

# Checklist Doctoral Students



## Faculty of Science

Please see [here](#) for general information on the admission / scientific check

### 1. ADMISSION / SCIENTIFIC CHECK

- 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

\* 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. ENROLMENT

- 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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- copy of your bachelor's degree (no certification necessary)
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- copy of your university entrance qualification (e.g. high school degree) (no certification necessary)
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- Chronological curriculum vitae, signed by you on the last page
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- Copy of the personal information page of your passport or identity card
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- Proof of exmatriculation from studies at another university in Germany (if applicable)
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- Copy of your award letter if you receive a fellowship underwritten by German public funds
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- Evidence of health insurance for the upcoming semester
- with a statutory German health insurance provider: provider-issued Health Insurance Verification for Registering at a University. A copy of the health insurance card is not sufficient.
  - with a private health insurance provider: evidence that you are exempted from statutory health insurance (*Nachweis, dass Sie bei einer deutschen gesetzlichen Krankenversicherung nicht versicherungspflichtig sind*). It can be obtained from any statutory health insurance provider upon presentation of your passport, proof of your existing health insurance and doctoral candidacy
  - with an EU-card (European Health Insurance Card-EHIC): confirmation by a German statutory health insurance provider that you have statutory health insurance in your home country (issued by any statutory health insurance provider)

**Please send the enrolment documents by post to:**

**University of Potsdam**  
[Office of Student Affairs/](#)  
[Studierendensekretariate](#)  
Am Neuen Palais 10, Haus 8  
14469 Potsdam

**Submission during the personal office hours:**

**Dr. Bismark / Lisa Bradler**  
Campus „Am Neuen Palais“  
Bldg. 8 | Rooms 0.23 / 0.05  
Mon, Thu, Fri: 10:00 - 12:00  
Tue: 10:00 - 12:00 and 14:00 - 17:00

**Welcome Center Potsdam**

Service Center „Am Neuen Palais“: University of Potsdam, Am Neuen Palais 10, Bldg. 8, Room 1.11, 14469 Potsdam | Phone +49 331 977-1382 | [welcome-center@uni-potsdam.de](mailto:welcome-center@uni-potsdam.de)  
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 288-2326 | [welcome-center@gfz-potsdam.de](mailto:welcome-center@gfz-potsdam.de)