Guideline for doctoral candidates with foreign certificates as well as for supervisors at Johannes Gutenberg University Mainz

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

How long does it take to process?
If the documents are complete, you will be enrolled immediately.

What is the result?
You will receive a student ID card, including a semester ticket.

Who are the contact persons?
For preparation: International Admission Office (Studierendenservice-Zulassung International); For the enrolment: Student Service Office (Studierendenservice-Bewerbung und Zulassung)

Enrolment as a doctoral student

Which form is required?
An application for enrolment, which can be downloaded from the website of the personnel department:
http://www.verwaltung.personal.uni-mainz.de/120.php

Which documents are required for the employment?
The following documents must be submitted with application:
- all academic certificates (Bachelor, Master, PhD) in original language and translation in German or English (these documents will remain in the file at the personnel office)
- birth certificate or marriage certificate in original language and translation, if applicable, birth certificates of family members
The following documents must be submitted when signing the contract:
- residence permit,
- income tax card,
- national insurance card (GB), social security card (US),
- proof of health insurance.
Further information are provided on the internet: https://www.international-office.uni-mainz.de/en/employment

Employment as research assistant

Which form is required?
The application for an employment certificate can be made combined with an application for registration or afterwards.

Which documents are required for the employment?
The following documents must be submitted with application:
- all academic certificates (Bachelor, Master, PhD) in original language and translation in German or English (these documents will remain in the file at the personnel office)
- birth certificate or marriage certificate in original language and translation, if applicable, birth certificates of family members
The following documents must be submitted when signing the contract:
- residence permit,
- income tax card,
- national insurance card (GB), social security card (US),
- proof of health insurance.
Further information are provided on the internet: https://www.international-office.uni-mainz.de/en/employment

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).