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:

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