# Checklist Doctoral Students

## Law Faculty

- **Declaration of intent to pursue doctoral studies** *(Anzeige der Promotionsabsicht)* signed by your prospective advisor(s)
- **Application for enrollment** *(Immatrikulation)* (including two passport pictures)
- 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 a “Staatsexamen” or “Erste juristische Prüfung” with the minimum grade »vollbefriedigend« + an additional “Seminarschein” or an equivalent (foreign) legal degree; for detailed information please see §§ 5-7 of the [doctoral regulations](https://www.uni-potsdam.de/de/jura/ful/promotion.html)
- Copy of your bachelor’s degree (no certification necessary)
- 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)
- Some kind of proof of German knowledge and the German Judicial System
- Copy of your award letter if you receive a fellowship underwritten by German public funds

## Please submit the documents to:

**Dean’s Office**
University of Potsdam
Faculty of Law, Campus Griebnitzsee
August-Bebel-Straße 89, 14482 Potsdam

## For further information please contact:

**Dr. Lars Rühlicke**
Campus Griebnitzsee, Bldg. 1, Room 2.08;
Phone +49 331 977-3739
E-mail: lars.ruehlicke@uni-potsdam.de

Info: [https://www.uni-potsdam.de/de/jura/ful/promotion.html](https://www.uni-potsdam.de/de/jura/ful/promotion.html)