

## 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](mailto: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

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 6264-2326 / -2322 | [welcome-center@gfz-potsdam.de](mailto:welcome-center@gfz-potsdam.de)

- 
- 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](mailto:lisa.bradler@uni-potsdam.de)**