Checklist Doctoral Students

Law Faculty

☐ Declaration of intent to pursue doctoral studies (Anzeige der Promotionsabsicht) signed by your prospective advisors

☐ 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

☐ 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:

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Info: https://www.uni-potsdam.de/de/jura/fu/promotion.html