

Guideline for PhD candidates with foreign certificates

(There is no specific deadline)

1) Validation of Foreign Certificates/Diplomas (Costs: 50€)

Fill out the “Application for the Validation/Recognition of Foreign Certificates”.

(http://www.uni-mainz.de/studium/4853_ENG_HTML.php)

Bring it together with certified copies of all high school and post high school certificates in the original language (language of issue) AND certified copies of the translation of these certificates in German or English, including the list of courses and course grades to the international office – Incoming (Phone: 39-22525).

After ~4 weeks you will receive a document stating which certificates were presented, how they were formally assessed and to which overall German grade they correspond.

Information about Certification: http://www.uni-mainz.de/studium/119_ENG_HTML.php

Information about Translation: http://www.uni-mainz.de/studium/120_ENG_HTML.php

2) Acceptance as a PhD Candidate by the Department Concerned

Fill out the “Doctorate acceptance confirmation”.

(http://www.uni-mainz.de/studium/508_ENG_HTML.php)

Bring it together with officially certified copies of university diploma/s, including list of areas of study and grades (these documents will be retained in the records of the department), and a copy of the document of validation of the International Office to the Dean’s office. You also need proof of German language proficiency (DSH; at the Fremdsprachenzentrum; <http://www.fsz.uni-mainz.de/137.php>) or letter of your supervisor that you are permitted to use English and an English proof (e.g. TOEFL).

Dean’s Offices:

Chemistry, Geosciences

Ms. Christa Kraft
Building of Physical Chemistry
Duesbergweg 10-14
Room 00.132
Phone 06131/39-22273
ckraft@uni-mainz.de

Physics

Ms. Marion Müller
Institute for Physics
Staudingerweg 7
Room 05-424
Phone 06131/39-24467
marmuell@uni-mainz.de

Biology

Ms. Dr. Sylvia Sisenop
Gresemundweg 2
Room 01-216
Phone 06131/39-23329
sisenop@mail.uni-mainz.de

The dean’s office gives approval for acceptance as a PhD candidate (takes 5 days).

3) Admission to study (to receive e.g. the Semester Bus Ticket, ...)

Fill out the “Application for Admission to Studies for Foreign Applicants” (online application).

(http://www.uni-mainz.de/studium/508_ENG_HTML.php)

You receive a letter of admission as requirement for enrolment from the International Office within 2 weeks. The conditions of enrolment will be stated in the letter of admission.

4) Enrolment as a PhD candidate at the University of Mainz

Bring the following documents to the Registrar’s Office (Studierendensekretariat; Phone: 39-22122):

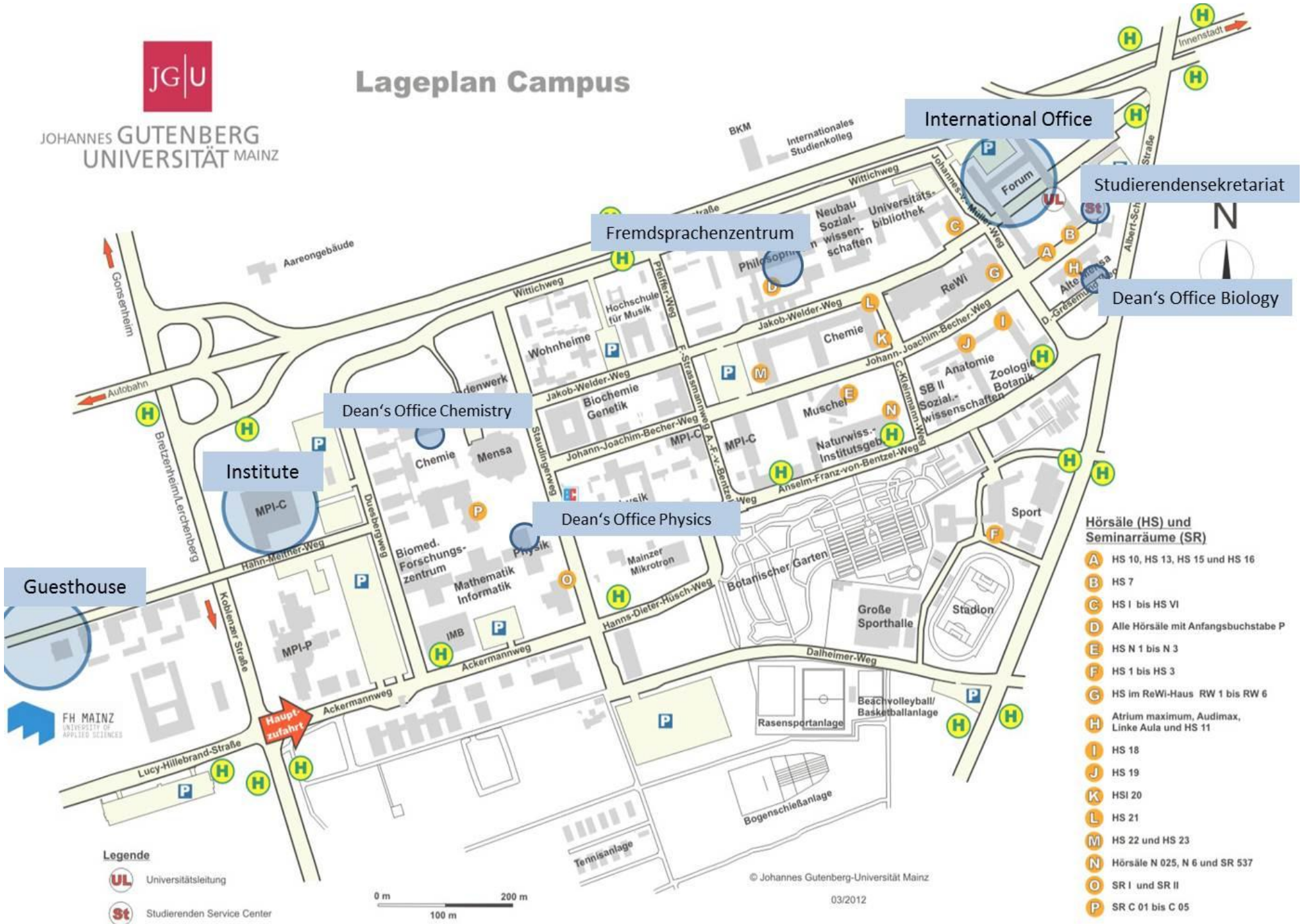
- the letter of admission
- the completely filled out application for acceptance which is included in the letter of admission
- the statement of the supervisor that one has been admitted as a PhD candidate
- certificate of health insurance
- evidence of payment of students semester contribution
- a passport photograph
- passport
- certificate of German language proficiency (DSH) or the exemption certificate

If your documents are complete, enrolment takes place immediately and you receive a student ID including a semester ticket.



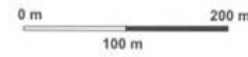
JOHANNES GUTENBERG
UNIVERSITÄT MAINZ

Lageplan Campus



- Hörsäle (HS) und Seminarräume (SR)**
- A HS 10, HS 13, HS 15 und HS 16
 - B HS 7
 - C HS I bis HS VI
 - D Alle Hörsäle mit Anfangsbuchstabe P
 - E HS N 1 bis N 3
 - F HS 1 bis HS 3
 - G HS im ReWi-Haus RW 1 bis RW 6
 - H Atrium maximum, Audimax, Linke Aula und HS 11
 - I HS 18
 - J HS 19
 - K HSI 20
 - L HS 21
 - M HS 22 und HS 23
 - N Hörsäle N 025, N 6 und SR 537
 - O SR I und SR II
 - P SR C 01 bis C 05

- Legende**
- UL Universitätsleitung
 - St Studierenden Service Center



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