Information for international prospective PhD students

1. There are no deadlines for the application for admission to PhD studies. You may apply also during the semester.

2. If you plan to take up PhD studies you need to contact the faculty in charge. During PhD studies (usually limited to three years!!!) you will have a professor ("Doktorvater") supervising your thesis, whom you will have to find and contact yourself. Your professor names a topic for your doctoral thesis, but may also accept a proposed topic (there is no obligation to supervise doctoral theses by professors). The acceptance of a PhD project is confirmed by the faculty’s PhD Admissions Board (Promotionsausschuss).

3. To be admitted to PhD studies, you need to prove your scientific qualification. For the admission to PhD studies the minimum prerequisites similar to those in your home country, where the university degree was acquired, are required. The assessment of equivalence (Äquivalenprüfung) is done at the Admissions Office for International Students. Before admitting the student to PhD studies, the faculty’s PhD Admissions Board may demand that the student takes part in an assessment test or may impose obligations for the admission. A German language university entrance exam for foreign students (DSH) is not necessary. The faculty decides about required German language skills.

4. The faculty’s letter of admission to PhD studies must be submitted to the Admissions Office for International Students at Humboldt-Universität zu Berlin, Unter den Linden 6, room 1063c, 10099 Berlin, within one month after issue.

5. For enrolment, it is necessary for the PhD student to appear in person at the Admissions Office (room 1063c). The following documents need to be presented:

- formal application for admission
- http://www.hu-berlin.de/studium/bewerbung/formulare/ZulassungAusl.pdf for international prospective students
- officially certified copies of certificates and if they are not in German or English, additionally officially certified translations
- completed enrolment form and a current photo
- passport as proof of identity with valid residence permit for PhD studies or in case of EU citizens (confirmation of registration of Registers Office (Meldebescheinigung)
- certificates in the original (to be returned)

Verkehrsverbindungen:
S- u. U-Bahnhof Friedrichstraße
Straßenbahnlinien M1, 12
Buslinien 100, 200, TXL, N5
Sprechzeiten:
Mo: 13:00 - 15:00 Uhr
Mi: 13:00 - 15:00 Uhr
Fr: 09:00 - 11:00 Uhr
- health insurance
- proof of payment of fees and contributions (copy of statement of account)

Humboldt-Universität zu Berlin
Account No.: 512 62 06 04
Bank code: 100 708 48
At: Berliner Bank AG & Co.KG
Purpose: WS__or SS__

BIC/SWIFT: DEUTDEDB110
IBAN: DE14 1007 0848 0512 6206 04

ab 01.07.2016: 212,63 € (3 Monate Semesterticket+ Gebühren für SoSe 16) + 307,09 € (Gebühren für WS 16/17) = 519,72€
ab 01.08.2016: 181,15 € (2 Monate Semesterticket+ Gebühren für SoSe 16) + 307,09 € (Gebühren für WS 16/17) = 488,24€
ab 01.09.2016: 149,67 € (1 Monate Semesterticket+ Gebühren für SoSe 16) + 307,09 € (Gebühren für WS 16/17) = 456,76€

If you do not wish to use a semester ticket you are requested to pay 110,19€ for the SoSe 2016 and 110,19€ for the WS 2016/17 to the above bank account.