



## Doctoral studies - information for international applicants

Please read the general information on the HU Berlin [Doctoral Study Portal](#).

Below you will find specific information concerning the exact procedures for application, candidature and admission to a doctoral degree programme.

### 1. Project proposal

There are no fixed deadlines for admission to a doctoral degree programme. Applications can be made at any point during the semester. You should send a project proposal directly to the faculty in which you wish to pursue your doctoral studies. The faculty's Office for Doctoral Affairs is responsible for handling project proposals. Contact details by faculty are listed here: <https://www.hu-berlin.de/de/promovierende/betreuung/ansprechpartner-fakultaeten>.

### 2. Application

Please submit your application to the Office for Doctoral Affairs at the relevant faculty including any further documentation specified by them. In order to be admitted to the doctoral programme you must provide evidence of your academic ability. The entry requirements will be at least as high as they would be in your home country or countries in which you have previously studied. The Students Office is responsible for checking whether or not your qualifications conform to the standards of the German education system. Any potential discussions in this connection take place exclusively between the Office for Doctoral Affairs at the faculty and the Students Office. For organisational reasons, any documents sent for this purpose cannot be processed.

### 3. Admission

The faculty's Doctoral Degree Board will confirm acceptance of your doctoral project proposal. Board meeting dates are available on the website of the of the relevant faculty. Admission may be offered subject to certain conditions being fulfilled or an assessment being completed. The faculty shall decide on the necessary language requirements. You are not required to sit a DSH examination (German language university entrance examination). You will receive a notice of admission to the doctoral degree programme from the Doctoral Degree Board of your faculty.

### 4. Enrolment

You must enrol at HU Berlin within a month of receiving the notice of admission. Enrolment can be completed in person or by post. With postal enrolment, you must write your e-mail address at the bottom of the first page of your application so that we can contact you with any questions we may have. To enrol in person please visit the Student Service Centre during our personal consultation hours available on the website: [https://www.hu-berlin.de/en/studies/admission/admission-for-foreign-applicants-en/Zul%20Ausl?set\\_language=en](https://www.hu-berlin.de/en/studies/admission/admission-for-foreign-applicants-en/Zul%20Ausl?set_language=en)

Enrolment becomes effective from the soonest possible date, usually the first day of a month.

Applications to enrol should be sent with the required documents to the following address:

*Humboldt-Universität zu Berlin  
Studierenden Service  
Zulassung für internationale Studierende  
Unter den Linden 6  
10099 Berlin*

## **Documents required for enrolment application**

1. Notice of admission (usually issued by the faculty's Office for Doctoral Affairs)
2. Completed enrolment application form ([https://www.hu-berlin.de/de/studium/bewerbung/formulare/promotion\\_immatrikulation](https://www.hu-berlin.de/de/studium/bewerbung/formulare/promotion_immatrikulation) )
3. Certified copies of your most recent degree certificates (e.g. Master) with the transcripts of records, simple copies of all preceding degrees; documents not issued in German or English must be accompanied by a certified translation in German or English.
4. Passport with visa and/or residence permit or identification card
5. Proof of health insurance from a statutory health insurance fund or corresponding exemption from compulsory insurance, issued by a statutory health insurance fund  
More information is available on the following two webpages:  
[https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wegweiser/5\\_nach\\_einreise/5\\_1\\_2?set\\_language=de](https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wegweiser/5_nach_einreise/5_1_2?set_language=de)  
<https://www.hu-berlin.de/de/studium/bewerbung/imma/kvds>
6. Proof of payment of fees and contributions in the form of a transfer confirmation or bank statement .  
[https://www.hu-berlin.de/de/studium/bewerbung/formulare/promotion\\_immatrikulation](https://www.hu-berlin.de/de/studium/bewerbung/formulare/promotion_immatrikulation)
7. Certificate of removal from the student register: Exmatrikulationsbescheinigung (if you were previously enrolled at a German university)
8. Curriculum Vitae (CV)

Note for students with a German scholarship (e.g. DAAD):

The enrolment fee of €50 will be waived upon presentation of a simple copy of the scholarship agreement; you will only pay the reduced fee.

## **Contact**

*Humboldt Universität zu Berlin  
Studierendenservice  
Zulassung International  
Unter den Linden 6  
10099 Berlin*

*Zulassung-International@hu-berlin.de  
phone: 0049-30-2093-70333  
fax: 0049-30-2093-70292*

## **Links to information for doctoral students at HU Berlin**

**Advice and counselling** for doctoral students at HU Berlin

<https://www.hu-berlin.de/de/promovierende/betreuung>

**International Scholar Services:** Helps international doctoral students and researchers quickly settle into life in the city and at the university:

[https://www.international.hu-berlin.de/de/forschende/iss?set\\_language=de](https://www.international.hu-berlin.de/de/forschende/iss?set_language=de)

**Faculty doctoral degree regulations**

[https://www.hu-berlin.de/de/promovierende/promotion/wn\\_prooord\\_html](https://www.hu-berlin.de/de/promovierende/promotion/wn_prooord_html)

**HU docs:** HU Berlin doctoral student network

<https://www.projekte.hu-berlin.de/de/docs>

**Humboldt Graduate School**

<https://humboldt-graduate-school.de/de/aktuelles>

**Funding** for doctoral studies

[https://www.hu-berlin.de/de/promovierende/finanzierung\\_promotion](https://www.hu-berlin.de/de/promovierende/finanzierung_promotion)

**DAAD:** Study and research in Germany

<https://www.daad.de/deutschland/de/>