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.

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 Faculty:

   [https://www.promovieren.uni-hamburg.de/en/min/promotion.html](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:
   - Create an account on docata: [https://docata.min.uni-hamburg.de/welcome](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](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

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
<td>Jungiusstraße 9 (ground floor left, rooms 28 and 29) 20355 Hamburg</td>
<td>+49 40 42838-7031</td>
<td><a href="mailto:promotionen@physik.uni-hamburg.de">promotionen@physik.uni-hamburg.de</a></td>
</tr>
<tr>
<td></td>
<td>or Ms. Irmgard Flick</td>
<td>Campus Bahnenfeld, building 61, ground floor (on the left), room 15, office hours: Thursdays 13:00–14:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus Jungiusstraße, building 9, ground floor (on the left), room 30, office hours: Fridays 13:00–14:30</td>
<td>Email: <a href="mailto:irmgard.flick@physik.uni-hamburg.de">irmgard.flick@physik.uni-hamburg.de</a></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Bundesstraße 55 20146 Hamburg</td>
<td>+49 40 42838-4105/4107</td>
<td><a href="mailto:studium.math@uni-hamburg.de">studium.math@uni-hamburg.de</a></td>
</tr>
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<td></td>
<td><a href="https://www.math.uni-hamburg.de/studium/promohabil/promotion.html">https://www.math.uni-hamburg.de/studium/promohabil/promotion.html</a></td>
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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](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](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):

<table>
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<tr>
<th>Universität Hamburg, Campus Center</th>
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<tr>
<td>Service für Studierende</td>
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<tr>
<td>Team Bewerbung und Zulassung</td>
</tr>
<tr>
<td>Alsterterrasse 1</td>
</tr>
<tr>
<td>20354 Hamburg</td>
</tr>
<tr>
<td>Phone: +49 40 42838-7000</td>
</tr>
<tr>
<td>Office hours: Mon to Wed 9:00–10:00, Thu 17:00–18:00</td>
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</tbody>
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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.