



Admission to PhD studies at the University of Bamberg: Application checklist

1. completed and signed **application form**, available for download on the Internet at: https://www.daad.de/medien/deutschland/stipendien/formulare/application_for_admission_to_german_university_-_onlineversion_dez_12_.pdf
2. photocopy of **personal identification card** (e.g. passport)
3. one **passport photo** (with your last name and first name written on the back)
4. officially certified photocopy or duplicate of the **school completion certificate** which allows the student to study at a university in his/her home country, including the corresponding course lists with individual marks/grades
5. officially certified photocopy or duplicate of **all university certificates** and **university admissions exams** (if applicable), including the corresponding course lists with individual marks/grades
6. officially certified **proof of German language skills**; complete set of all certificates (you are exempt from this if you and your supervisor agreed that the complete doctorate will be done in a language other than German; see also below, point 7)
7. original **letter of acceptance** from the supervising professor from the University of Bamberg. If the complete doctorate i.e. thesis and defence (oral exam) is done in a language other than German, then this has to be endorsed in the letter of acceptance.
8. officially certified proof of the **title and mark/grade of the Master thesis** (if this does not already appear on the university transcript)
9. *if you changed your name* (e.g. after marriage): officially certified copy indicating change of name
10. *if you have been awarded a scholarship e.g. from the DAAD*: a copy of the scholarship letter
11. *if you have already studied at a German university*: officially certified certificates of enrolment of all semesters; if applicable: proof of removal from the register of students (*Exmatrikulation*); if applicable: certificate(s) of pre- or intermediate examination; also: officially certified certificate (e.g. from the examination office of the study course of your previous university) if the examination claim (*Prüfungsanspruch*) still exists for your previous study course in Germany or if the examination claim has already ended for your previous study course in Germany



12. *if you have already studied at a German Studienkolleg*: officially certified certificate of having passed the *Feststellungsprüfung*, including a marks/grade overview

13. *if you want to study arts or music*: photocopy of the confirmation for the aptitude test in the subjects arts or music

14. *if you are a PhD candidate from China*: original APS certificate (contact details of the Chinese APS at: www.aps.org.cn)

15. *if you are a PhD candidate from Mongolia*: original APS certificate (contact details of the Mongolian APS at: www.ulanbator.diplo.de/Vertretung/ulanbator/de/10/Akademische_20Pruefstelle/_APS.html)

16. *if you are a PhD candidate from Vietnam*: original APS certificate (contact details of the Vietnamese APS at: www.hanoi.diplo.de/Vertretung/hanoi/de/06/APS_Hanoi.html)

Please note: Translations must be provided for documents which are not in English or German. These translations must be made by an officially licensed translator.

The above documents must be sent **by post or submitted personally** to the director of the international office, Dr. Andreas Weihe (address see below). Applications which are sent by e-mail or fax cannot be accepted.

There is **no application deadline for prospective PhD students**. However, please allow good time for the admission process and bear in mind that if you have to apply for a visa, you might need the admission letter for that.

Dr. Andreas Weihe
International Office
University of Bamberg
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96045 Bamberg
Germany