## Checklist Doctoral Students

### Faculty of Arts

- **Agreement for supervision of a doctoral thesis and Declaration of intent to pursue doctoral studies** *(Betreuungsvereinbarung und Anzeige der Promotionsabsicht)* and get it signed by your prospective advisors.

- **Application for enrollment** *(Immatrikulation)* (including two passport pictures)

- Chronological curriculum vitae, signed by you on the last page.

- Copy of the personal information page of your passport or identity card.

- **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).

- Copy of your bachelor’s degree (no certification necessary).

- Copy of your university entrance qualification (e.g. high school degree) (no certification necessary).

- Proof of exmatriculation from studies at another university in Germany (if applicable).

- Copy of your award letter if you receive a fellowship underwritten by German public funds (if applicable).

- 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 note: The evidence of a valid health insurance policy can be handed in at a later point in case you send your documents from abroad.*

### Please submit the documents to:

- **Doctoral examination board**
  - University of Potsdam
  - Prof. Dr. Filippo Carla-Uhink
  - Faculty of Arts, Campus Am Neuen Palais
  - Am Neuen Palais 10, 14469 Potsdam

### For further information please contact:

- **Ms. Constanze Röderstein**
  - Campus Am Neuen Palais, Bldg. 11, Room 2.16
  - Phone: +49.331.977-1777, Fax +49.331.977-1684
  - E-mail: roederstein@uni-potsdam.de

### Info:

- [https://www.uni-potsdam.de/de/philfak/forschung/promotion-habilitation/hinweise-fuer-promovierende.html#c15734](https://www.uni-potsdam.de/de/philfak/forschung/promotion-habilitation/hinweise-fuer-promovierende.html#c15734)