

## Guidelines on Online Registration with Medical Research School (PhD in Medical Sciences)

Please fill in the electronic application for admission to the PhD program.

**Before you start**, please prepare the following documents for electronic submission:

- **Letter of intent**

A brief letter to describe why you would like to apply for the PhD program

PDF-File (max. 2 MB)

Name of file: Last Name, First Name – Letter of Intent.pdf

- **CV / Resume**

A tabular CV in German or English, focusing on your educational background.

PDF-File (max. 2 MB)

Name of file: Last Name, First Name - CV.pdf

- **University Degrees**

Copies of certificates of your university entrance qualification, university degrees (diploma, supplement, graduation certificate, transcript of records) translated by a certified interpreter and in original language, together with the “Statement of Comparability” issued by the ZAB (“Zentralstelle für ausländisches Bildungswesen”)

PDF-File (max. 2 MB)

Name of file: Last Name, First Name - High School.pdf  
Last Name, First Name - Bachelor Certificate.pdf  
Last Name, First Name - Bachelor Transcript.pdf  
Last Name, First Name - Bachelor Graduation.pdf  
Last Name, First Name - Master Certificate.pdf  
Last Name, First Name - Master Transcript.pdf  
Last Name, First Name - Master Graduation.pdf  
Last Name, First Name - Equivalency.pdf

- **APS certificate, if applicable**

Applicants from China, Mongolia and Vietnam: submit a valid APS certificate from the respective German Embassy.

PDF-File (max. 2 MB)

Name of file: Last Name, First Name - APS Certificate.pdf

- **Language Proficiency, if applicable**

Language test/certificates of language proficiency (German or English, CEFR level C1 or higher), according to § 4 (6) Doctoral Regulations

PDF-File (max. 2 MB)

Name of file: Last Name, First Name - Language Certificate.pdf

**If you have completed your studies abroad and do not have an equivalence certificate, it is not yet possible to register with the Faculty of Medicine. Please first submit an application for an official Statement of Comparability to the Graduate Center Medicine.**

You will find more information together with the application form on our webpages:

[International Doctoral Researchers - Getting Started at our Faculty.](#)

- **Proof of financing**

A document showing that you are financially supported throughout the duration of your PhD project, i.e. award letter of fellowship, letter of your thesis supervisor

PDF File (max. 2 MB)

Name of file: Last Name, First Name – Financing.pdf

- **Project outline and Supervision Agreement**

The template provided, signed by you and your supervisors; Milestones of your project, Gantt chart

PDF file (max. 20 MB)

Name of file: Last Name, First Name - Project Outline Supervision Agreement.pdf  
Last Name, First Name - Gantt Chart.pdf

- **If applicable: Vote of ethics committee**

a copy of the letter on ethical clearance (including all amendments)

PDF-File (max. 2 MB),

Name of file: Last Name, First Name - Ethical clearance.pdf

- **Optional: Additional Information**

e.g. Abstract of bachelor's/master's thesis, list of scientific publications, presentations on scientific conferences, recommendation letter (future/former supervisor), etc.

PDF-File (max. 2 MB)

Name of file: Last Name, First Name - Publication.pdf  
Last Name, First Name - Recommendation Letter.pdf

## **What happens next?**

1. Go to the online registration form, fill in your details and upload all necessary documents. You can save the form and resume later.
2. You will receive a confirmation by e-mail after submission of the form. Please make sure to check your SPAM folder. Have you used the correct e-mail address?
3. The application documents will then be checked. We will contact you in case of questions.
4. The application will be forwarded to the faculty's PhD committee for review. The review process will take approx. 4 weeks.
5. Once, the committee approves of the application, we will proceed with official registration as doctoral researcher with the Faculty of Medicine. You will receive a notification of admission by e-mail.

Please contact the office of the PhD program for questions:

PhD.medizin@med.uni-duesseldorf.de