

CHECKLIST BEFORE ARRIVAL

1 Inform yourself about the [possibilities](#) for doing a doctorate

- o [requirements](#) to do a PhD
- o [how to finance](#) a PhD
- o [individual doctorate](#) or [structured doctorate](#)



Individual doctorate

2a [Find a supervisor](#)



Structured doctorate

2b [Application](#)

3 Apply for visa

- o contact the German embassy in your country
 - do you need a visa?
 - what kind of visa do you need?
- o once in Germany, you need to change your visa into a residence permit (Checklist B)

4 Get acceptance by the department /[Zulassung zur Promotion](#)

Applications need to include:

- o Subject
- o Working title and description of dissertation
- o Statement and signature of supervisor
- o Curriculum Vitae
- o Proof of language skills (e.g. DSH), if applicable

5 Important documents to bring

- o valid passport/ID (valid for at least 90 days after your stay in Germany)
- o several passport-sized photographs (correspond to biometric standards)
- o if applicable, confirmation from your health insurance-provider that you are covered in Germany
- o if applicable, the [European Health Insurance Card \(EHIC\)](#)
- o your vaccination certificate, preferably, an internationally valid one
- o if applicable, a detailed description of any special medications you're taking

6 Book appointments

- o at the [local authorities/ Bürgeramt](#) – to be registered in Berlin (Checklist B)
- o [Foreigners Registration Office /Ausländerbehörde](#) - to get a residence permit (Checklist B)