FACULTY OF ARTS | 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
- 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)
- If you intend to write your dissertation in a language other than German, please contact the Office of the Doctoral Committee

Please send the documents by post to:

University of Potsdam
Faculty of Arts
Office of the Dean | Office of the doctoral committee
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

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.
- 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