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

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:

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Info: https://www.uni-potsdam.de/en/humfak/research/doctoralstudies/admissionasdoctoralcandidate.html