

# 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  
Faculty of Arts, Campus Am Neuen Palais  
Am Neuen Palais 10, 14469 Potsdam

### For further information please contact:

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Info:

<https://www.uni-potsdam.de/de/philfak/forschung/promotion-habilitation/hinweise-fuer-promovierende.html#c15734>

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)  
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