

Information sheet for enrolment to doctoral studies for German candidates and non-mobile foreign students with a German higher education qualification and a German bachelor or master degree

The following documents will always be needed:

1. CV
2. Proof of payment of the social contribution fee (please **do not** pay the social contribution fee before getting the admission for doctoral studies by the Dean's office of your faculty)
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).

Additional documents needed for enrolment at the different faculties:

Faculty of Law:

- a) Letter of Supervision Agreement from the supervisor.
- b) Certified copy of your university degree
- c) In case of degrees from foreign countries a recognition of the degrees by the Dean's office is needed. For this please contact the Dean's Office:
Building 24.91, level U1, room 67; Phone: 0211-81-11414; E-Mail: dekanat.jura@hhu.de

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.

Faulty of Medicine:

- a) Letter of admission for doctoral studies by the Medical Research School.
Please contact the office of the Medical Research School (medRSD): Moorenstraße 5,
Building 17.11, level 03, room 13; Phone: 0211-81-08283; 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. Please contact the Dean's Office:
Building 24.51, level 01, room 21; Phone: 0211-81-12937, 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.

Please contact the Dean's office: Building 24.31, level 00, room 12, Phone: 0211-81-13620;
E-Mail: wivi.fakultaet@uni-duesseldorf.de

Please wire-transfer the social contribution fee to the following bank account:

Recipient: Universitätskasse

Bank: HELABA

IBAN: DE55 3005 0000 0004 0011 11

BIC: WELADED

Intended purpose: Vorname, Name