

Checklist Doctoral Students

Faculty of Human Science

- [Agreement for supervision and Declaration of intent to pursue doctoral studies](#) (*Betreuungsvereinbarung und Anzeige der Promotionsabsicht*) signed by your prospective advisors
- [Application for enrolment as a doctoral student](#) (*Antrag auf Immatrikulation*)
- Chronological curriculum vitae, signed by you on the last page
- Copy of the personal information page of your passport or identity card
- [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);
required are either studies of min. 8 semesters *or* evidence of 300 credit points *or* certified document on a completed degree program at a university or a college of higher education with at least a "good" rating within the standard period of study of at least six semesters and a final academic examination (Bachelor, 180 credit points) and proof of completed additional studies that correspond to 60 credit points of an accredited Master program
- copy of your bachelor's degree (no certification necessary but a translation into German or English)
- copy of your university entrance qualification (e.g. high school degree) (no certification necessary)
- 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
- 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 note:** Can be handed in at a later point in case you send your documents from abroad

Please submit the documents to:

University of Potsdam
Doctoral examination board
Faculty of Human Sciences, Campus Golm
Karl-Liebknecht-Straße 24-25, 14476 Potsdam-Golm

For further information please contact:

Mrs. Iris Lüßen-Koch
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Info: <https://www.uni-potsdam.de/en/humfak/research/doctoralstudies/admissionasdoctoralcandidate.html>