

Enrollment as a Postdoctoral Student
Dr. med. – Dr. med. dent. - Dr. rer. medic – Dr. rer. cur. - PhD

Enrollment for postdoctoral courses is not bound to any specific deadlines but must be undertaken by the candidate **in person**.

All documents must be legally accredited for enrolment! It is however also possible to hand in copies of any original documents as long as the original documents are shown at enrolment. We can't make copies for you.

Degrees and qualifications attained in English do not have to be translated. For all other languages a translation of the relevant documents must be submitted

The following documents must be presented for enrollment:

- Application for enrollment and declaration on semester ticket (see second page)
- Registration for the post-doctoral enrollment procedure or an equivalent confirmation from the postdoctoral committee. Information on this subject can be found at: <http://promotion.charite.de/>
- University degree certificate and transcript of records
- Students who have studied in Germany must show a certificate to prove that they are no longer enrolled elsewhere in Germany. (The certificate must prove all semesters completed at German universities.)
- Account statement (simple copy) about the payment of registration fee
- Only for enrollment for PhD Program Medical Neurosciences, Regenerative Therapies or Integrative Oncology: a copy of acceptance letter!

Please note: Your identity card or passport are necessary for enrollment!

*The enrollment fee for the **winter term 2017** depends on your elective right in the enrollment application form (point 6 – voting rights). *Information on enrollment fee can be found at <http://campusnet.charite.de/>*

	Humboldt-Universität zu Berlin	Freie Universität Berlin
with Semesterticket	314,39 €	311,59 €
without Semesterticket <i>Graduate students have the choice whether to use the semester ticket</i>	112,59 €	112,79 €

Bankdetails

Account holder: Charité – Universitätsmedizin Berlin
 IBAN.: DE24 100 100 10 0000 395 104
 BIC: PBNKDEFF
 Reference: Family name, First name (of future students)

Visiting address

Charité – Universitätsmedizin Berlin
 Referat Studienangelegenheiten
 Hannoversche Straße 19
 Frau Bednareck/Frau Gütschow
 3. Etage, Raum 071
 10115 Berlin

Opening hours:

Tuesday 9:30 bis 12:30 Uhr und 13:30 bis 16:00 Uhr
 Thursday 9:30 bis 12:30 Uhr
 Friday 9:30 bis 12:30 Uhr

Name:

Date:

Declaration on semester ticket

I would like to use the semester ticket.

Yes

No

I am able to change my decision and will inform the study office (stud-sek@charite.de) within the re-registration period via my Charité e-mail account.
