

Guideline for PhD candidates of the Graduate School of Excellence with foreign certificates as well as for supervisors

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Validation of Foreign Certificates/Diplomas

- **Which form is required?**
The application for validation of foreign certificates, obtainable as download from the internet:
- http://www.mainz.uni-mainz.de/How_to_apply.php ("Required documents, Application for the Validation / Recognition of Foreign Certificates")
- **Which certificates are required for the assessment?**
 - officially certified copies of all high school and post high school certificates in the 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.
- **Is there an application deadline?**
No. The application of validation can be filed at any time.
- **How long does the processing take?**
The processing time takes about 4 weeks.
- **What is the result?**
You receive a document stating which certificates were presented, 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 year thesis) will be mentioned.
- **Who are the contacts for special assistance?**
Staff of the International Office – Incoming.

Admission to study

- **Which form is required?**
The application form for foreign applicants, obtainable at the Students Service Center (Forum 1, 1. Floor) or as download from the internet:
- http://www.uni-mainz.de/studium/4853_ENG_HTML.php
("Application for Admission to Studies for Foreign Applicants")
- **Which certificates are required for admission to a field of study?**
 - officially certified copies of the certificates needed for the document of validation (these certificates will be retained in the admissions office-Studierendensekretariat)
 - an officially certified copy of the document of validation.
 - proof of German language proficiency (DSH) or, as applicable, competence in the language in which the PhD program will be undertaken, if the programs regulations and the department permit the use of a language other than German (= exemption of DSH).
- **Is there an application deadline?**
No, an application for a PhD program is possible at any time.
- **How long does the processing take?**
The processing time normally takes ten working days.
- **What is the result?**
You receive a letter of admission as requirement for enrolment. The conditions of enrolment will be stated in the letter of admission.
- **Who are the contacts for special assistance?**
Staff of the International office - Incoming.

Enrolment as a PhD candidate at the University of Mainz

- **Which documents are required?**
 - the letter of admission,
 - the completely filled out application for acceptance (only as German version available), which is included in the letter of admission
 - the statement of the supervisor that one has been admitted as a PhD candidate,
 - certificate of health insurance,
 - evidence of payment of students semester contribution,
 - a passport photograph,
 - passport
 - certificate of DSH 2 or the exemption certificate of the Foreign Language Center (Fremdsprachenzentrum) of Mainz University,
 - if available, the transcript and the withdrawal notice of the German university last attended.
- **How long does the processing take?**
If your documents are complete, enrolment takes place immediately.
- **What is the result?**
You receive a student ID including a semester ticket.
- **Who are the contacts for special assistance?**
At the preparation stage: staff of the International Office – Incoming.
In the realization process: staff of the Registrar's Office (Studierendensekretariat).

Acceptance as a PhD Candidate by the Department Concerned

- **Which form is required?**
The application form for acceptance as a PhD candidate, which must be signed by the supervisor of the doctoral thesis. The duly signed form will be submitted together with the credentials to the deans office. Obtainable as download from the Internet : http://www.uni-mainz.de/studium/508_ENG_HTML.php ("Doctorate acceptance confirmation")
The decision on the dissertation topic may take some time.
- **Which documents are required?**
 - officially certified copies of university diploma/s, including list of areas of study and grades (these documents will be retained in the records of the department),
 - depending on the departmental regulations, a copy of the document of validation of the International Office.
- **What is the result?**
The dean's office gives approval for acceptance as a PhD candidate after the assessment of the foreign certificates has been made with respect to form and content.
- **How long does the processing take?**
The processing in the deans office normally takes five working days.
- **Who are the contacts for special assistance?**
Staff of the respective dean's office.

Employment as Research Assistant

- **Which form is required?**
An application for employment, which can be downloaded from the website of the personnel office:
<http://zope.verwaltung.uni-mainz.de/pa/formulare/einstellung> (German version only)
- **Which documents are required for the employment?**
The following documents from the home country must be submitted:
 - all academic degrees (Bachelor and Master, PhD) in the original language and the translation in German or English (these documents will be retained in the records of the personnel office);
 - a birth certificate or marriage certificate (if applicable, in German translation),
 - if applicable, birth certificates of family members.**For the signing of the employment contract in Mainz the following are required:**
 - the residence permit,
 - tax card,
 - social security certificate,
 - health insurance certificate.Further information can be found on the internet: http://www.uni-mainz.de/international/608_ENG_HTML.php
- **How long does the processing take?**
It is recommended that an application for employment should be filed 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 employment contract with Mainz University ready for signature.
- **Who are the contact persons for special assistance?**
Staff of the personnel office (Forum 3 and 4). For more information visit the following website: <http://zope.verwaltung.uni-mainz.de/pa/kontakt> (German version only)

Which Steps Must One Take when One Wants to Pursue a PhD Program at Mainz University?

- **You would like to pursue a PhD program as an enrolled student WITH a job contract as a research assistant or as a student research assistant.**
 1. Validation of foreign certificates
 2. Acceptance as a PhD candidate in the department concerned
 3. Admission to study
 4. Enrolment as a PhD student at Mainz University
 5. Employment as a research assistant
- **You would like to pursue a PhD program WITH a job contract as a research assistant, WITHOUT being enrolled as a PhD student.**
 1. (optional:) Validation of foreign certificates
 2. Acceptance as a PhD student in the department concerned
 3. Employment as a research assistant
- **You would like to pursue a PhD program as an enrolled student WITHOUT a job contract as a research assistant or a student research assistant.**
 1. Validation of foreign certificates
 2. Acceptance as a PhD candidate in the department concerned
 3. Admission to study
 4. Enrolment as a PhD student at Mainz University