



## Instructions: Completing a advance application

# Homepage of the WiSo credit transfer centre

## Ablauf Vorabantrag

|                                             |   |
|---------------------------------------------|---|
| Vorabantrag online erstellen und abschicken | ▼ |
| Eventuell Nachweise nachreichen             | ▼ |
| Rückmeldung abwarten                        | ▼ |
| Eventuell Nachweise abholen                 | ▼ |
| Antrag abgeschlossen                        | ▼ |

[Vorabantrag stellen](#)

Login ➞

Student IT Account



Please enter your University of Cologne IT account username (the one you use to access WiFi, KLIPS, Mailportal etc.)

Password



Login

You must first register for the subject semester classification.

Register

Please log in with your KLIPS access data

# Update personal information and select application type

[Achievements](#) [Personal Data](#)

English

## Edit Student

|                       |                                                                              |
|-----------------------|------------------------------------------------------------------------------|
| Matriculation number* | 892569                                                                       |
| Name*                 | Mustermann                                                                   |
| Given name*           | Max                                                                          |
| E-mail*               | .. mmustermann2@smail.uni-koeln.de                                           |
| Telephone             |                                                                              |
| Course of Studies*    | Master of Arts Regionalstudien Lateinamerika - Sozialwissenschaften, PO 2021 |

Save

! Observe the correct examination regulations when selecting a degree programme

# Select final application

1

My Achievements Create Achievement

Achievement Type\* Please choose

Comment Please choose  
Vorabantrag  
Abschließender Antrag

Save

2 Select advance application

3 then save

# Add course combinations

Certificate\*



Further documents



Create Cologne course

## Achievements

Courses at Cologne

External Courses



### Create Achievement

Credit transfer type\*

Course at Cologne

Please choose...

Please choose...

one Cologne Course, one or many external Courses

one or many Cologne Courses, one external Cours

BM - Basic Mudule (Core Module)

AM - Aufbaumodul (Advanced Module)

EM - Ergänzungsmodul (Supplementary Module)

SM - Schwerpunktmodul (Specialization Module)

Ok Cancel

! If the option “one or many Cologne Courses, one external Cours” is selected, the external module will be checked for possible crediting for all specified Cologne modules TOGETHER. We check as stated in the application and not which module combinations are possible.

# Select the courses from cologne

**Edit Achievement** [X]

Credit transfer type\* one Cologne Course, one or many external Courses [v]

Course at Cologne Please choose... [v]

- Studies Abroad II (VWL)
- Studies Abroad III (VWL)
- Studies Abroad in Economics
- Studies Abroad in Management I
- Studies Abroad in Management II
- Studium Integrale**

[Ok] [Cancel]

Select a Cologne course

# Add external courses

## Anrechnungen

| Kölner Kurse                                                                                                                                                                            | Externe Kurse                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AM Economic History   |   |

Add external course

Fill in all areas correctly!

! If the university is not listed, please send an email to the credit transfer centre and we will add the university to our system. Please do not enter another university as a placeholder.

### Create Assignment

Country\*

Frankreich

x

University\*

Universität Paris 1 Panthéon-Sorbonne

x

Course\*

Histoire comparée de la représentation politique

x

Grade\*

ECTS : 6.0 | Wochenstunden: 3.0 | Lokale CP: 4.0

Attempts\*

bestanden

v

Proof of content / workload 1.

Datei auswählen

Keine Datei ausgewählt

Proof of content / workload 2.

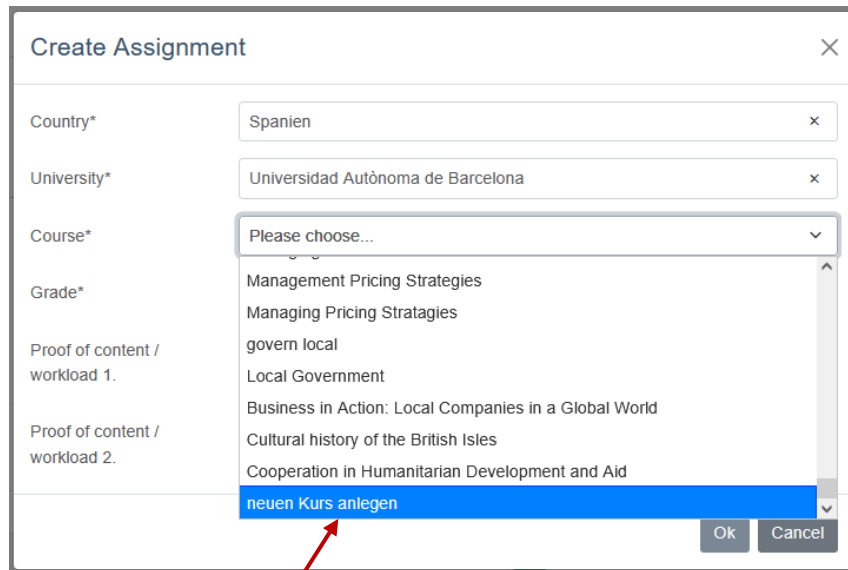
Datei auswählen

Keine Datei ausgewählt

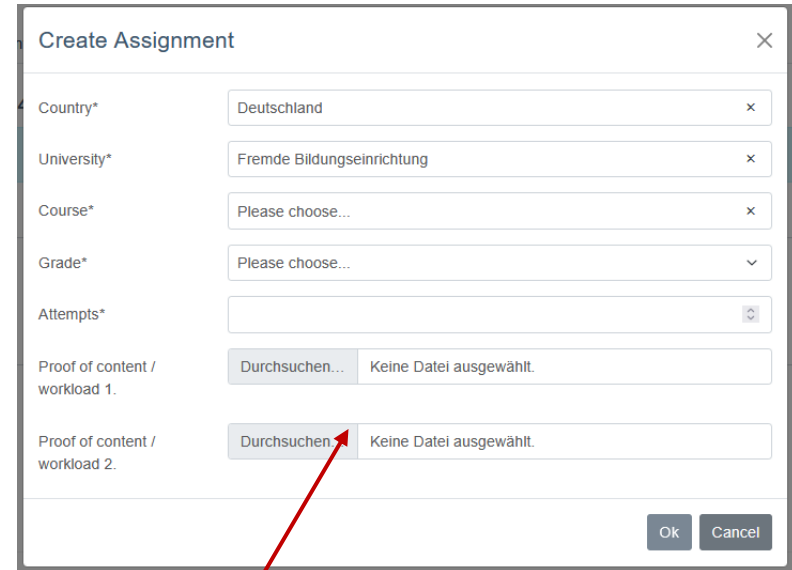
Ok

Abbrechen

# Add external courses and upload certificates



If you cant find your external course in the list, scroll down to the end of the list. There you find the option „Create new Course“



Please upload a proof here! The requirements for the certificates can be found on our [website](#).



# Submit the application

Send application ! The button will only appear once all the necessary details and documents have been entered and uploaded.

Bemerkung speichern

Zeugnis\*



Weiterer Beleg



Antrag abschicken

## Anrechnungen

| Kölner Kurse                                                                                                                                                                            | Externe Kurse                                                                                                                                                                                                                        |                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| AM Economic History   | Histoire comparée de la représentation politique - bestanden   |  |
|                                                                                                                                                                                         | Nachweis Inhalt / Workload 1.                                                                                                                                                                                                        |   |
|                                                                                                                                                                                         | Nachweis Inhalt / Workload 2.                                                                                                                                                                                                        |   |

**After submitting on our homepage, you will also receive your application by e-mail (Smail account)**