Recogntion of foreign certificates/diplomas

- Which form is required?
  - The application for recognition of foreign certificates, available as download: http://www.studying.uni-mainz.de/certification-of-recognition-validation-of-foreign-certificates/ (Application for Recognition/Validation of Foreign Certificates)

- Which certificates are required for the assessment?
  - officially certified copies of all high school and university certificates in original language (language of issue).
  - officially certified copies of the translation of these certificates in German or English, including the list of courses and course grades (transcript of records).

- How much does it cost?
  - It costs 60 euros.

- Is there an application deadline?
  - No. The application for recognition can be submitted at any time.

- How long does the processing take?
  - The processing of the application takes about 6 weeks.

- What is the result?
  - You receive a certificate of recognition. This will state the submitted certificates, how they were formally assessed, when they were issued and to which overall German grade they correspond. Special features (e.g. the absence of a final thesis) will be mentioned.

- Who are the contacts for special assistance?
  - Internationl Admission Office (Stabsstelle Zulassung International).

Registration and acceptance as doctoral candidate

- What do I have to consider?
  - Before registering, you have to agree on the dissertation topic with your supervisor. The thesis and the name of the supervisor must be stated at registration. Clarification of the topic can take some time.

- How to register?
  - Registration takes place online at https://jogustine.uni-mainz.de (Registration).

- How does the registration work?
  - If you have added all the relevant information in the online application, you need to send the application electronically. The printed and signed application for registration, including the confirmation of academic supervision (signed by the supervisor), and the officially certified certificates/diplomas (see checklist) and if necessary the application of admission (see C) have to be handed in at the dean’s office of your department.

- Which certificates do you need for registration?
  - officially certified certificates/diplomas, as stated on the certificate of recognition, - the officially certified copies of the translation of these certificates in German or English, - proof of German language proficiency (DSH) or proof of language skills of the language the doctoral degree will be carried out (according to the examination regulations), - if necessary, subject-specific documents.

- What is the result?
  - The acceptance as doctoral candidate and the registration of your doctoral project.

- Is there an application deadline?
  - No. The application for registration as a doctoral candidate is possible at any time.

- How long does the processing take?
  - The processing currently takes about several weeks.

- Who are the contact persons?
  - The personnel office (Forum 3 and 4). For more information visit the following website: http://www.verwaltung.personal.uni-mainz.de/ (German version only).

Which steps must one take?

You would like to pursue a PhD program without a job contract and without enrolment:

A. Recognition of foreign certificates

B. Registration and acceptance as doctoral candidate

You would like to enroll as a doctoral student without a job contract as a research assistant:

A. Recognition of foreign certificates

B. Registration and acceptance as doctoral candidate

C. Application of admission as doctoral candidate

D. Enrolment as doctoral candidate

You would like to pursue a PhD program with a job contract as a research assistant, without enrolment:

A. Recognition of foreign certificates

B. Registration and acceptance as doctoral candidate

E. Employment as research assistant

Would you like to pursue a PhD program with a job contract as a research assistant with enrolment:

A. Recognition of foreign certificates

B. Registration and acceptance as doctoral candidate

C. Application of admission as doctoral candidate

D. Enrolment as doctoral candidate

E. Employment as research assistant

Application of admission as a doctoral student

- Is there an invitation to sign the enrolment letter stating the necessary information about the enrolment process?

- What is the result?

- Who are the contact persons?
  - International Admission Office (Stabsstelle Zulassung International).

Enrolment as a doctoral student

- How do I apply for enrolment?
  - The admission letter issued by the International Admission Office (Stabsstelle Zulassung International) will state information about the period and place of enrolment and, if necessary, further documents you need to provide.

- Who are the contact persons?
  - The personnel office (Forum 3 and 4). For more information visit the following website: http://www.verwaltung.personal.uni-mainz.de/ (German version only).