Checklist Doctoral Students

Faculty of Science
Please see here for general information on the admission / scientific check

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

☐ Register for the Agreement for supervision of a doctoral thesis (Betreuungsvereinbarung zur Anzeige der Promotionsabsicht) and get it signed by your prospective advisors

☐ Copies of your university degree transcripts in German, English, French, Spanish, or Italian or a certified translation of one of these languages

☐ Chronological curriculum vitae, signed by you on the last page

Please take / send the above mentioned documents by post to:

The responsible person of your institute at the Doctoral Committee (please scroll down the page)

* It is important that you ask the responsible person to forward your documents after they have been checked to: *

University of Potsdam
Doctoral Examination Board/ Promotionsausschuss
Faculty of Science
Karl-Liebknecht-Str. 24-25
Mrs. Jeanette Ziegler
House 28, Room 1.101
14476 Potsdam

To avoid long admission procedures, please also check the submission deadlines
(right column “Redaktionsschluss”)

2. STEP: ENROLMENT (recommended, but not obligatory from the beginning of the PhD studies)

☐ Admission letter from the dean’s office (Anzeige der Promotionsabsicht); usually sent to you by post after the successful scientific check, see 1.

☐ Application for enrollment (Immatrikulation) (including one passport picture)

☐ 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)
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<th><strong>Please send the enrolment documents by post to:</strong></th>
<th><strong>Submission during the personal office hours:</strong></th>
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<td><strong>University of Potsdam</strong>&lt;br&gt;Office of Student Affairs/&lt;br&gt;Studierendensekretariate&lt;br&gt;Am Neuen Palais 10, Haus 8&lt;br&gt;14469 Potsdam</td>
<td><strong>Dr. Bismark / Lisa Bradler</strong>&lt;br&gt;Campus „Am Neuen Palais“&lt;br&gt;Bldg. 8</td>
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