



-wird vom Immatrikulationsamt ausgefüllt-

Eingang:

Geldeingang:

Unterlagen vollständig ja nein

The University of Hildesheim
 The Registrar's Office
 (Immatrikulationsamt)
 Universitätsplatz 1
 D - 31141 Hildesheim
 Germany

Application for admission to doctoral studies

➔ Those postgraduates wishing to gain a doctor's degree must register as a doctoral student under § 9 sect. 2, sentence 4 of the Lower Saxony University Law (in short: NHG).

I herewith apply for admission to doctoral studies for the

Winter semester 20__ / __

Summer semester 20__

Course of study: _____

Family name:		First name:	
Sex:		Date of birth:	
Place of birth (town/country):		Nationality:	
<small>(only for students who are or were registered already at the University)</small> Matrikelnummer:		Street/ House No.:	
Postcode:		Town/city:	
E-Mail:		Telephone:	

Please list **all** your periods of study up till the present in the table below:

Begin/End <small>(e.g. from winter 1999 – summer 2000)</small>	Number of semesters	University/town	Course/subjects

Please include the following documents in your application:

- a CV in table form (*unless you are or were already registered at the University of Hildesheim*)
- a passport photo (approx. 4 cm high, 3 cm wide) for your student identity card (please note your full name clearly on the back)
- an **officially certified copy** of your university entrance certificate (*unless you are or were already registered at the University of Hildesheim*)
- an **officially certified copy** of your university final examination certificate (*unless you gained your degree at the University of Hildesheim*)
- written confirmation of the Committee for Doctoral Studies regarding the acceptance as a doctoral candidate or the acceptance in writing of a supervising tutor
- proof of medical insurance (= valid certification from the insurance company, clearly indicating the **standard company number (Betriebsnummer)** and **your insurance number (Versichertennummer)**) issued by the compulsory health insurance fund responsible for you. In the case of individuals who are privately health insured, you must include proof that you have been exempted from compulsory health education by the fund or company responsible for you.
 - ⇒ More detailed information is available from the insurance funds and companies. See also the leaflet on student health insurance:

http://www.uni-hildesheim.de/media/dez3/Immatrikulationsamt/Merkblaetter/Mbl_Krankenkasse.pdf

Registered doctoral students only pay their student union fees. Course fees or fees for students studying over the agreed time limits are not charged!

Doctoral students receiving a scholarship from **public funds** to finance their studies (proof through an officially certified copy of the granting of the scholarship) pay a reduced administrative contribution (€ 75 less).

You can find the present amount of the student union fees in the information material provided by the Registrar under:

<https://www.uni-hildesheim.de/dez3/immatrikulationsamt/informationen-zur-rueckmeldung/>

The student union fees are to be paid into the account below:

Bank: Sparkasse Hildesheim
IBAN: DE48 2595 0130 0011 0055 44
SWIFT-BIC: NOLADE21HIK

Reason for payment: Promotion/first name/family name

I hereby declare that the particulars I have given, but also the enclosures, are complete and correct. I am aware that negligent or purposely false particulars are a contravention of the regulations and can only lead to exclusion from the admission process or – if discovered after registering – to a revokement of the registration.

Place, Date

Signature

Please note: If you do not sign the application personally, it is automatically invalid!