

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 university degree diploma(s), as well as a certified translation of international certificates into 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. Enrolment

- [Application for enrolment](#) (*Immatrikulation*), 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)
- 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 submit the documents to:

University of Potsdam
Faculty of Economics & Social Sciences
Coordinator Doctorates, Laura Bölke
August-Bebel-Str. 89
14482 Potsdam

For further information please contact:

Mrs. Laura Bölke
Campus Griebnitzsee, Bldg. 1, Room 1.24
Phone +49 331 977-3419
Fax +49 331 977-3325
E-mail: laura.boelke@uni-potsdam.de

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.

Info: <https://www.uni-potsdam.de/en/wiso/research/doctorate/reportofintent.html>

***Please note:** *The proof of a valid health insurance policy can be handed in at a later point in case you are sending your documents from abroad.*

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
Service Center „Telegrafenberg“: Telegrafenberg, Bldg. A34, Room 207, 14473 Potsdam | Phone +49 331 288-2326 | welcome-center@gfz-potsdam.de