

Request for enrolment (PhD-A)

(Please enclose the documents as mentioned on page 2)

Application Number (if at hand): _____

Last name: _____

Name: _____

Date of birth: _____

Nationality: _____

Place of birth: _____

Name at birth: _____

Email: _____

Telephone: _____

Your **photo** if not
sent by email to
**application@uni-
trier.de**

Home address:

c/o: _____

Street: _____

ZIP/City: _____

German address during semester:

c/o: _____

Street: _____

ZIP/City: _____

I would like to enrol / to start with my PhD studies in the

Summer semester: _____

Winter semester: _____

PhD Subject

I hereby note, that my collected personal data will be recorded electronically, saved and processed for a limited period of time due to the registration agreement (Einschreibeordnung), as well as being submitted to the Higher Examination Office (Hochschulprüfungsamt), the Office for Educational Grants (Amt der Ausbildungsförderung), the responsible faculty, the data center (Rechenzentrum) and the library for the lawful performance of the necessary tasks within the university. I am aware that incomplete and/or untruthful information given in this form may entail the withdrawal or the revocation of the registration.

Legal grounds: For the lawful performance of its basic duties, the university collects the data given in the Registration Form, as specified in § 25 since 11.05.2012 as part of the registration agreement. For the purpose of legislation and planning in higher education the university collects these characteristics according to § 3 paragraph 1 Nr. 1 Hochschulstatistikgesetz since 02.11.1990 (BGBl I 2414).

Date, Signature: _____, _____

The following documents need to be included to this request:

Enclose the original documents or legally attested copies.

Please note: You can only enrol if all documents have been handed in:

- Request for enrolment
- Registration confirmation (Erfassungsbogen) from the Dean's office
- Legally attested copies of your University Entrance Qualification (for example High School Certificate and Transcript of records, including an overall GPA) – all these documents also need to be translated into German or English and legally attested.
- Legally attested copies of your Bachelor and Master degree including a transcript of records, showing courses and grades, including an overall GPA – all these documents also need to be translated into German or English and legally attested.
- If your Phd is to be completed in German a proof of language proficiency (DSH 2, TestDaF, Telc Deutsch C1 Hochschule)
- If your Phd is to be completed in English, a confirmation in writing of your supervisor
- Copy of your identity card/passport (uncertified)
- Electronic passport photo (max. 1 MB and JPG format) - please send to application@uni-trier.de

Please note: Hand in the following documents only **after** your arrival in Germany:

- Confirmation of transfer of semester fee & registration fee - Information on fees under <https://www.uni-trier.de/index.php?id=19179&L=2>
- If you are younger than 30 years of age: Proof of health insurance issued by a German statutory health insurance company) OR the document from the German statutory health insurance providing exemption of the need of statutory insurance (German name of document: "Befreiung von der gesetzlichen Versicherungspflicht")
- Stamped addressed A4-size envelope (including your German address)