

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

Recognition of foreign certificates/diplomas

- Which form is required?**
The application for recognition of foreign certificates, available as download:
- <http://www.studying.uni-mainz.de/certification-of-recognition-validation-of-foreign-certificates/>
("Application for Recognition/Validation of foreign Certificates")
- Which certificates are required for the assessment?**
 - officially certified copies of all high school and university certificates in original language (language of issue).
 - officially certified copies of the translation of these certificates in German or English, including the list of courses and course grades (transcript of records).
- How much does it cost?**
It costs 60 euros.
- Is there an application deadline?**
No. The application of recognition can be submitted at any time.
- How long does the processing take?**
The processing of the application takes about 6 weeks.
- What is the result?**
You receive a certificate of recognition. This will state the submitted certificates, how they were formally assessed, when they were issued and to which overall German grade they correspond. Special features (e.g. the absence of a final thesis) will be mentioned.
- Who are the contacts for special assistance?**
International Admission Office (Studierendenservice-Zulassung International).

A

Which steps must one take?

You would like to pursue a PhD program without a job contract and without enrolment:

- A Recognition of foreign certificates
- B Registration and acceptance as doctoral candidate

You would like to enroll as a doctoral student without a job contract as a research assistant:

- A Recognition of foreign certificates
- B Registration and acceptance as doctoral candidate
- C Application of admission as doctoral candidate
- D Enrolment as doctoral candidate

You would like to pursue a PhD program with a job contract as a research assistant, without enrolment:

- A Recognition of foreign certificates
- B Registration and acceptance as doctoral candidate
- E Employment as research assistant

Would you like to pursue a PhD program with a job contract as a research assistant with enrolment:

- A Recognition of foreign certificates
- B Registration and acceptance as doctoral candidate
- C Application of admission as doctoral candidate
- D Enrolment as doctoral candidate
- E Employment as research assistant

Application of admission as a doctoral student

- How to apply?**
The application for admission as doctoral student can be made combined with the application for registration or afterwards.
Add all the relevant information in the online application (JOGUSTiNe), send the application electronically and print it. Hand in the signed application for admission at the responsible deanery.
- Is there an application deadline?**
No, the application for admission as a doctoral student is possible at any time.
- How long does it take to process?**
The processing currently takes about ten workdays.
- What is the result?**
You will receive an admission letter stating the necessary information about the enrolment process.
- Who are the contact persons?**
International Admission Office (Studierendenservice-Zulassung International).

C

Enrolment as a doctoral student

- 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 the student ID-Card, incl. 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)

D

Registration and acceptance as doctoral candidate

- What do I have to consider?**
Before registering, you have to agree on the dissertation topic with your supervisor. The thesis and the name of the supervisor must be stated at registration. Clarification of the topic can take some time.
- How to register?**
Registration takes place online at <https://jogustine.uni-mainz.de> (Application/Registration).
- How does the registration work?**
If you have added all the relevant information in the online application, you need to send the application electronically. The printed and signed application for registration, including the confirmation of academic supervision (signed by the supervisor), and the officially certified certificates/diplomas (see checklist) and if necessary the application of admission (see C) have to be handed in at the dean's office of your department.
You will receive a written confirmation (Annahmebescheid/acceptance letter). The application for registration is forwarded to the student service office together with the required documents. Registration will be carried out there.
Sie erhalten eine schriftliche Bestätigung (Annahmebescheid). Der Registrierungsantrag wird nebst den nötigen Unterlagen an den Studierendenservice weitergeleitet. Dort wird die Registrierung durchgeführt.
- Which certificates do you need for registration?**
 - officially certified certificates/diplomas, as stated on the certificate of recognition (these documents remain in the file at the student service office),
 - copy of the certificate of recognition,
- What is the result?**
The acceptance as a doctoral candidate and the registration of your doctoral project.
- Is there an application deadline?**
No, the application for registration as a doctoral candidate is possible at any time.
- How long does the processing take?**
The processing currently takes about several weeks.
- Who are the contact persons?**
The contact persons for the confirmation of academic supervision, acceptance, doctoral process and the completion of the doctorate are the dean's offices.
Die Ansprechpartner für die Betreuungszusage, Annahme, Promotionsverfahren und Abschluss der Promotion sind die Dekanate.
Any questions concerning registration, matriculation and deregistration, correction of false information regarding the application of admission or the alteration of personal data will be answered by the student service office (studsek@uni-mainz.de).
Fragen der Promovenden und Promovendeninnen zur Registrierung, Immatrikulation und Exmatrikulation, zur Korrektur von Falschangaben im Rahmen der Antragstellung oder zu Änderungen von persönlichen Daten beantwortet der Studierendenservice (studsek@unimainz.de), the student service office.

B

Employment as research assistant

- Which form is required?**
An application for employment, 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 degrees (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/employment-contract-with-igu/>
- How long does the processing take?**
It is recommended that an application for employment should be submitted at least four weeks prior to the commencement of employment. Otherwise, the issuance of the employment contract in due time and payment of salary cannot be guaranteed.
- What is the result?**
The invitation to sign the employment contract.
- Who are the contact persons for special assistance?**
The personnel office (Forum 3 and 4). For more information visit the following website: <http://www.verwaltung.personal.uni-mainz.de/> (German version only).

E

Issued by the International Admission Office (April 2018)