

## Which documents do I have to submit to the Dean's Office – Department of Physics for application as a doctoral candidate with a foreign degree?

The [application for acceptance as a doctoral candidate](#) must be submitted to the Dean's Office. Please submit the original application for acceptance (by mail/house mail), a PDF copy is not sufficient.

**If you have a foreign degree, we need for the verification of the equivalence of the degree by the International Office / IO the following documents:**

- Transcripts and grade overviews of previous studies at a university
- Degree/graduation certificates
- Tabular curriculum vitae

**If the certificates are not in English or in German, we need a translation of all original certificates by a state-approved translator.**

We need the **originals of official certified paper copies in officially certified translations of your certificates**. PDF copies are not sufficient.

Official certifications can be carried out by any public office that has an official seal.

In **Germany**, these are e.g. authorities, notaries, local courts or registration offices. **Abroad**, official certifications are made, for example, by the German missions, notaries or universities. Not recognized are certifications of associations or health insurance companies.

**The official certification must contain at least:**

- a note that the copy/transcript corresponds to the original (certification note)
- signature and name of the certifier
- imprint of the official seal

If you are able to visit the Dean's Office in person with your original documents, we will make copies ourselves for which we will confirm that we have seen the original documents.

**We also require:**

- **a copy of your master thesis** (if applicable as a PDF), preferably in English or German. If you have written your master's thesis in another language, just submit your master's thesis together with an English abstract.
- **an exposé (signed by your supervisor)**. This is a short one- or two-page description of your doctoral project, e.g. a summary of the main aspects of the planned research in the first six months or, if applicable, the research plan of the third-party project from which the doctoral studies are funded.