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:**  
Ms. Iris Luessen-Koch  
Campus Golm, Bldg. 35, Room 1.09;  
Phone: +49.331.977-2165, Fax +49.331.977-2066  
E-mail: luessenk@uni-potsdam.de

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.
- 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

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