

Admission as a doctoral student (PromO 2019) with a foreign academic degree

Application for recognition for a foreign academic degree as well as the admission as a doctoral student



The application for admission must be carried out promptly and is a prerequisite for your PhD.

Only complete documents will be accepted!

You are welcome to send us the documents by e-mail for a review before submission:

physik-promhab@uni-wuerzburg.de

The following documents must be brought along for the application:

1. **Written application for recognition and admission**, including an explanation of whether previous academic degrees had been attempted to be acquired *
2. A dated and personally signed **curriculum vitae** with a description of the educational path and previous occupations *
3. Copies of all **degree certificates** (Master/Diploma/Bachelor/...) plus original for comparison
4. Copies of all **certificates (=report with marks)** (Master/Diploma/Bachelor/...) plus original for comparison
5. Copy of the **Transcript of Records with Diploma Supplement** (Master/Bachelor/...) plus original for comparison
6. **Report of study progress** (Studienverlaufsbescheinigung) / Study book (Studienbuch) / with matriculation certificates and reports stating that the requirements (acc. § 6 Abs. (1) to (3)) are met
7. **master's thesis**
 - a PDF-File upload to wueteams: <http://go.uniwue.de/promhabupload>
8. **Statement of your doctoral father/mother** about the master thesis
9. Fully completed and signed **supervision agreement** in accordance with the framework PhD regulations (copy of the document you submitted to the HR department)
10. Proposal for the **advisory committee** acc. §4 Abs. 1 *
11. Completed **data entry form** for PhD statistics *

*(Documents marked with *can be downloaded as a sample from the homepage)*

After examining the documents and recognizing the degree, you will receive your admission and a letter for the student office. These two letters should be submitted to the International Office immediately, so that your enrollment/enrollment for doctoral studies can be processed.

Status: November 2025