

## **Formal Admission Procedure for Doctoral Candidates with international degrees**

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1. The candidate gets in contact with the faculty (dean's office/examination office) and the potential supervisor.
2. The professor confirms his supervision by a written agreement. Furthermore, the professor declares the language of the planned doctoral studies and the required language level. He can decide if an exemption of the DSH is possible or intended. Information about the German language requirements can be found here: [https://www.goethe-university-frankfurt.de/67109673/German\\_language\\_requirements?](https://www.goethe-university-frankfurt.de/67109673/German_language_requirements?)
3. The applicant submits an application for acceptance as a doctoral candidate at the examination board of the department (the application form can be found on the department's website or requested from the dean's office). The applicant encloses the required documents (e.g. exposé).
4. The dean's office or the examination office will inform the candidate about the mandatory assessment of the candidates' educational qualifications. The following documents must be submitted at the faculty:
  - **Officially certified copies of the school leaving, bachelor's and master's certificates including the grades/transcripts in the original language**
  - **Officially certified copies of the translations of the school leaving, bachelor's and master's certificates in German or English including the grades/transcripts; the translation must be carried out by a sworn translator**
  - Proof of language skills, if required (see no. 2)
  - Curriculum Vitae (CV) in German or English with details on previous study periods
5. The dean's office or the examination office contacts the International Office for the assessment of the educational qualifications regarding the eligibility for doctoral studies in Germany. They forward the documents to the International Office (Ms. Budzisz/Ms. Sayegh-Hussein/Mr. Sitki).

**After a notification by the dean's office or the examination office**, the candidate may also present the documents personally at the International Office. **However, the final assessment report will always be sent to the dean's office or the examination office.**

Office hours for doctoral candidates:

Monday and Wednesday 13:00 – 16:00, Campus Westend, PEG-Building, 2<sup>nd</sup> Floor

E-Mail: [io-MasterPhd@uni-frankfurt.de](mailto:io-MasterPhd@uni-frankfurt.de)

### **After the acceptance as a doctoral student by the faculty:**

Enrolment in two steps:

- 1.) **During the opening times of the International Office**, please bring with you:
  - **Your letter of acceptance as a doctoral candidate**
  - **Officially certified copies of the school leaving, bachelor's and master's certificates including the grades/transcripts in the original language**
  - **Officially certified copies of the translations of the school leaving, bachelor's and master's certificates in German or English including the grades/transcripts; the translation must be carried out by a sworn translator**
  - Proof of language skills, if required
  - If possible the **Report for Doctoral Studies** (you can download it here: [www.uni-frankfurt.de/76447805/Prüfbogen\\_zum\\_Promotionsstudium\\_mit\\_Englisch.pdf](http://www.uni-frankfurt.de/76447805/Prüfbogen_zum_Promotionsstudium_mit_Englisch.pdf))
- 2.) **Online-Enrolment through the Studierendensekretariat:** [goethe-campus.uni-frankfurt.de](http://goethe-campus.uni-frankfurt.de)