

## DIGITAL ENGINEERING FACULTY | 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)

- Register for the [Agreement for supervision of a doctoral thesis](#) (*Betreuungsvereinbarung zur Anzeige der Promotionsabsicht*) and get it signed by your prospective advisors
- Original or [officially certified copy](#) of your university degree transcripts in German or English (the documents will be returned to you once the admission is approved)  
Please note: Candidates with foreign qualifications must check the equivalence of their qualifications with the principal supervisor. As a support, the database [anabin](#) of the KMK and the [tables for conversion of grades](#) of the International Office are available. The [Grade Conversion System](#) (in German, Notenumrechnungssystem - NUS) of HU Berlin is also a helpful tool for converting international acquired grades into German grades.
- Chronological curriculum vitae, signed by you on the last page

Please send the documents *by post* to:

#### University of Potsdam

Office of the Doctoral Committee  
Griebnitzsee Campus/Hasso Plattner Institute  
Prof.-Dr.-Helmert-Str. 2-3, Bldg. C-1.8  
14482 Potsdam

#### For further information, please contact:

Ms. Sabine Wagner  
Prof.-Dr.-Helmert-Str. 2-3, Haus C-1.8  
Phone: +49.331.5509-220  
E-mail: [office-promotionsausschuss@hpi.de](mailto:office-promotionsausschuss@hpi.de)

To avoid long admission procedures, please check the [submission deadlines](#).

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

- 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.

#### Welcome Center Potsdam

Service Center "Am Neuen Palais": University of Potsdam, Am Neuen Palais 10, Bldg. 8, Room 1.11, 14469 Potsdam | Phone +49 331 977-1382 | [welcome-center@uni-potsdam.de](mailto:welcome-center@uni-potsdam.de)  
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 6264-2326 / -2322 | [welcome-center@gfz-potsdam.de](mailto:welcome-center@gfz-potsdam.de)

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- 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)

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  - Simple copy of your bachelor's degree

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  - Simple copy of your university entrance qualification (e.g. high school degree)

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  - Chronological curriculum vitae starting from the age of 16, signed by you on the last page

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  - Simple copy of the personal information page of your passport or identity card

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  - Passport picture (this is for your student ID card called [PUCK](#))

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  - If you have previously studied at a German university: a simple copy of the de-registration (Exmatrikulation)

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  - If applicable, a simple copy of your award letter if you receive a fellowship underwritten by German public funds
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**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](mailto:lisa.bradler@uni-potsdam.de)**