## External applications with an international (Bachelor's) degree

# 1. Preliminary review documentation

 Online application for preassessment documentation (VPD) at uni-assist

Applying for a VPD is possible all year long before the application on Klips

- Please apply for the VPD as early as possible before the application deadline at the UzK
- In order to participate in the application procedure, the documents for the VDP examination should be submitted to uni-assist four to six weeks before the deadline of the application at the latest!

# 2. Online application through Klips 2.0

- Online application through Klips 2.0. You do not have to mail your documents in hard copies for the application
- To be able to apply, you have to prove that you have completed at least 80% of all achievements, i.e. usually 144 credit points of your Bachelor's degree
- The application starts:
- programmes taught in English: 1 or 13 April
- programmes taught in German: 1 June
- Application ends on 15 July 2022 (all Master programmes)
- For the individual steps of the application find help here: https://klips2-support.uni-koeln.de/en/klips-20-support/online-help
- The required documents may vary depending on the study programme. Find more information here: FAQs -"Which documents do I need?"
- It is not necessary to mail your documents by post - in case of admission the documents will be checked before, during or, if applicable, after enrolment
- Foreign language documents need to be uploaded in the original language as well as in certified translation (German or English)
- All examinations must have been taken in the semester prior to commencement of the Master's programme (assessment possible at a later date)
- Please be aware of admission requirements, minimum grades and admission restrictions of certain study programmes

## 3. After the application

- Please check your email inbox. After an admission, the study place must be accepted via KLIPS within a few days. If this does not happen, you cannot enro!!
- Notification:

#### Winter semester Programmes - open admission: mid-July

Programmes - restricted admission: mid-August

### Summer semester

Programmes - open admission: iearly February

Programmes - restricted admission: mid-February

- If you apply for more than one study programme you may possibly be informed at different dates
- If your application is accepted and after your enrolment you are entitled to change programmes before the end of the enrolment period

### 4. Enrolment

- Please note the deadlines for admission and enrolment in Klips 2.0
- Enrolment takes place **online** at the International Office of the University of Cologne

In order to enroll, you must:

- pay the semester fee in full within the enrolment deadline indicated on your admission letter
- 2. upload your photo for your electronic student ID (UCCard) in the KLIPS 2.0 system and
- 3. submit the documents necessary for a legally valid enrolment
- In your KLIPS 2.0 applicant account you will see which documents you need to upload for enrolment in KLIPS 2.0.
- The documents must be received by the International Office of the University of Cologne by the deadline for enrolment (upload)
- Please send officially certified copies of your transcript and, if applicable, simple copies of your language certificates to the Master's Admissions Office
- Conditional enrolment! Submitting the required credits (e.g. original Bachelor's degree, language certifiates) within the first master's semester is mandatory