



Doctoral studies - Information for international applicants

Please read the general information on the [Doctoral Study Portal](https://hu.berlin/phd) of the HU Berlin.
<https://hu.berlin/phd>

Below you will find specific information concerning the exact procedures for application, candidature and admission to a doctoral degree programme.

1. Project proposal

There are no fixed deadlines for admission to a doctoral degree programme. Applications can be made at any point during the semester. You should send a project proposal directly to the faculty in which you wish to pursue your doctoral studies. The faculty's Office for Doctoral Affairs is responsible for handling project proposals. Contact details by faculty are to be found on the websites of each faculty.

2. Application

Please submit your application to the Office for Doctoral Affairs at the relevant faculty including any further documentation specified by them. In order to be admitted to the doctoral programme you must provide evidence of your academic ability. The entry requirements will be at least as high as they would be in your home country or countries in which you have previously studied. The Students Office is responsible for checking whether or not your qualifications conform to the standards of the German education system. Any potential discussions in this connection take place exclusively between the Office for Doctoral Affairs at the faculty and the Students Office. For organisational reasons, any documents sent for this purpose cannot be processed.

3. Admission

The faculty's Doctoral Degree Board will confirm acceptance of your doctoral project proposal. Board meeting dates are available on the website of the of the relevant faculty. Admission may be offered subject to certain conditions being fulfilled or an assessment being completed. The faculty shall decide on the necessary language requirements. You are not required to sit a DSH examination (German language university entrance examination). You will receive a notice of admission to the doctoral degree programme from the Doctoral Degree Board of your faculty.

4. Enrolment

You must enroll at HU Berlin within a month of receiving the notice of admission. Enrolment can be completed in person or by post. With postal enrolment, you must write your e-mail address at the bottom of the first page of your application so that we can contact you with any questions we may have. To enroll in person please visit the Student Service Centre during our personal consultation hours available on the website: <https://hu.berlin/zulint>

Enrolment becomes effective from the soonest possible date, usually the first day of a month. Applications to enrol should be sent with the required documents to the following address:

**Humboldt-Universität zu Berlin
Referat Studierendenservice
Zulassungsbüro für internationale Studierende
Unter den Linden 6
10099 Berlin**

Documents required for enrolment application

1. Notice of admission (usually issued by the faculty's Office for Doctoral Affairs)
2. Completed enrolment application form; available online by:
<https://hu.berlin/immaprom>
3. Certified copies of your most recent degree certificates (e.g. Master) with degree, certificate and the transcripts of records, simple copies of all preceding degrees (degree, certificate and transcripts); documents not issued in German or English must be accompanied by a certified translation in German or English
4. Passport with visa and/or residence permit (if applicable) or identification card
5. Proof of health insurance from a statutory health insurance fund or corresponding exemption from compulsory insurance, issued by a statutory health insurance fund. More information is available on the following website:
<https://hu.berlin/insurance>
6. Proof of payment of fees and contributions in the form of a transfer confirmation or bank statement. Further details are available in your enrolment form:
<https://hu.berlin/immaprom>
7. Certificate of removal from the student register/Exmatrikulationsbescheinigung (if you were previously enrolled at a university in Germany)
8. curriculum vitae (CV)

Note for students with a German scholarship (e.g. DAAD):

The enrolment fee of € 50 will be waived upon presentation of a simple copy of the scholarship agreement; you will only pay the reduced fee.

After your enrolment has been completed, two letters will be sent to the address, given on your enrolment form. At first you will receive the PIN-letter with your password for activating your online student account. With this online student account you are able to generate e.g. your student card (Campus-Card) and enrolment certificates. Shortly thereafter you will receive the TAN-Liste with transaction numbers, necessary for transactions originated by using your online student account (e.g. for updating your mail address or for a registration for an examination).

You will find further information about the range of functions of your online student account with the following link:

<https://hu.berlin/infocms>

Information about generating your student card (Campus-Card) can be found with the following link:

<https://hu.berlin/campuscard>

Contact

Humboldt Universität zu Berlin
Referat Studierendenservice
Zulassungsbüro für internationale Studierende
Studierenden-Service-Center (Lichthof West)
Unter den Linden 6
10117 Berlin

E-Mail: <https://hu.berlin/contactpromo>

Fax: (+49) 030-2093-70292

Links to information for doctoral students at the HU Berlin

Advice and counselling for doctoral students at HU Berlin

<https://hu.berlin/phdguide>

International Scholar Services

Helps international doctoral students and researchers quickly settle into life in the city and at the university

<https://hu.berlin/issphd>

Faculty doctoral degree regulations

<https://hu.berlin/promord>

HU docs - HU Berlin doctoral student network

<https://hu.berlin/docsphd>

Humboldt Graduate School

<https://www.humboldt-graduate-school.de/en/>

Funding for doctoral studies

<https://hu.berlin/phdfunding>

DAAD - Study and research in Germany

<https://www.daad.de/deutschland/en/>