



## 1. Accepting study place

- I have received an acceptance letter via Klips 2.0. I accept the offer within 5 days; otherwise, I will lose my study place. [ukoeln.de/AJJKG](https://ukoeln.de/AJJKG)
- I get a matriculation number after I have accepted the study place. I can find it in the upper left corner on my application account and in the lower right corner on my letter of acceptance and application for matriculation.

My matriculation number at the University of Cologne is:

## 2. Enrolment

- First of all, I upload a photo for my student ID card (UCCard).  
[ukoeln.de/8XMMJ](https://ukoeln.de/8XMMJ)
- Then I print out the enrolment application. I have to sign it. I also keep the deadline for my enrolment in mind.
- I can find all necessary information for the payment of the tuition fee under »Semester Fee«. I pay the tuition fee immediately via bank transfer.  
[ukoeln.de/Y7WD6](https://ukoeln.de/Y7WD6)  
In case of bank transfers from outside the EU, I ensure that the full tuition fee will be transferred to the account of the University. Bank charges are my responsibility to pay.
- I find a list of all necessary documents for my enrolment on my Klips account. If I have applied via uni-assist, I will only submit single copies of my documents!  
[ukoeln.de/8XMMJ](https://ukoeln.de/8XMMJ)
- After** the tuition fee has been credited on my Klips account, I can enrol myself. If I want to enrol by post, I have to send all necessary documents to:

University of Cologne  
International Office, Abt 92  
Universitätsstr. 22a  
50937 Köln

In case I want to enrol myself in person, I have to pay attention to the opening hours of the International Office:

Mon, Tue, Thu from 10 am to 12:30 pm and Wed from 4 to 6 pm.

The enrolment can only be done if the complete tuition fee has been credited on my Klips account.

### 3. My UCCard (Student ID card)



After my enrolment my UCCard will be printed. If the address stated in my Klips account is located **in Germany or Luxembourg**, the card will be sent to me by post. **Otherwise**, I pick up my UCCard at the Service Point of the International Office. [ukoeln.de/P6MRI](http://ukoeln.de/P6MRI)

Studierenden Service Center (SSC)  
Universitätsstr. 22a  
50923 Köln  
opening hours: daily from 10 am to 3 pm

site plan: [ukoeln.de/9LAN8](http://ukoeln.de/9LAN8)

### 4. Activation of the student account



After the payment of the tuition fee and the enrolment, I receive information via email on how to activate my student account (it will be sent to the email address I have stated in my application). In case I do not receive any information in the following two days, even though the tuition fee has been paid and I have successfully enrolled myself, I will turn to: [ukoeln.de/D4YIP](http://ukoeln.de/D4YIP)

The activation of my student account is necessary for the registration for my courses. I can find the instructions on how to activate my student account here: [ukoeln.de/L1EN7](http://ukoeln.de/L1EN7)

#### **Start-up and organisational aid for the first term**

I can find information on pre-courses, introduction to the studies, timetable recommendations, semester times etc. as well as links to the pages for freshmen of all faculties here: [ukoeln.de/SN9XQ](http://ukoeln.de/SN9XQ)

#### **Introduction to Klips for freshmen**

If I need an introduction to Klips, I can find respective information here: [ukoeln.de/LSQNR](http://ukoeln.de/LSQNR)

#### **Klips online support for students**

I can find information and introductions for the first steps, self-services, registration for courses and exams etc. here: [ukoeln.de/YZP6D](http://ukoeln.de/YZP6D)

#### **Klips registration periods for courses**

There are time frames for the course registration on Klips. I can only register for my courses in the range of such a registration window. For the summer semester 2018 the dates are as following:

##### **1. Registration window** (all faculties)

31.01. - 14.02.2018

##### **2. Registration window** (all faculties)

06.03. - 21.03.2018

#### **Allocation of leftover spots | 3. Registration window**

Faculty of Arts and Humanities | Faculty of Law

Faculty of Mathematics and Natural Sciences

Faculty of Medicine | Gesture

Faculty of Management, Economics and Social Sciences

ZfL | Professional Center

Faculty of Human Sciences

[ukoeln.de/LSQNR](http://ukoeln.de/LSQNR)

09.04.2018 - open

10.04.2018 - open

11.04.2018 - open

23.04. - 29.04.2018