

## Enrollment for a PhD at the Humboldt Universität (Biology)

As a foreign student you will need to do an equivalence check, to see if your diplomas are recognized by the German system. This means you will need to send your master and bachelor diplomas to Frau Nürck ([elke.nuerck.2@hu-berlin.de](mailto:elke.nuerck.2@hu-berlin.de)).

Find out which faculty your professor is from and register with this faculty.

For the faculty of life sciences you will need to physically hand in the following documents:

<https://fakultaeten.hu-berlin.de/en/lewi-en/scientific/doctoral/admission>

- Confirmation of equivalence (the email from Frau Nürck)
- Application for admission  
(<https://fakultaeten.hu-berlin.de/de/lewi/karriere/promo/formulare/formzulassung/zulassung2015>)
- Master and Bachelor certificates (**certified copies with translations and transcript**)
- Supervision agreement  
(<https://fakultaeten.hu-berlin.de/en/lewi-en/scientific/doctoral/forms>)
- Expose (3 pages including a time schedule)
- CV
- Copy of ID card or passport
- Declaration of compliance to use email address  
(<https://fakultaeten.hu-berlin.de/de/lewi/karriere/promo/formulare/formzulassung/einverstaendniserklaerung>)

Humboldt-Universität zu Berlin  
Lebenswissenschaftliche Fakultät  
Akademische Angelegenheiten  
10099 Berlin

[promotion.lewi@hu-berlin.de](mailto:promotion.lewi@hu-berlin.de)

[www.lewi.hu-berlin.de](http://www.lewi.hu-berlin.de)

Besucheradresse: Invalidenstraße 42, Raum 1031-1033

After this paperwork has been handed in, a letter will be sent to your address. Once this letter has been sent you will have **one month** to enroll at the Humboldt university. If you do not enroll within this time frame you will need to register with the faculty again. For the enrollment you will go to the Student Service Centre at the Humboldt university and take the following documents with you:

- Letter of acceptance from the faculty
- Application for admission (**not the same as faculty**)  
(<https://www.hu-berlin.de/de/studium/bewerbung/formulare/promotion-151>)
- Certificates (originals)
- Certificates (**certified copies with translations English/German**)
- Enrollment form  
(<https://www.hu-berlin.de/de/studium/bewerbung/formulare/ZulassungAusl.pdf>)
- Current photo

- Passport with valid residence permit or confirmation of registration  
(*Meldebescheinigung*)
- Health insurance acceptance letter / card
- Proof of payment of fees and contributions (copy of bank statement)

Humboldt-Universität zu Berlin

Account No.: 512 62 06 04

Bank code: 100 708 48

At: Berliner Bank AG & Co.KG

Purpose: WS\_\_or SS\_\_

BIC/SWIFT: DEUTDEDB110

IBAN: DE14 1007 0848 0512 6206 04

<https://www.hu-berlin.de/de/studium/bewerbung/formulare/prom-ausl-engl.pdf>

Admissions Office for International Students at Humboldt-Universität zu Berlin

Unter den Linden 6, room 1063c

10099 Berlin

**NB:** it can be very busy at the SSC, so be there early. And Frau Nürck is very strict, make sure you have everything complete!!