

Information sheet for enrolment to doctoral studies for candidates without a German higher education qualification or a German bachelor or master degree

The following documents need to be submitted together with the filled out application form to the Student Registrar's and Examination Office:

Faculty of Law:

- a) Letter of Supervision Agreement from the supervisor.
- b) Certified copy of your university degrees (Original and German translation)
- c) In case of degrees from foreign countries a recognition of the degrees by the Dean's office is needed. Please contact the Dean's Office: Building 24.91, level U1, room 67; Phone: 0211-81-11414; E-Mail: dekanat.jura@hhu.de
- d) In case of dissertation in German (for non-native speaker) language proficiency certificate (www.juno.hhu.de/en/language-requirements).
- e) In case of dissertation in English letter (for non-native speaker) from the Dean's Office confirming sufficient language proficiency.

Faculty of Mathematics & Natural Sciences:

- a) Admission for doctoral studies by the Dean's Office.
Please contact the Dean's Office: Building 25.32.00 Room 36, Phone: 0211-81-15092, E-Mail: promotionmnf@hhu.de
Further information and a checklist can be found here:
<http://www.math-nat-fak.hhu.de/promotion.html>
- b) Certified copy of your university entrance exam (Original and translated in German or English)

Faculty of Medicine:

- a) Letter of admission for doctoral studies by the Medical Research School.
Please contact the office of the Medical Research School (medRSD):
Building 17.11, level 03, room 13, Phone: 0211/81-08283, Moorenstraße 5,
E-Mail: medrsd@hhu.de
- b) Certified copy of your university entrance exam

Faculty of Arts & Humanities:

- a) Letter of admission for doctoral studies by the Dean's office.
- b) Certified copy of your university entrance exam.
- c) In case of dissertation in German (for non-native speakers) language proficiency certificate (www.juno.hhu.de/en/language-requirements).
- d) In case of dissertation in English letter (for non-native speaker) from the Dean's Office confirming sufficient language proficiency.

Please contact the Dean's Office:

Phone: 0211-81-12937, Building 24.51, level 01, room 21; E-Mail: siep@phil.hhu.de.

Faculty of Business Administration and Economics:

- a) Letter from the Dean's office about successful registration for doctoral studies.
- b) Certified copy of your university entrance exam.
- c) In case of dissertation in German (for non-native speaker) language proficiency certificate (www.juno.hhu.de/en/language-requirements).
- d) In case of dissertation in English (for non-native speaker) letter from the Dean's Office confirming sufficient language proficiency.

Please contact the Dean's office:

Building 24.31, level 00, room 12, Phone: 0211-81-13620, E-Mail: wivi.fakultaet@uni-duesseldorf.de

The Student Registrar's and Examination Office will approve your documents and in case of admission, will send you an admission letter together with a form for enrollment. Please return the enrollment form together with the following documents to the Student Registrar's and Examination Office:

1. CV
2. Proof of payment of the social contribution fee (please **do not** pay the social contribution fee before getting the admission to doctoral studies by the Student and Examination Office; you will receive information about the payment procedure with the admission letter)
3. Proof of statutory health insurance. Private health insurances must be approved by a statutory health insurer. The branch office of a statutory health insurer (AOK) is located on the campus right next to the canteen. This office can issue a corresponding certificate for you.
4. Proof of "Exmatrikulation" from a former German university (if applicable)
5. DIN A4- Envelope, with your address and postage to send you your student ID and other enrolment documents via regular mail (Alternatively, you can ask to send the documents to the address of your institute via HHU-internal mail).