



Admission for Doctoral Studies in Physics or Mathematics

Every PhD student must apply for admission to doctoral studies and enroll as a doctoral student at Universität Hamburg at the beginning of the PhD project.

Support for online registration/filling forms/translation: Ask your academic tutor!

Weekly consultation for international PhD students takes place:

- Tuesdays, 1.30 – 5.00 p.m. at Campus Bahrenfeld, building 6 (International Office), Room 114
- Tuesdays, 1.30 – 5.00 p.m. at Campus Bundesstraße, Geomatikum, Room 1524

Registration is not required. Contact: tutor.min@uni-hamburg.de

<https://www.min.uni-hamburg.de/en/min-graduiertenschule/stipendien-und-unterstuetzung/beratung.html>

1. Registration and admission as doctoral student at the MIN Faculty

Students request admission to PhD studies from the academic doctoral examination board (Promotionsausschuss) at their department in the MIN Faculty¹:

<https://www.promovieren.uni-hamburg.de/en/min/promotion.html>

All PhD students must register at the MIN Faculty online database 'docata' and apply online for admission to doctoral studies:

- Read through the information on doctoral studies on the following website: <https://www.uni-hamburg.de/en/campuscenter/bewerbung/promotion.html>
- Create an account on docata: <https://docata.min.uni-hamburg.de/welcome>
- Complete the online form with all requested data.
 - Note: if you are unable to complete the online application in one session, you may save and re-enter the system again later. Once you click "Finish" on the last screen you will not be able to change your data anymore!
 - You will require a working title plus a project description for your thesis project. Please contact your supervisor to discuss this as early as possible.
- Once all data is entered, submit the application and print a copy as instructed.
- Sign the printed copy on all pages where necessary.
- Obtain the relevant signatures from your supervisor(s) and coordinator(s) of the QURS graduate school.

2. Submission of documents at the Doctoral Studies Office (Promotionsbüro) of the Department of Physics / Academic Services Office (Studienbüro) of the Department of Mathematics

- Printed and signed confirmation of your online application at docata.
- Complete, printed and signed "Research project outline" form (bilingual document German/English): <https://www.promovieren.uni-hamburg.de/en/min/promotion/downloadbereich.html>
- Certified copy of your master's degree certificate. Alternatively: the original of an official letter from your university confirming the completion of the degree

¹ Doctoral degree regulations (Promotionsordnung) of the MIN Faculty (2018):

<https://www.promovieren.uni-hamburg.de/min/promotion/pdf-promotion/20180502-neuf-promo-min-en.pdf>

- If you show up in person at the doctoral studies office, it is possible to show the original certificate and make a certified copy on-site.
- Copy of transcript of records for bachelor and master programmes (detailed list of subjects)
If transcripts are not in German or English, candidates must submit additionally:
 - A translation of the transcript of records (detailed overview of subjects)
 - A printed abstract of the master's thesis in English or German.
- Supervision agreement (<https://www.qu.uni-hamburg.de/qurs/membership.html>) is accepted by the faculty and mandatory for all members
- Copy of Diploma Supplements (DS) for a bachelor and master, if available
- List of scientific publications, if applicable
- Curriculum Vitae

Hand in or send all documents to the Department of Physics / Mathematics:

Universität Hamburg, Fachbereich Physik, Promotionsbüro

Jungiusstraße 9 (ground floor left, rooms 28 and 29)

20355 Hamburg

Phone: +49 40 42838-7031

Email: promotionen@physik.uni-hamburg.de

Office hours (please check the website for changes): Mon–Wed, 9:00–12:00

<https://www.physik.uni-hamburg.de/en/forschung/nachwuchs/promotion/promotionsbuero.html>

or

Ms. Irmgard Flick

Campus Bahrenfeld, building 61, ground floor (on the left), room 15, office hours: Thursdays 13:00–14:30

Campus Jungiusstraße, building 9, ground floor (on the left), room 30, office hours: Fridays 13:00–14:30

Email: irmgard.flick@physik.uni-hamburg.de

Universität Hamburg, Fachbereich Mathematik, Studienbüro

Bundesstraße 55

20146 Hamburg

Phone: +49 40 42838-4105/4107

Email: studium.math@uni-hamburg.de

Office hours (please check the website for changes): Mon–Thu

<https://www.math.uni-hamburg.de/studium/promohabil/promotion.html>

Please show up in person in order to submit or to check your application. Upon successful admission you will receive a written confirmation (doctoral proceedings – admission to a doctorate) from the Studienbüro. Please note that without the confirmation you will not be able to enroll as a doctoral student (step 3).

3. Enrollment as PhD student at Universität Hamburg

All PhD students are required to enroll at Universität Hamburg. This is also called matriculation (or in German *Immatrikulation*).

- For enrolment you must create an applicant account at the University's data base STINE. You will need this account for the whole time during your doctoral studies:
<https://www.uni-hamburg.de/online-bewerbung>
- Please read through the instructions for the PhD online enrolment procedure first. Here you will find all necessary information and links:
<https://www.uni-hamburg.de/en/campuscenter/bewerbung/promotion.html>

Documents required for enrolment:

- Degree certificate of your master's degree (original or certified photocopy).
- Letter of admission (in German *Zulassung* or *Zulassungsbescheid*) received from the Physics Doctoral Studies Office after Step 2.

- Proof of health insurance.
- Registration card (in German *Meldebestätigung*) or copy of your ID card, if it shows your current home address. Otherwise hand in your residence permit.
- It is recommended printing the STINE form and submitting it as printout with the other documents.

Hand in or send all documents to (we recommend showing up in person):

Universität Hamburg, Campus Center

Service für Studierende

Team Bewerbung und Zulassung

Alsterterrasse 1

20354 Hamburg

Phone: +49 40 42838-7000

Office hours: Mon to Wed 9:00–10:00, Thu 17:00–18:00

<https://www.uni-hamburg.de/en/campuscenter/beratung/oeffnungs-und-sprechzeiten.html>

Upon successful matriculation you will receive a preliminary confirmation of enrolment and instructions on how to pay your semester fee. Once the semester fee is paid, you will receive your full student ID.