# Checklist Doctoral Students

## Faculty of Economics & Social Sciences

### 1. Admission to pursue doctoral studies

- [ ] Register online as a doctoral researcher at the University of Potsdam
- [ ] Report of intent to pursue doctoral studies, printable after your online registration and signed by your prospective advisors
- [ ] Supervision agreement, printable after your online registration and signed by your prospective advisors
- [ ] Chronological curriculum vitae, signed by you on the last page
- [ ] 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)
- [ ] Declaration on oath that you do not pursue doctoral studies at another faculty or university at the moment and that you have not failed in a similar attempt to obtain the doctorate before.

*If you intend to enroll as a doctoral student at the University of Potsdam as well, please submit the following additional documents:*

### 2. Enrollment

- [ ] Application for enrolment (Immatrifikation), including two passport pictures
- [ ] Copy of the personal information page of your passport or identity card (no certification necessary)
- [ ] 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 (no certification necessary)
- [ ] Copy of your award letter if you receive a fellowship underwritten by German public funds (no certification necessary)

Please submit the documents to:

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University of Potsdam  
Faculty of Economics & Social Sciences  
Coordinator Doctorates  
August-Bebel-Str. 89  
14482 Potsdam
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For further information please contact:

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Ms. Florence Scholz  
Campus Griebnitzsee, Bldg. 1, Room 2.23  
Phone +49 331 977-3419  
Fax +49 331 977-3325  
E-mail: florence.scholz.1@uni-potsdam.de
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*Once full documentation has been submitted to the Coordinator Doctorates, the Office of the Dean reviews your application. If you are accepted to pursue doctoral studies at the Faculty of Economic and Social Sciences and wish to enroll as a doctoral student at the University of Potsdam your documents will be forwarded to the Office of Student Affairs for enrollment.*