

FACULTY OF SCIENCE | CHECKLIST DOCTORAL STUDIES

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

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

- Register for the [Agreement for supervision of a doctoral thesis](#) (*Betreuungsvereinbarung zur Anzeige der Promotionsabsicht*) and get it signed by your prospective advisors; Please note: Digital signatures of the doctoral candidate and the supervisory team are accepted for the supervision agreement. However, the **original signature** of the [subject representative of the doctoral committee](#) is required. In exceptional cases this signature can be obtained from the doctoral office.
- [Certified copy](#) of the Bachelor's and Master's degree certificate
- Candidates with foreign qualifications must check the equivalence of their qualifications with the principal supervisor. As a support, the database [anabin](#) of the KMK and the [tables for conversion of grades](#) of the International Office are available. The [Grade Conversion System](#) (in German, Notenumrechnungssystem - NUS) of HU Berlin is also a helpful tool for converting international acquired grades into German grades.
- Chronological curriculum vitae starting from the age of 16, signed by you on the last page

Please send the documents *by post* to:

University of Potsdam

Faculty of Science

Office of the doctoral committee

Karl-Liebknecht-Str. 24-25, Bldg. 28

14476 Potsdam

Alternatively, you may send the complete set of documents by e-mail to:

prommnf@uni-potsdam.de

To avoid long admission procedures, please check the [submission deadlines](#).

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

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
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 6264-2326 / -2322 | welcome-center@gfz-potsdam.de

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**