

Enrolment checklist winter term 2017/18

for the Master's programmes at the Faculty of Management, Economics and Social Sciences at the University of Cologne (UoC)

Required documents for students who obtained their bachelor's degree in Germany

The registration occurs in three stages in the following order:

1st stage: register in [KLIPS 2.0](#) after having received the admission letter via email (NOT for students who are already enrolled at the UoC)

2nd stage: present application documents at the WiSo Student Service

For the application copies (scans) were sufficient. For enrolment at the WiSo Student Service you must present original documents or certified copies. Simple copies/prints will not be accepted (exception: acceptance letter and TM-WISO/ GRE/ GMAT official result).

Required Documents:

- Valid photo identification: ID card or passport
- Printout of the acceptance letter you received by email (unfortunately, we cannot print for you)
- Proof of English language proficiency
- Proof of 2nd CEMS-language proficiency (CEMS MIM only)
- Proof of German language skills, if required
- Official GMAT / TM-WISO / GRE test result, if required
- Documents you uploaded to the portal (**no documents that were updated after uploading**):
 - Transcript of records
 - Bachelor degree or 80% certificate (CEMS MIM: 70% certificate)
 - If available: degree certificate/ diploma (in the case of advanced vocational certificate of education AVCE: Your bachelor certificate is required at the date of enrolment)
 - School leaving certificate (e.g. Abitur, A-levels, Baccalaureate, high school diploma, etc.)

UoC-students who were already enrolled at the University of Cologne in summer term 2017 submit the [request of change of the study programme](#). However, only if the tuition fee is paid and a photo is uploaded to KLIPS 2.0. We will then forward your documents to the students registration office and the third stage can be dropped. **3rd stage: Enrolment at the students registration office**

Required documents which have to be provided additionally by students who did not obtain their bachelor's degree at the UoC:

- [Application form of enrolment](#)
- [Proof of health insurance](#)
- Copy of Passport
- School leaving certificate (e.g. Abitur, A-levels, Baccalaureate, High School Diploma, etc.)
- Proof of De-registration (only applies if you have studied at a German university)
- Overview of previous studies, unless stated in the Certificate of De-registration (only applies if you have studied at a German university)

Enrolment checklist winter term 2017/18

for the Master's programmes at the Faculty of Management, Economics and Social Sciences at the University of Cologne (UoC)

Required documents for students who obtained their bachelor's degree outside Germany

The registration occurs in two stages in the following order:

1st stage: register in [KLIPS 2.0](#) after having received the admission letter via email (NOT for students who are already enrolled at the UoC)

2nd stage: Enrolment at the international office

The following documents are required by the international office where students with a bachelor obtained outside of Germany have to enrol.

Original documents or certified copies have to be presented of: Transcript of records, Bachelor certificate and school leaving certificate. All other documents are sufficient as **simple copies**.

Required documents which have to be provided additionally by students who obtained their bachelor's degree outside Germany:

- Valid photo identification: ID card or passport
- Printout of the acceptance letter you received by email (unfortunately, we cannot print for you)
- [Application form of enrolment](#)
- [Proof of health insurance](#)
- Copy of Passport
- School leaving certificate (e.g. Abitur, A-levels, Baccalaureate, High School Diploma, etc.)
- Transcript of records or 80% certificate (CEMS MIM: 70% certificate)
- If available: degree certificate/ diploma (in the case of advanced vocational certificate of education AVCE: Your bachelor certificate is required at the date of enrolment)
- Proof of De-registration (compulsory if you have studied at a German University)
- Overview of previous studies, unless stated in the Certificate of De-registration (only applies if you have studied at a German university)