Guidelines for Doctoral Research

General Information

- **Enrollment** as a doctoral student generally requires the acceptance as a doctoral candidate by the Faculty including a statement regarding language of the dissertation (German or English). Candidates have to apply for the acceptance as doctoral candidate at the responsible Faculty-Service-Center (FSC). ([www.tu-berlin.de/?id=142409](http://www.tu-berlin.de/?id=142409))
- Candidates with non-EU citizenship have to apply for admission before they can be enrolled (see IV) if they do not hold degree of the TU Berlin which qualifies for PhD work.
- If the dissertation is written in German, proof of language proficiency is required according to the rules set out on the Graduate Admissions website ([www.tu-berlin.de/?id=93882](http://www.tu-berlin.de/?id=93882)). The requirement is waived for German citizens or if substantial parts of a university degree have been pursued in German.
- There are no specific deadlines for the enrollment of doctoral students, it can be applied or at all times.
- Applicants with non-EU citizenship need a residence permit for the purpose of doctoral studies to be enrolled at the TU Berlin.
- Current information on semester fees can be found here: [www.tu-berlin.de/?id=76323](http://www.tu-berlin.de/?id=76323).
- General information on doctoral research is available from the TU-DOC office: [www.tudoc.tu-berlin.de](http://www.tudoc.tu-berlin.de).
- Address: Technische Universität Berlin
  Servicebereich Master – IA
  Main building, Room H 48-50 (ground floor)
  Straße des 17. Juni 135
  10623 Berlin

I. **Enrollment with a qualifying degree from TU Berlin (all nationalities)**

1. If you are currently enrolled at TU Berlin please hand in the following documents by regular mail or in person at the Campus Center:
   - Declaration for PhD students
   - Acceptance as a doctoral candidate by the Faculty including a statement regarding language of the dissertation (German or English).
   - Confirmation of payment of semester fees or current enrollment certificate
   - Confirmation of the Examination Office if your final degree certificate has not yet been issued

2. If you have previously been enrolled at TU Berlin please hand in the following documents by regular mail or in person at the Campus Center:
   - Declaration for PhD students
   - Acceptance as a doctoral candidate by the Faculty including a statement regarding language of the dissertation (German or English).
   - Confirmation of payment of semester fees
   - Confirmation of the Examination Office if your final degree certificate has not yet been issued
   - Confirmation of enrollment or the termination therefore from the German university last attended (if not TU Berlin)
   - Simple copy of your passport
   - Proof of health insurance if you are a member of a German compulsory health insurance

Please regard the general information regarding necessary German language proficiency and the required residence permit (see 1.).
II. Enrollment with a German university degree ("Bildungsinländer" of all nationalities)

Please submit the following documents by regular mail or in person at the Campus Center:

- Online registration form (with personal signature) [www.tu-berlin.de/?id=136132](http://www.tu-berlin.de/?id=136132)
- Declaration for PhD students
- Acceptance as a doctoral candidate by the Faculty including a statement regarding language of the dissertation (German or English).
- Confirmation of payment of semester fees
- Authenticated copy of your degree certificate
- Confirmation of enrollment or the termination therefor from the German university last attended
- Simple copy of your passport
- Proof of health insurance if you are a member of a German compulsory health insurance

Please regard the general information regarding necessary German language proficiency and the required residence permit (see 1.).

III. Enrollment with an EU citizenship (except I. and II.)

Please submit the following documents by regular mail or in person at the Campus Center:

- Online registration form (with personal signature) [www.tu-berlin.de/?id=1361362](http://www.tu-berlin.de/?id=1361362)
- Declaration for PhD students
- Acceptance as a doctoral candidate by the Faculty including a statement regarding language of the dissertation (German or English).
- Confirmation of payment of semester fees
- Authenticated copy of your degree certificate and authenticated translation if the certificate has not been issues in either German or English
- Confirmation of enrollment or the termination therefor from the German university last attended
- Simple copy of your passport
- Proof of health insurance if you are a member of a German compulsory health insurance

Please regard the general information regarding necessary German language (see 1.).

IV. Admission to studies with a non-EU citizenship (except I. and II.)

Doctoral research in Germany requires a degree equivalent to a German university degree. This will be determined by the respective Faculty. Please submit the following documents by regular mail to Graduate Admissions – Servicebereich Master - IA1 or in person at the Campus Center:

- Online registration form (with personal signature) [www.tu-berlin.de/?id=136132](http://www.tu-berlin.de/?id=136132)
- Declaration for PhD students
- Acceptance as a doctoral candidate by the Faculty including a statement regarding language of the dissertation (German or English).
- Authenticated copy of your degree certificate and authenticated translation if the certificate has not been issues in either German or English
- Confirmation of enrollment or the termination therefor from the German university last attended
- Simple copy of your passport
- Proof of health insurance if you are a member of a German compulsory health insurance
- Confirmation of payment of semester fees*
- Student visa / Residence permit for study purposes (legalised copy)*

* Please do not pay the semester fees if you did not already get your visa. Please submit only the other above mentioned documents. Once all documents haven been submitted at Graduate Admissions – Servicebereich Master we will issue an admission letter to apply for the visa. The letter gives also further information for the enrolment.

Please regard the general information regarding necessary German language proficiency and the required residence permit (see 1.).

1 "Bildungsinländer" are foreign nationals who completed their education (or significant parts thereof) in Germany.