LAW FACULTY ECONOMICS | CHECKLIST DOCTORAL STUDIES

Please see here for general information on the admission / scientific check (in German only).

1. STEP: ADMISSION / SCIENTIFIC CHECK (obligatory to start the doctoral studies)

- Registration form of the faculty (in German only)
- Self-entry in the doctoral database of the University of Potsdam
- Notification of intention to pursue a doctoral degree, must be printed out after entry in the doctoral database and signed by you and your future academic supervisors
- A supervision agreement, must be printed out after the entry in the doctoral database and signed by you and your future scientific supervisors
- An officially certified copy of your degree certificates (e.g. Bachelor’s, Master’s, Diploma, First/Second Law Examination, not: Abitur)
- Tabular curriculum vitae from the age of 16 with date and signature

Please send the documents by post to:

University of Potsdam
Law Faculty
Dean’s Office | Office for Doctoral Studies
August-Bebel-Str. 89
14482 Potsdam

For further information, please contact:
Dr. Lars Ruelicke
Campus Griebnitzsee, Bldg. 1, Room 2.08
Phone: +49.331.977-3739
E-mail: lars.ruehlicke@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 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)
- 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