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