

Checklist Acceptance as a Doctoral Candidate (Faculty of Natural Sciences)

Have you completed your master's degree abroad? Allow an **ADDITIONAL** processing period of **at least 14 days** for an assessment and transfer of your grades into our university's grading system.

Documents

1. Application form

- Form completely filled in and signed by doctoral candidate and supervisor
- Check of the correct name with ID card/passport
- If supervisor is from outside of Hohenheim → scientist with habilitation from Hohenheim as co-supervisor
- Form signed by mentors? → if not, tick off „The 2nd and 3rd mentor will be named later“ (to be named within 5 months)
Set up of mentor group (1st mentor: supervisor, 2nd mentor: scientist with habilitation/professor, 3rd mentor: particularly qualified for the respective dissertation topic)
- The language of the dissertation, the working title of the doctoral thesis and language of the exposé must correspond.
- If doctoral thesis will be written in English → Please add manually the qualification for the language.
- For more information on accepted proofs of language proficiency for German and English please see [here](#).
If you have no accepted language test, a reasoned confirmation of sufficient language proficiency from the supervisor may be accepted.

2. Doctoral agreement

- Signed by doctoral candidate and supervisor

3. Exposé and timetable

- Signed by doctoral candidate and supervisor

4. Curriculum vitae

- With description of the scientific and professional history
- Signed and dated
- Please upload the CV to Docata

5. Bachelor's and master's degree

- Certified copy
- Certificates including transcript of records
- Please upload the degrees to Docata
- Subject-relevant master's degree: final grade of at least 2.5

6. Other documents

- Proof of language proficiency:
→ If none of the accepted proofs of language proficiency is available, please submit an informal application for writing the thesis in English

7. Miscellaneous

- Mandatory matriculation after acceptance as a doctoral candidate (exception: if doctoral candidate is employed with University of Hohenheim on at least a 50 % position.)

All documents must be submitted with original signatures. Only co-supervisors and mentors abroad are allowed to sign with scanned signatures.

Please send the required documents as scans in ONE pdf file for checking to:

ga@uni-hohenheim

Once you have received confirmation that your documents are in order, please send them as hardcopies with original signatures via (internal) mail.