



Application notes for KLIPS

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1 General information



- The application takes place exclusively online via [KLIPS](#). Students of the UoC use their existing KLIPS account; external applicants create a base account.
- Applicants with a **non-German** bachelor's degree additionally first apply for a preliminary review documentation (VPD) issued by [uni-assist](#) and then create an online application in KLIPS. Without the VPD issued for the University of Cologne, the application will be rejected.
- All personal data must be correctly and must match the information on your identity document and the information on the documents submitted (transcript of records, etc.).



- You can save the application you have started and continue at a later date until the application deadline.
- In KLIPS, **always** use the back button at the bottom right and not the browser's back button.
- Start all entries with a capital letter.
- You can only upload PDF documents with a maximum size of 2 MB each.
- If you receive an error message after submitting your application, your application still exists but has not yet been submitted. Please log in again and send your application a second time.
- Checking the [KLIPS status](#) from submission of the application until completion of enrolment is the responsibility of the applicants.



- Please inform yourself about our [application and admission procedure](#).



- If your questions are still unanswered or you have technical problems, please use the [contact form](#) stating your first and last name, date of birth and your application and applicant number (if available) with the enquiry reason "*application and admission*".

2 Access to KLIPS

KLIPS 2.0 | Universität zu Köln DE EN

Log in

Welcome to the Campusmanagement of the University of Cologne

All students at the University of Cologne use KLIPS 2.0 to manage their studies.

KLIPS 2.0 in new design
Watch the video for an introduction:



Applicants who are currently studying at another university create a new account

Applicants who are currently studying at the University of Cologne can log in via their KLIPS-account

Log in

Username

Password

Log in

Continue without login

For applicants without an account
Please set up an account first: [Create basic account](#). You can find the application deadlines as well as further information on the application procedure on the websites of the [Student Secretariat](#).

For students: Activate account
When you enrol, your basic account will be replaced by your student account (SMail account). Activate your [student account](#) and log in to KLIPS 2.0 with these new credentials.

Forgotten password?
Students / staff: [uniKIM \(identity management\)](#)
Applicants: [Reset](#)



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3 Select degree program

ONLINE APPLICATION

Start of course

• Select degree programme

Personal data

Correspondence address

Higher education entrance qualification

Academic background

Entrance qualification for Master's programme

Optional: Further Information

Select degree programme

Type of studies ▼
Master's programme

Intended degree ▼
Master's programme - 1 subject

Degree programme ▼
Health Economics

[Further information on the study program here](#)

Entrance semester ▼
1 - Enrolment limitation (local) - deadline has

Form of studies ▼

Consecutive master program

Please select...

Consecutive master program

Second degree

I have already studied at a university

I already applied for the selected degree programme at UzK within the past year.

I would like to apply for a Double Master's Programme.

Cancel

Preview

Back

Continue

- Select *type of studies* and *intended degree* as shown in the screenshot.
- *Form of studies*:
 - *Consecutive master program* → You have not yet completed a master's programme at a German university.
 - *Second degree* → At the time of the application submission, you have already completed a master's programme at a German university.
- If you intend to apply for a Double Master's Programme, tick the box in the last line. Should you not be admitted to the Double Master's Programme, your application automatically takes part in the admission process for the corresponding master's programme.

4 Higher education entrance qualification

- Higher education entrance qualification refers to your last school certificate which allows you to study.
- Choose the type of qualification which fits most to your education.
- Enter your foreign grade; do not convert it into a German equivalent.

ONLINE APPLICATION

Start of course

Select degree programme

Personal data

Correspondence address

• Higher education entrance qualification

Academic background

entrance qualification for

Master's programme

Further Information

Knowledge and skills

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 craftsmen or qualified professionals.

Type	Please select...
Name of certificate (original name)	Please select...
Date of certificate	Entrance qualification for college of higher education
Average grade (gpa)	Indirekte HZB - Zugangsprüfung UzK [FHR]
Name of school	General qualification for university entrance
Location of school	Preparatory college [aHR]
Country of school	School abroad [aHR]
Region	Subject-specific qualification for university entrance
	School abroad [fgHR]
	Preparatory college [fgHR]
	Please select...

Cancel
Preview
Back
Continue

5 Academic background

Edit academic background

University/Subjects

Country of Educational Institution:

Place of university/college:

University:

Degree:

Form of studies:

Matriculation number:

1st subject according to statistics:

2nd subject according to statistics:

3rd subject according to statistics:

Semester

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
<input type="text" value="Please select..."/>	<input type="text" value="Please select..."/>	0	<input type="text" value="from 0 to 20"/>	<input type="text" value="Please select..."/>			

Status

Intermediate exam: Final examination:

Grade: Grade:

Date: Date:

- Under ... *subject according to statistics* you select a subject that corresponds to your course of study, e.g. Economics, Business Administration, Wirtschaftswissenschaften etc. If your bachelor's degree includes several subjects, e.g. "Business Administration and Economics", please make two entries.
- You do not need to enter anything under *Intermediate exam*.
- Under *Final examination* select the current status of your bachelor's degree.



- **Exchange students of the UoC** also have to state their home university.

6 Entrance qualification for master's programme

- If you have successfully completed more than one degree programme, please select the the Bachelor's degree programme that corresponds to the respective Master's degree programme.
- It is not permitted to select a master's degree programme.



- Note: If you are an exchange student at the UoC be sure to select your home university. Otherwise, this could lead to troubles with your application. Is your home university not displayed, please refer to point 5 "*Academic background*" in this document.

7 Upload your admission test

Via the *self-service view* you can upload or replace your admission test on your own until the application deadline, even after you have already submitted your application (exception: Double master's Programme Business Administration).

Submission of application

Status

- ✔ received electronically
- ✔ The application documents have been checked and they are complete.

Required documents (for admission)

In general the here listed documents must be uploaded. Exception: in case the „upload function“ is not selectable then please submit required documents and application for admission in paper form.

- ▶ Subject-related admission criteria for the masters's programme Business Administration
- ▶ School leaving certificate
- ▶ Bachelor's certificate or proof that 80% of the bachelor's programme have been successfully completed
- ▶ Further details of your bachelor's programme
- ▶ Transcript of Records
- ▶ Proof of English language skills B2
- ▼ Admission test

Information ⓘ • Accepted admission tests: GMAT™ Exam / GMAT™ Online Exam / TM-WISO / TM-WISO English Version • There is no transmission by the test provider. You have to upload your test score by yourself. • Unofficial scores as well as screenshots (name and score visible) will be accepted. • Submission is voluntary, however, it increases the chances of admission. • If the result is still pending, please submit your application and upload the test result by 15 June. The test result tab will remain editable until the application deadline, even if the application has already been submitted. We can check your application in the meantime.

Document templates not available

Submit electronically Upload document
Hochladen/Ändern einschließlich bis 15.06.2022.

Current document Download document

Status not provided

- ▶ Transcript of records semester abroad
- ▶ Survey

8 Your KLIPS status after the review

Via *self-service view* you can check your status:

- **All admission requirements are fulfilled** = Your application takes part in the selection process. Your status in KLIPS is as follows:

Application - Status
 Applicant number [redacted]
 Application number [redacted]
 Degree programme Master's programme - 1 subject | [redacted] (1. FS)
 Start of course Winter semester 2022/23

Back to "Application"

- ▶ **Submission of application**
- ▼ **Admission**

Details of the admission procedure

Degree programme **Master's programme - 1 subject**

- Entrance semester: 1
- Type of admission: Enrolment limitation (local)

Status **✔** Formal entry requirements met

- ⊛ "Academic entry requirements": not checked yet.
- ⊛ Admission*: after admission enrollment requirements will be checked

Details -

Results of admission procedure

There is no overall decision yet.

- ▶ - Study place offer
- ▶ - Enrollment

- **The admission requirements are not fulfilled** = Your application will not take part in the selection process. Your status in KLIPS is as follows:

→ Under *Results of admission procedure* you can download your notification with your personal reason for rejection.

Application - Status
 Applicant number 2-01173200
 Application number 1-01381365
 Degree programme Master's programme - 1 subject | [redacted] (1. FS)
 Start of course Winter semester 2022/23

Back to "Application"

- ▶ **Submission of application**
- ▼ **Admission**

Details of the admission procedure

Degree programme **Master's programme - 1 subject**

- Entrance semester: 1
- Type of admission: Enrolment limitation (local)

Status **✘** Formal entry requirements not met

- ⊛ "Academic entry requirements": not checked yet.
- ⊛ Admission*: after admission enrollment requirements will be checked

Details -

Results of admission procedure

Download your notification here.

[Download notification](#)

- ▶ - Study place offer
- ▶ - Enrollment

9 Your KLIPS status after admission

Via *self-service view* you can monitor your status:

- In case of admission you have to accept the offer within 7 days, otherwise you are no longer entitled to this place.
- Enrolment – upload of documents and receipt of semester fee on the university account - must be carried out within the deadline stated in the admission letter.

Application - Status

Applicant number [redacted]
 Application number [redacted]
 Matriculation number [redacted]
 Degree programme Master's programme - 1 subject | [redacted] (1. FS)
 Start of course Winter semester 2022/23

[Back to "Application"](#)

- ▶ Submission of application
- ▶ Admission
- ▼ Study place offer

Decision

Study place accepted on **14.07.2022**.

Next steps

You have the option to accept the study place you are offered. Please, note the following:

 - The study place must be accepted until **21.07.2022**, otherwise you are no longer entitled to this place.
 - Please click on "Decline study place offer" if you are sure you do not want to accept the study place. This will make it possible to offer the declined place to another applicant at an early stage.
- ▶ Enrollment

- If you were not admitted in the main selection round, you receive an information mail regarding the automatic “move-up procedure”. This notification will be sent only once and is valid to all applications for which admission has not been granted.
- Your KLIPS application status will only change in case of admission. Otherwise, it remains as indicated under point 8.