

FACULTY OF HUMAN 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)

- Registration in the [database](#) to generate the “Declaration of intent to do doctoral studies” (*Anzeige der Promotionsabsicht*) and the “Agreement for supervision” (*Betreuungsvereinbarung*); these must be signed by your future academic supervisors before sending simple copies to the Dean's Office
- Simple copy of your master's degree transcript (in original language) **and** a simple copy of a certified translation into German or English (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

Please send the documents *by post* to:

University of Potsdam

Faculty of Human Sciences

Office of the Dean | Office of the doctoral committee

Karl-Liebknecht-Str. 24-25

14476 Potsdam

For further information, please contact:

Mr. Albrecht Dreissig

Campus Golm, Bldg. 35, Room 1.09;

Phone: +49.331.977-2165, Fax +49.331.977-2066

E-mail: albrecht.dreissig.1@uni-potsdam.de

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

- Application for enrolment via [PULS](#)
 - 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 / -153052 | welcome-center@uni-potsdam.de
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 6264-2326 / -2322 | welcome@gfz.de

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- Simple copy of your master's degree transcript (in original language) and a simple copy of a certified translation into German or English (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
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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**