# 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 Immatriculation*)

- [ ] 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

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**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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Campus Golm, house 35, room 1.09;  
Phone: +49.331.977-2165, Fax +49.331.977-2066  
E-mail: luessenk@uni-potsdam.de

**Info:** [https://www.uni-potsdam.de/en/humfak/research/doctoralstudies/admissionasdoctoralcandidate.html](https://www.uni-potsdam.de/en/humfak/research/doctoralstudies/admissionasdoctoralcandidate.html)