

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.

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- 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)
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- Simple copy of your bachelor's degree
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- Simple copy of your university entrance qualification (e.g. high school degree)
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- Chronological curriculum vitae starting from the age of 16, signed by you on the last page
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- Simple copy of the personal information page of your passport or identity card
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- Passport picture (this is for your student ID card called [PUCK](#))
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- If you have previously studied at a German university: a simple copy of the de-registration (Exmatrikulation)
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- If applicable, a simple copy of your award letter if you receive a fellowship underwritten by German public funds
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**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**