my application to uni-assist e.V.?

Uni-assist e.V. must receive your application by 15 July for the winter semester and by 15 January for the summer semester.

### For which semester can I apply?

#### Faculty of Medicine

Humanmedizin	WS/SS
Zahnmedizin	WS/SS
Neurowissenschaften	SS

#### Faculty of Arts and Humanities

all degree programmes WS/SS

#### Faculty of Human Sciences

all degree programmes WS/SS

#### Faculty of Law

all degree programmes WS/SS

#### Faculty of Management, Economics and Social Sciences

Betriebswirtschaftslehre	WS/SS
Volkswirtschaftslehre	WS/SS
Volkswirtschaftslehre sozialwiss. Richtung	SS
Sozialwissenschaften	SS
Wirtschaftsinformatik	SS
Gesundheitsökonomie	SS

#### Faculty of Mathematics and Natural Sciences

Physik	WS/SS
Geophysik/Meteorologie	WS/SS
all other degree programmes	SS

Teaching degree programmes:  
Please find information on the website of the  
Central Academic Advisory Service:  
<http://ukoeln.de/VZUSX>



## 2. What application documents do I have to submit?

The following documents must be received by uni-assist e.V. by the respective deadlines:

- Signed **application form** (printout from the uni-assist online portal).
- **Complete CV**, written in German, from primary school to the present.
- Legally certified copy of a **German language proficiency certificate** at level DSH-2 or higher.
- Legally certified copy of your **secondary school leaving certificate**, including a transcript of subjects and marks, along with translation (for documents not issued in German or in English).
- For those applying to the Faculty of Medicine or the Faculty of Mathematics and Natural Sciences (except teaching degree courses): a **TestAS certificate**, with core test and the MINT test module.
- For those applying to the Faculty of Arts and Humanities and the Faculty of Human Sciences (except teaching degree courses): a **TestAS certificate**, with core test and the GKG test module.
- For those applying to the Faculty of Management, Economics and Social Sciences (except teaching degree courses): a **TestAS certificate**, with core test and the WW test module (for management and economics) or with core test and the GKG test module (for Social Sciences).
- If applicable, legally certified copy of a **successful University Entrance Exam** in your home country and translation (if not issued in English or German).
- If applicable, legally certified copy of your *Studienkolleg* assessment test (*Feststellungsprüfung*).
- For applicants with certificates from China, Mongolia, or Vietnam: an original **APS certificate**.
- For those with an International Baccalaureate (IB): a legally certified **copy of the transcripts** of your subjects and marks from the last two secondary school years, and proof that you have completed 12 years of school.

- If applicable, legally certified copy and translation (when not issued in German or English) of formal transcripts of record of academic studies.
- Copy of your **passport** and a **passport photo**.
- **Proof of processing fee payment** to uni-assist e.V.
- For those applying to the Entrance Exam (*Zugangsprüfung*): **Certified copy and translation of proof of admission to the intended degree course in your home country** (e.g. university entrance exam, notification of admission, enrolment certificate, or formal acceptance to a German *Studienkolleg*).



### 3. What is the TestAS and why do I need it?

If you are applying for a degree programme in one of the following faculties, you must have previously completed the TestAS and must submit a TestAS certificate with your application to uni-assist e.V.:

- Faculty of Human Sciences
- Faculty of Medicine
- Faculty of Mathematics and Natural Sciences
- Faculty of Arts and Humanities
- Faculty of Management, Economics and Social Sciences

(Applicants to undergraduate teaching degree courses are exempt from taking the TestAS.)

The TestAS (Test for Academic Studies) is a central, standardised aptitude test for foreign students. The Test may be taken in German or in English at a licensed test centre. Most TestDaF centres also offer the TestAS, though there are licensed test centres throughout the world. Test Dates are offered a few times a year, and you must register early. You can find test and registration dates as well as more details at [www.testas.de](http://www.testas.de).

The test consists of a core test and a subject-specific module that depends on the study programme to which you are applying:

Applicants to degree courses in the **Faculty of Medicine** and the **Faculty of Mathematics and Natural Sciences** must take the **MINT** test module (Mathematics, Informatics and Natural sciences)

**Faculty of Medicine - minimum average standard score required: 108** (average core test and subject specific module)

**Faculty of Mathematics and Natural Sciences - minimum average standard score required: 99** (average core test and subject specific module)

Applicants to degree courses in the **Faculty of Arts and Humanities** and the **Faculty of Human Sciences** must take the GKG test module (Human, Cultural, and Social Sciences). Minimum average standard score required: 90 (average core test and subject-specific module).

Applicants to degree courses (except Social Sciences) in the **Faculty of Management, Economics and Social Sciences** must take the WW test module (Economic Sciences). Applicants to Social Sciences in the **Faculty of Management, Economics and Social Sciences** must take the GKG test module. Minimum average standard score required: 90 (average core test and subject-specific module).

#### 4. What is the Studienstart International programme and what does it offer?

Citizens from Non-EU/EEA countries benefit from our introductory pre-semester **Studienstart International** for study courses in any of the following faculties:

- Faculty of Medicine
- Faculty of Mathematics and Natural Sciences
- Faculty of Arts and Humanities
- Faculty of Human Sciences
- Faculty of Management, Economics and Social Sciences

(Applicants to undergraduate teaching degree courses are exempt from Studienstart International.)

Studienstart International prepares students for their studies by offering them German-language classes and introductory courses tailored to their degree programmes as well as a variety of intercultural modules meant to ease their start at the University of Cologne.



Thanks to its made-to-measure curriculum and its orientation classes, the programme increases students' chances of finishing their studies efficiently and successfully. After fully completing the one-semester programme, students can begin their regular studies. \*

You can find more information about Studienstart International on our website at <http://si.uni-koeln.de/>

## 5. Can I study at the University of Cologne without formal university entrance qualification (*Hochschulzugangsberechtigung*) to German universities?

If your secondary school certificate is not recognized in Germany, as a general or subject-specific entrance qualification, the university **offers you an alternative procedure to qualify for admission**. You may apply for the University of Cologne Entrance Exam (*Zugangsprüfung*).

To be eligible, you must submit proof that you are qualified to study your intended degree programme in your home country (i.e. university entrance exam, certificate of enrollment) or access to a Studienkolleg.

Applicants for the *Zugangsprüfung* need to fulfil the following requirements:

1. TestAS certificate with minimum average standard score required (must be completed before the application)
2. The successful completion of the introductory pre-semester Studienstart International programme (see **C. 4.** above).

\* Once students successfully complete the TestAS (prior to applying) and all exams in the Studienstart International, they officially receive the so-called **Studierfähigkeitsprüfung**, allowing them to begin their degree programme. Again, all Non-EU/EEA citizens, whether or not they are in possession of a recognized secondary school leaving certificate, must complete these requirements.

The *Zugangsprüfung* option is open to those who want to apply to degree programmes in the following faculties

- Faculty of Medicine
- Faculty of Mathematics and Natural Sciences
- Faculty of Arts and Humanities
- Faculty of Human Sciences
- Faculty of Management, Economics and Social Sciences

(Applicants to undergraduate teaching degree courses are not eligible.)

Students can apply for the *Zugangsprüfung* option via the online application portal of **uni-assist e.V.**. After applying online at <https://www.uni-assist.de/online/uni-koeln> send all the necessary documents directly to uni-assist e.V. by the deadline. Section **C.2.** provides a list of the documents to be submitted.

## 6. How am I notified of admission decisions and what are the next steps?

After your application documents have been reviewed by uni-assist e.V. and forwarded to the University of Cologne, you will receive login data for the university's **KLIPS 2.0** online application portal (<https://klips2.uni-koeln.de/co/webnav.ini>).

The login data will be sent to the e-mail address you indicated in the application you submitted to uni-assist e.V.

You can then follow the status of your application on your KLIPS 2.0 account.





Photo: formazid

You will receive an admission notification online via your KLIPS 2.0 account if you have been offered a space at the University of Cologne.

**You must formally accept the offer of admission within five days** using your KLIPS 2.0 account. If you do not accept within five days, the offer of admission will expire. You can download your **admission notification** (*Zulassungsbescheid*) from your KLIPS 2.0 account.

## 7. How do I enrol once being admitted?

To enrol, you must complete the following by the deadline specified on the admission notification:

1. Pay the semester fee in full.
2. Upload a photograph to KLIPS 2.0 for your electronic student ID (UCCard).
3. Submit the documents needed for enrolment.

Your KLIPS 2.0 account will specify which documents are required for your enrolment. There you will also find information on bank and transfer details.

**Please note that bank transfers from foreign countries usually carry an extra charge that must be paid in addition to the semester fee.**

In general, students must submit the following enrolment documents:

- Signed **enrolment form (printout from Klips 2.0)**.
- Admission notification from the University of Cologne.
- Copy of **passport** and a **passport photograph**.

- Copy of **secondary school leaving certificate** and a transcript of subjects and marks, as well as German translation (if not issued in English).
- If applicable, copy of **university entrance exam in your home country**.
- If applicable, copy and German translation of **previous university transcripts, including courses and marks** (if not issued in English).
- **Proof of health insurance coverage** from a German statutory health insurer or – in the event that you are insured in your home country or have a private health insurance policy – an exemption certificate (*Befreiungsbescheinigung*) from a German statutory health insurer.
- For students who have previously been enrolled at a German university: a **certificate that they have been removed from the student register** (*Exmatrikulationsbescheinigung*).



The enrolment documents must be received by the International Office of the University of Cologne by the deadline indicated on the admission notification and may be submitted in person or sent by postal mail to: International Office, SSC, Albertus-Magnus-Platz, 50923 Cologne.

## 8. What is the student university account and how do I receive my login data?

Students at the University of Cologne are assigned their own student account. To activate your account, you need your student registration number (*Matrikelnummer*) and a personal PIN code. Within 24 hours of completing your enrolment, the PIN will automatically be sent to the private email address you indicated in your online application.

If you do not receive the PIN, contact the KLIPS 2.0 support team (<http://klips-support.uni-koeln.de/index.php/Kontakt>) or the International Office.

Once you activate your student account, you will receive a user name consisting of your last name and the first letters of your first name. You need your login data for accessing important online university services, such as KLIPS, KLIPS 2.0, ILIAS, uniKIM, and W-LAN.



You will also receive your own university e-mail address – known as the s-mail account. Your address consists of your first and last names followed by “@smail.uni-koeln.de”. All university emails – from the International Office, from professors and instructors – will be sent to your s-mail address. Hence, it is important that you check your s-mail inbox regularly or arrange to have your messages forwarded to your private e-mail address. You can find out how to forward your mails here: [www.rrzk.uni-koeln.de/weiterleiten.html](http://www.rrzk.uni-koeln.de/weiterleiten.html).

More information about your student account can be found on the website of the university’s IT Service Centre at [www.rrzk.uni-koeln.de/studierenden-account.html](http://www.rrzk.uni-koeln.de/studierenden-account.html).

If you have questions or problems with your student account, please contact them.



Photo: Fabian Stütz





**D. CHANGING MY DEGREE COURSE: I AM ALREADY ENROLLED AT THE UNIVERSITY OF COLOGNE AND WANT TO CHANGE MY DEGREE COURSE. WHAT MUST I KEEP IN MIND?**

**1. How do I change to a new degree course, beginning in the first semester?**

**a. Procedure for EU/EEA citizens, German citizens**

(and for Non-EU/EEA citizens under same admission regulations as German citizens, specified in section A.4.).

Changing degree course to the following subjects (beginning in the 1st semester)	Application procedure	Deadlines
Medicine and Dentistry	<p>Applicants wanting to start a new degree course from the first semester must use the application portal of the <i>Stiftung für Hochschulzulassung (Hochschulstart)</i> at: <a href="http://www.hochschulstart.de">www.hochschulstart.de</a></p>  <p><b>Note:</b> As from the Wintersemester 2015/16 a TMS (<i>Test für medizinische Studiengänge</i>) is recommended to be submitted to <i>Hochschulstart</i> together with the other application documents.</p> 	See the <i>Hochschulstart</i> website



## DoSV study courses

(DoSV - Dialogorientiertes Serviceverfahren)

Applicants wanting to start a new degree course from the first semester must use the **online application portal Klips 2.0** of the University of Cologne at: <https://klips2.uni-koeln.de/co/webnav.ini>.

Before applying, you must register with the *Stiftung für Hochschulzulassung (Hochschulstart)* at [www.hochschulstart.de](http://www.hochschulstart.de). There you receive user data (BID/BAN number) which is required to enter at the Klips 2.0 application. More information on the DoSV (Dialogorientiertes Serviceverfahren) is to be found on the website of the

*Hochschulstart* at <http://goo.gl/RCTR7>



## Winter semester:

Online application → 15 July  
Deadline for documents → 20 July

## Summer semester:

Online application → 15 January  
Deadline for documents → 20 January

## All other subjects of study

Applicants apply using the **online application portal Klips 2.0** of the University of Cologne at: <https://klips2.uni-koeln.de/co/webnav.ini>



## Winter semester:

Online application → 15 July  
Deadline for documents → 20 July

## Summer semester:

Online application → 15 January  
Deadline for documents → 20 January

## What application documents do I have to submit?

After completing the online application on Klips 2.0, please submit the following application documents to the International Office by January 20 or July 20, depending on the semester applied for:

- Signed application form (printout from the Klips 2.0 online application)
- Copy your passport or identification card

Except for applicants for Medicine or Dentistry, a complete application **must** be submitted to *Hochschulstart*. (See [B.2.](#))



## b. Procedure for Non-EU/EEA citizens

Changing degree course to the following subjects (beginning in the 1st semester)	Application procedure	Deadlines
All subjects (including Medicine and Dentistry)	Applicants wanting to start a new degree course from the first semester must apply at the International Office.	<b>Winter semester:</b> Application + documents → 15 July  <b>Summer semester:</b> Application + documents → 15 January

### What application documents do I have to submit?

Please submit the following materials to the International Office by 15 January/ 15 July, depending on the semester applied for:

- Signed application form (Antrag auf Fachwechsel 1), which can be found on the International Office website at <http://international.uni-koeln.de/wichtigeantraege.html>
- Copy of your passport or identification card

## 2. How do I change to a new degree course, beginning in an advanced semester?

If you are already enrolled at the University of Cologne and want to change to a new degree course beginning in an advanced semester the same procedure applies for EU/EEA and Non-EU/EEA citizens alike.

### a. Students changing to a new degree course with open admission beginning in an advanced semester

Students must submit the following to the International Office:

- Signed application form (*Antrag auf Fachwechsel 1*), which can be found on the International Office website at <http://international.uni-koeln.de/wichtigeantraege.html>
- Copy of their passport or identification card
- Recognition of previous studies and semester placement by the Examination Office.

### What are the deadlines for changing to a new degree course with open admission?

- For the summer semester: 15 May
- For the winter semester: 15 November



### b. Students changing to a new degree course with restricted admission, beginning in an advanced semester

Students wanting to change to a new degree course with restricted admission, beginning in an advanced semester must apply using the online application portal Klips 2.0.

In addition, they must submit the following to the International Office:

- Signed application form (printout from the Klips 2.0 online application).
- Copy of their passport or identification card.
- Recognition of previous studies and semester placement by the Examination Office.

## What are the deadlines for changing to a new degree course with restricted admission?

- For the summer semester: 15 March
- For the winter semester: 15 September

### c. How do I find out whether my intended degree course has restricted or open admission?

The university's Central Academic Advisory Service website can tell you whether your intended degree course has restricted enrolment. See here: <http://ukoeln.de/V4SZU>

For other questions about admission restrictions, please contact them directly.



## E. I AM NOT ENROLLED AT THE UNIVERSITY OF COLOGNE AND WANT TO ENTER A DEGREE COURSE IN AN ADVANCED SEMESTER. HOW DO I APPLY?

If you are enrolled at another university and want to apply to a degree course in an advanced semester at the University of Cologne, the same procedure applies whether or not you are an EU/EEA citizen.

For all degree courses, with or without restricted enrolment, you must apply using the online application portal Klips 2.0 at <https://klips2.uni-koeln.de/co/webnav.ini>

### What are the application deadlines?

- For the winter semester: 15 September
- For the summer semester: 15 March

### 1. Advanced-semester applicants are sorted into two groups. Which group am I?

Depending on your situation, you will be assigned to one of the following two groups:

#### a. Relocation students (*Ortswechsler*)

Relocation students are currently enrolled at another university in Germany in the intended degree course or were once enrolled in the intended degree course, but have now unenrolled.



Applicants will only be considered relocation students if their intended degree course has the same subject and degree designation as the one they are currently enrolled in or were once enrolled in. Otherwise, they will be classified as transfer students (*Quereinsteiger*). Even relatively small differences matter. For instance, Business Studies at one institution is not equivalent to Economic Sciences. The same is true for 2-subject degree courses versus 1-subject degree courses, *Universität* degrees courses versus *Fachhochschule* degree courses, or bachelor-level teaching degrees versus teaching degrees with state examination. In case you are unsure, please contact the Registrar's Office.

To apply or enrol, it is usually enough to submit a certificate of enrolment (*Studienbescheinigung*) indicating which semester you are in.

### b. Transfer students (*Quereinsteiger*)

Transfer students are enrolled in a related degree course or subject and have earned enough credits for placement in an advanced semester of their intended programme.

**Note:** Advanced-semester applicants from universities abroad are classified as "transfer students" even if subject and degree designations are equivalent.

## 2. Who determines my semester placement?

### a. For degree courses in Medicine and Dentistry

The Düsseldorf State Examination Office (*Landesprüfungsamt Medizin der Bezirksregierung*) will evaluate your transfer credits and issue a semester placement accordingly. See [http://www.brd.nrw.de/gesundheitssoziales/landespruefungsamt/Startseite/Startseite\\_LPA.html](http://www.brd.nrw.de/gesundheitssoziales/landespruefungsamt/Startseite/Startseite_LPA.html).

## b. For all other degree courses:

The Examination Office for the intended degree programme at the University of Cologne will decide your semester placement. You must have at least one semester's worth of credits (usually documented by transcripts; in some cases a placement exam will be administered). Please inquire early on about the placement procedure. In some cases, you will have to contact representatives from your intended degree course during their office hours.

Examination Offices at the University of Cologne:

[http://verwaltung.uni-koeln.de/abteilung21/content/beratungsangebote/pruefungsaeamter/index\\_ger.html](http://verwaltung.uni-koeln.de/abteilung21/content/beratungsangebote/pruefungsaeamter/index_ger.html).

**Note:** For degree courses that always begin in the winter semester, you may only begin the summer semester in an even semester (e.g. 2<sup>nd</sup> or 4<sup>th</sup>), or the winter semester in an odd semester (e.g. 3<sup>rd</sup> or 5<sup>th</sup>), provided there is space available. If you have been placed in a semester out of sync with this cycle, you may only apply for the next lower semester. In this case, by submitting an application you implicitly give your permission to be moved down a semester.

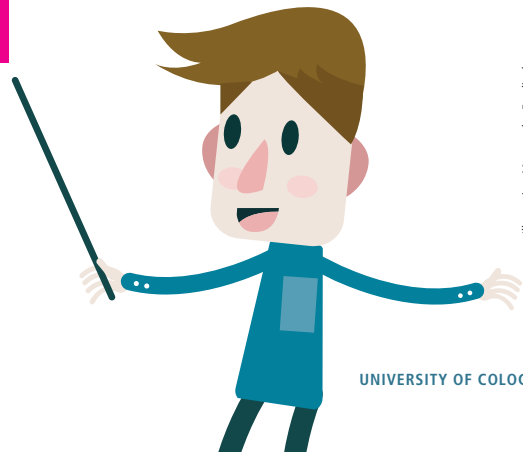


Illustration: Mangsaab - Fotolia.de





Photo: Fabian Stürz

## F. USEFUL CONTACTS

International Office University of Cologne	Universitätsstr. 22a, 50923 Cologne	Tel: 0221-470 1661 Telephone hours: Mo-Fr: 9:00am–10:00am	Admissions and Counselling Office hours: daily (except Wednesdays) 10:00am–12:30pm	<b>Email contact form</b> <i>http://ukoeln.de/N3TD1</i> <b>Internet:</b> <i>www.international.uni-koeln.de</i>
uni-assist e.V.	University of Cologne c/o uni-assist e.V. D-11507 Berlin	<b>uni assist e.V. website:</b> <i>www.uni-assist.de</i> <b>Applications via:</b> <i>https://www.uni-assist.de/online/uni-koeln</i>		
Studienstart International Uni Köln	Universitätstr. 22a, 50923 Cologne	Frau R. Marek Tel: 0221-470 7012 Frau B. Schlüter-de Castro Tel: 0221-470 7014	Advising: Tuesdays, 10:00am–11:00am	<b>Email:</b> R.Marek@verw.uni-koeln.de B.Schlueter-de-Castro@verw.uni-koeln.de
TestAS	<i>www.testas.de</i>			
Central Academic Advisory Service University of Cologne	Universitätsstr. 22a, 50923 Cologne	<i>www.zsb.uni-koeln.de</i>		
Kölner Studentenwerk	<i>www.kstvw.de</i>			
The City of Cologne	<i>www.stadt-koeln.de</i>			

German Academic Exchange Service (DAAD)	<a href="http://www.daad.de">www.daad.de</a>		
Stiftung für Hochschulzulassung Hochschulstart	<a href="http://www.hochschulstart.de">www.hochschulstart.de</a>		
Studienkollegs in Germany	<a href="http://www.studienkollegs.de">www.studienkollegs.de</a>		
Bezirksregierung Köln – Externe Feststellungsprüfung	Zeughausstr. 2-10, 50667 Cologne	Frau Barteczko Tel: 0221-1472493	<a href="http://www.bezreg-koeln.nrw.de">www.bezreg-koeln.nrw.de</a>
Central office for foreign education ZAB	<a href="http://www.anabin.kmk.org">www.anabin.kmk.org</a>		
Examination Offices of the University of Cologne	<a href="http://verwaltung.uni-koeln.de/abteilung21/content/beratungsangebote/pruefungsamter/index_ger.html">http://verwaltung.uni-koeln.de/abteilung21/content/beratungsangebote/pruefungsamter/index_ger.html</a>		
Landesprüfungsamt für Medizin Bezirksregierung Düsseldorf	<a href="http://www.brd.nrw.de/gesundheitssoziales/landespruefungsamt/Startseite/Startseite_LPA.html">http://www.brd.nrw.de/gesundheitssoziales/landespruefungsamt/Startseite/Startseite_LPA.html</a>		
Campusmanagementsystem KLIPS 2.0	<a href="http://klips2-support.uni-koeln.de/12092.html">http://klips2-support.uni-koeln.de/12092.html</a>		
Bezirksregierung Düsseldorf Zeugnisanerkennungsstelle	<a href="http://www.brd.nrw.de/schule/schulrecht_schulverwaltung/Zeugnisanerkennung.html">http://www.brd.nrw.de/schule/schulrecht_schulverwaltung/Zeugnisanerkennung.html</a>		

SEE YOU SOON AT THE  
**UNIVERSITY OF COLOGNE**

**InfoPoint SSC**

[www.international.uni-koeln.de](http://www.international.uni-koeln.de)

YOU CAN FIND UoC ON:

UoC APPS:



CampusKöln-App



WiSo-App



UniSport-App



Kölner Studierendenwerk-App

