Tips for your PhD application form at the University of Kassel

- Only complete application documents can be accepted and processed (cf. checklist).

- The complete application documents may only be submitted via post/inhouse mail or in person during office hours.

- Do not staple your application documents.

- Please print clearly (no block lettering)

Postal address:
Universität Kassel
Promotionsgeschäftsstelle
Mönchebergstraße 19
34125 Kassel
Germany

Visitors:
Campus Center
Moritzstr. 18
3rd floor
(Please get a number from the information desk. You will be called up.)

Phone: +49 (0)561/804 2170

Office hours: Monday – Thursday 1-3 pm
Please call outside of our office hours.
1. Personal Data

**Personal Details**

Title (Dr, Mr, Mrs etc.)

____________________________________________________________

Family/Last Name

________________________________________ ____________________

First Name

____________________________________________________________

Previous Family Name

____________________________________________________________

Date of Birth

____________________________________________________________

Country & Place of Birth

____________________________________________________________

Gender

Female ☐  Male ☐

Country of Citizenship

____________________________________________________________

**Contact Details**

Street and Number

____________________________________________________________

____________________________________________________________

Zip Code and Town/City

____________________________

State

____________________________________________________________

Country

____________________________________________________________

Phone

(p.r.n. include Country Code)

____________________________________________________________

____________________________________________________________

Email Address

____________________________________________________________

____________________________________________________________
2. Education

**Educational Training**
Secondary School Qualification (e.g. Abitur) 
Country (e.g. Germany) 
State (e.g. Hesse) 
Graduation (dd/mm/yyyy)

**Academic Training**
University (e.g. University of Kassel) 
Country (e.g. Germany) 
State (e.g. Hesse) 
Study Commenced (date) 
Completion Date 
Qualification (e.g. Master) 
Overall Grade (GPA) 
Major Field of Studies 

3. Application Information

**Aspired Doctoral Degree**
- [ ] Dr. phil. Doctor of Philosophy
- [ ] Dr. rer. nat. Doctor of Natural Sciences
- [ ] Dr. rer. pol. Doctor of Economic and Social Sciences
- [ ] Dr. agr. Doctor of Agricultural Sciences
- [ ] Dr.-Ing. Doctor of Engineering
- [ ] Dr. jur. Doctor of Laws

**In the Faculty of**
- [ ] 01 Human Sciences
- [ ] 05 Social Sciences
- [ ] 07 Economics and Management
- [ ] 11 Organic Agricultural Sciences
- [ ] 15 Mechanical Engineering
- [ ] 20 School of Art and Design
- [ ] 02 Humanities
- [ ] 06 Architecture, Urban Planning and Landscape Planning
- [ ] 10 Mathematics and Natural Sciences
- [ ] 14 Civil and Environmental Engineering
- [ ] 16 Electrical Engineering and Computer Sciences
4. Declarations

I have consulted a professional (commercial) PhD consultant. □ Yes □ No

I am employed at the University of Kassel in faculty __________________________ since (month/year) __________________________ □ Yes □ No

I have already obtained a doctoral degree or applied for doctoral studies at another university. (If applicable, attach certified (notarized) copies of your doctoral certificate[s].) □ Yes □ No

Inclusion into the email distribution list of the PhD office
(The University of Kassel would like to intensify the communication with you in order to support young academics. Therefore, an email distribution list was established. The list will be used by the PhD office, the research office and the dean’s office.). □ Yes □ No

Disclosure of information to the iFQ
(The Institute for Research Information and Quality Assurance [iFQ, Schützenstraße 6a, 10117 Berlin] conducts an accompanying, multi-stage survey on postgraduates, on behalf of the University of Kassel. Your personal data will be treated confidentially and an analysis or publication will only take place in an anonymous form by the iFQ. Your participation is optional; there will be no disadvantages in case of non-participation. You may withdraw your approval at any time. For further information to this research project, as well as details on data privacy, visit the following website: http://www.research-information.de/) □ Yes □ No

I hereby declare that I agree to the inclusion of my personal and PhD related data into the PhD data base. Furthermore, I certify that all information and documentation supplied by me to the University are true, accurate and complete.

(Place, Date and Signature)
5. Checklist

In order to process your application, enclose the following documents to the application form (cf. § 5 par. 2 AB-PromO / 18.05.16):

Complete all sections of this application.

☐ Application Form  
Fully completed (pages 1-4), with original signatures

☐ Supervision Agenda  
Fully completed, 1st page is sufficient  
Refer to [http://www.uni-kassel.de/go/betreuungsagenda](http://www.uni-kassel.de/go/betreuungsagenda)

☐ Elicitation Sheet  
Fully completed, refer to [http://www.uni-kassel.de/go/elicitationsheet](http://www.uni-kassel.de/go/elicitationsheet)

☐ Certificates and Transcripts  
Enclose certified (notarized) copies of all previous qualifications (certificates and transcripts): Master and Bachelor or Diplom I and Diplom II or Magister or Diplom or Staatsexamen.

☐ Exposé (Research Proposal)  
Working title and written description of proposed research (incl. a timetable!) at this University. (Dr.-Ing.: Please enclose the timetable also in form of a bar chart.) From 5-10 pages is often suitable, depending on the area of research.

☐ Curriculum Vitae  
Enclose a C.V. (detailing relevant experience and employment) in table form.

☐ ID card  
Enclose a simple photocopy of the personal details page of your I.D. or passport (and visa if applicable).

☐ Secondary School Certificate  
Enclose a certified (notarized) copy of your university entrance qualifications, e.g. Allgemeine Hochschulreife (Abitur), GCE A-levels, high school diploma etc.

☐ Certified Copies  
All qualifications and transcripts have to be officially certified (notarized) copies! Notarizations (for our purposes) can be obtained: at the dean’s office of any faculty of the University of Kassel, from a Notary Public, from the German Embassy, from the city hall, from a municipal corporation, from a church and in exceptional cases (e.g. in Berlin) from a health insurance.

If applicable, enclose the following documents:

☐ Change of Name  
Where qualifications have been obtained under a different name, evidence of change of name must be provided (e.g. Marriage Certificate).

☐ Translations  
If your certificates or transcripts are in another language than German or English, enclose certified (notarized) English or German translations.

☐ Grading System  
If you have not obtained your degree at a German university, enclose a copy of the grading systems’ descriptions (of each university).

☐ Knowledge of Foreign Languages  
Consult your faculty’s specific regulations (Besonderen Bestimmungen) to learn, if and which knowledge of foreign languages you have to enclose. As proof you can e.g. enclose a copy of your graduation diploma.  
Refer to [http://www.uni-kassel.de/go/promotionsordnungen](http://www.uni-kassel.de/go/promotionsordnungen)

☐ Scientific Publications  
Enclose a list of all your scientific publications.

☐ PhD Consultation  
Enclose proof of type and length of the contract with the professional (commercial) PhD consultant.

☐ Doctoral Studies  
Enclose certified (notarized) copies of your doctoral certificates or of your acceptance notification from another university.