

Checklist Doctoral Students



Digital Engineering Faculty

1. Admission / Scientific Check

- [agreement for supervision of a doctoral thesis](#) (*Betreuungsvereinbarung zur Anzeige der Promotionsabsicht*) signed by your prospective advisors
- [report of intent to pursue doctoral studies](#) (*Anzeige der Promotionsabsicht*) upper part filled and signed by you; the second part will be filled by the doctoral examination board automatically
- copies of your university degree transcripts in German, English, French, Spanish, or Italian or a certified translation of one of these languages
- chronological curriculum vitae, signed by you on the last page

Please take / send the above mentioned documents by post to:

University of Potsdam

Doctoral Committee/ Promotionsausschuss

Digital Engineering Faculty

Griebnitzsee Campus/ Hasso Plattner Institute

Prof. Dr. Helmert Str. 2-3, Bldg. C-1.8

14482 Potsdam

Phone :+49 (0)331 5509-220

Fax: +49 (0)331 5509-229

E-mail: sabine.wagner@hpi.de

To avoid long admission procedures, please also check [the dates of the meetings](#) of the doctoral committee.

2. Enrolment

- admission letter from the dean's office (*Anzeige der Promotionsabsicht*); usually sent to you by post after the successful scientific check, see 1.
- [application for enrolment](#) (*Immatrikulation*) (including two passport pictures)
- [Officially certified 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)
- copy of your bachelor's degree (no certification necessary)
- copy of your university entrance qualification (e.g. high school degree) (no certification necessary)
- chronological curriculum vitae, signed by you on the last page

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
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 288-2326 | welcome-center@gfz-potsdam.de

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- copy of the personal information page of your passport or identity card
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- proof of exmatriculation from studies at another university in Germany (if applicable)
-
- copy of your award letter if you receive a fellowship underwritten by German public funds (if applicable)
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- evidence of health insurance for the upcoming semester
- with a statutory German health insurance provider: provider-issued Health Insurance Verification for Registering at a University. A copy of the health insurance card is not sufficient.
 - with a private health insurance provider: evidence that you are exempted from statutory health insurance (*Nachweis, dass Sie bei einer deutschen gesetzlichen Krankenversicherung nicht versicherungspflichtig sind*). It can be obtained from any statutory health insurance provider upon presentation of your passport, proof of your existing health insurance and doctoral candidacy
 - with an EU-card (European Health Insurance Card-EHIC): confirmation by a German statutory health insurance provider that you have statutory health insurance in your home country (issued by any statutory health insurance provider)

Please send the documents by post to:

Universität Potsdam
[Office of Student Affairs/](#)
[Studierendensekretariate](#)
Am Neuen Palais 10, Haus 8
14469 Potsdam

Submission during the personal office hours:

Dr. Bismark / Lisa Bradler
Campus „Am Neuen Palais“, Bldg. 8
Rooms 0.23 / 0.05
Mon: 10:00 - 12:00
Tue: 10:00 - 12:00 and 14:00 - 17:00
Thu: 10:00 - 12:00
Fri: 10:00 – 12:00

Info:

<https://www.uni-potsdam.de/en/digital-engineering/research/doctoral-studies.html>