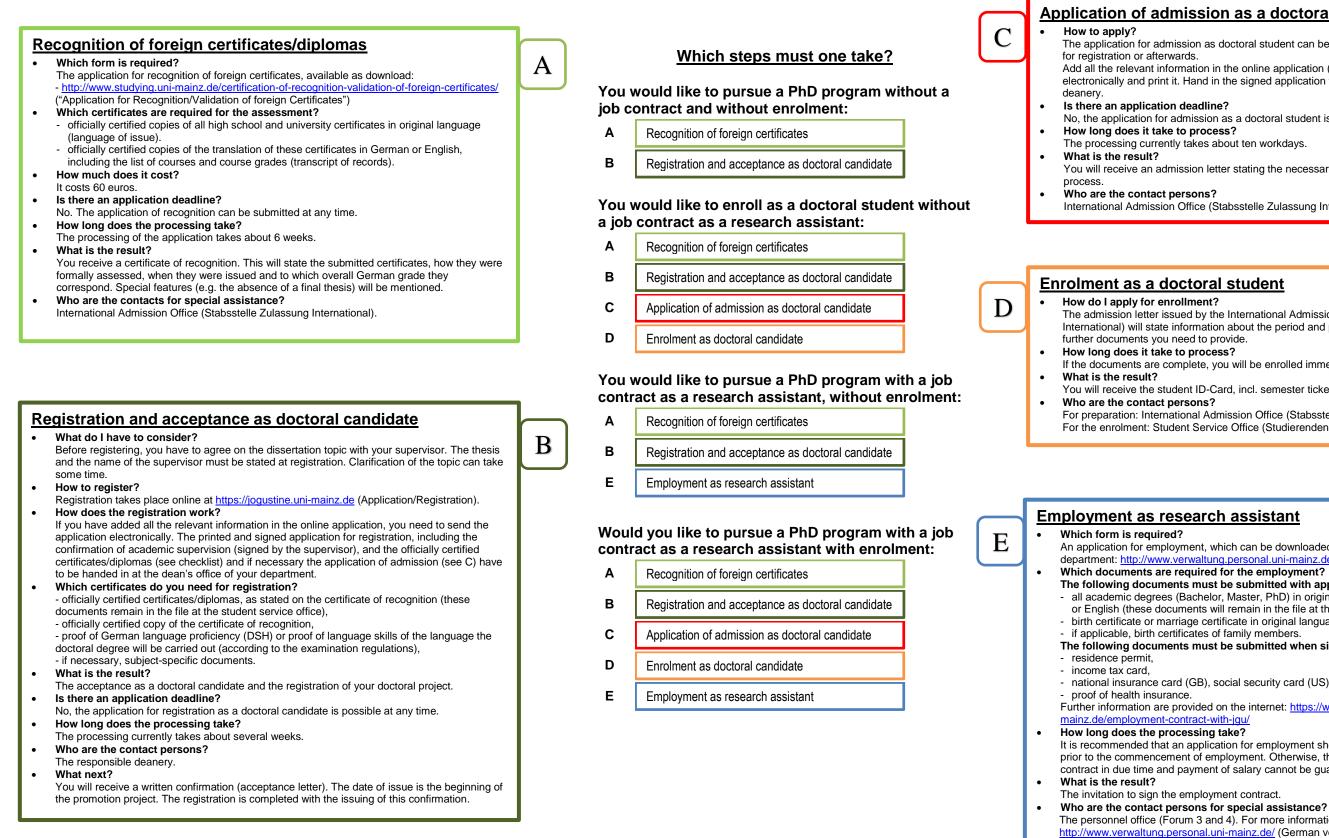
# Guideline for doctoral candidates with foreign certificates as well as for supervisors at Johannes Gutenberg University Mainz



## Application of admission as a doctoral student

The application for admission as doctoral student can be made combined with the application

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

No, the application for admission as a doctoral student is possible at any time.

You will receive an admission letter stating the necessary information about the enrolment

International Admission Office (Stabsstelle Zulassung International).

- The admission letter issued by the International Admission Office (Stabsstelle Zulassung International) will state information about the period and place of enrolment and, if necessary,

If the documents are complete, you will be enrolled immediately.

You will receive the student ID-Card, incl. semester ticket.

For preparation: International Admission Office (Stabsstelle Zulassung International); For the enrolment: Student Service Office (Studierendensekretariat).

An application for employment, which can be downloaded from the website of the personnel department: http://www.verwaltung.personal.uni-mainz.de/120.php

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,

The following documents must be submitted when signing the contract:

- national insurance card (GB), social security card (US),

Further information are provided on the internet: https://www.international-office.uni-

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.

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).