

FACULTY ECONOMICS AND SOCIAL SCIENCES

CHECKLIST DOCTORAL STUDIES

Please see [here](#) for general information on the admission / scientific check

1. STEP: ADMISSION / SCIENTIFIC CHECK (obligatory to start the doctoral studies)

- ☐ [Online registration as a doctoral researcher](#) at the University of Potsdam
- ☐ Signed notification of the intention to promote (form can be printed after your online registration)
- ☐ Signed supervision agreement in original (form can be printed after your online registration)
- ☐ One officially certified copy each of the master's certificate and the master's diploma (or degree)
- ☐ [Declaration](#) that you are not in another doctoral procedure and/or have definitively failed a similar doctoral procedure
- ☐ Chronological curriculum vitae, signed by you on the last page

Please send the documents *by post* to:

University of Potsdam

Faculty of Economics and Social Sciences
Dean's Office | Office for Doctoral Studies
August-Bebel-Str. 89
14482 Potsdam

For further information, please contact:

Ms. Florence Scholz
Campus Griebnitzsee, Bldg. 1, Room 21.28
Phone: +49.331.977-3419
E-mail: florence.scholz.1@uni-potsdam.de

2. STEP: ENROLMENT (recommended, but not obligatory from the beginning of the PhD studies)

For Master's students at the University of Potsdam who intend to take up doctoral studies, the application process is carried out via the [PULS account](#) (Submitting applications/Document upload)

All others proceed as follows:

- ☐ Application for enrolment via the [University Admission Portal](#)
 - Please register and log into the portal. Start a new application, select the program you have been admitted to, and submit to initiate the enrollment process.
 - The second step is the actual application for enrollment. You have to enter all relevant information (e.g. previously earned degrees) and submit the application for enrollment at the end.
 - After submitting the application for enrollment, you will be asked to upload your documents in the portal

The following documents need to be uploaded in the University Admission Portal:

- Admission letter from the dean's office (Anzeige der Promotionsabsicht); usually sent to you by post after the successful scientific check, see 1.
- Simple copy of your master's degree transcript (in original language) and a translation into German or English certified by a sworn translator or interpreter (if the original was issued in a language other than German or English)
- Simple copy of your bachelor's degree
- Simple copy of your university entrance qualification (e.g. high school degree)
- Chronological curriculum vitae starting from the age of 16, signed by you on the last page
- Simple copy of the personal information page of your passport or identity card
- Passport picture (this is for your student ID card called [PUCK](#))
- If you have previously studied at a German university: a simple copy of the de-registration (Exmatrikulation)
- If applicable, a simple copy of your award letter if you receive a fellowship underwritten by German public funds

**If you have any questions regarding the University Admission Portal, please get in touch with:
Ms. Bradler from the university's office of student affairs: lisa.bradler@uni-potsdam.de**