| C220-D Info Immatrikulation Promotionsstudierende_eng | Version 1.4 |
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# Enrollment as a doctoral student

The enrollment for the doctorate is not bound to any deadlines and can be done in person or by post. If you already have an employment at the Charité, you do not have to enroll.

**Visiting address**
Charité – Universitätsmedizin Berlin
Referat Studienangelegenheiten
Hannoversche Straße 19
Mrs. Bednareck/Mrs. Gütschow
3. Etage, Raum 071
10115 Berlin

**Postal address**
Charité – Universitätsmedizin Berlin
Referat Studienangelegenheiten
Charitéplatz 1
Mrs. Bednareck/Mrs. Gütschow
10117 Berlin

**Opening hours**

| | |
|---|---|
| Dienstag | 9:30 bis 12:30 Uhr und 13:30 bis 16:00 Uhr |
| Donnerstag | 9:30 bis 12:30 Uhr |
| Freitag | 9:30 bis 12:30 Uhr |

**e-mail**
zulassung-stud@charite.de

| Personal enrollment | Postal enrollment |
|---|---|
| All documents can be submitted in the form of simple copies together with the original for enrollment!<br><br>**We can't make copies for you!** | All documents must be **legally accredited** for postal enrolment!<br>If the documents are not complete, no enrollment can be made.<br><br>**For further questions, please enter your e-mail address!** |

**The following documents must be presented for enrollment:**

- Application for enrollment and declaration on semester ticket (see page 3)
- 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/
  **The document with the original stamp and the original signature from the postdoctoral committee represents the original from which you either make a simple copy or a certified copy.**
- University degree certificate (e.g. bachelor and master degree)
- Students who have studied in Germany must submit 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 structured doctoral programs or graduate schools:
  a copy of acceptance letter!

**Please note: Your identity card or passport are necessary for enrollment!** (Make a copy when you want to register by post)

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 enrollment fee depends on your elective right in the enrollment application form (point 10 – voting rights). *Information on enrollment fee can be found at http://campusnet.charite.de/*

For the enrollment the full fee has to be transferred, as the semester advances, the semester ticket price for the unused months is reduced pro rata. Upon application, this amount will be refunded after enrollment or credited for the next semester.
**Please note that a semester ticket can only be issued as soon as possible after the money has been deposited in our bank account and could be assigned to your student account.**

**Hint!**
**From January to mid-February of the year for the summer semester, and from June to mid-July of the year for the winter semester, the registration period for the coming semester is running. If you are enrolling for the current semester, please note that the registration fee for the following semester has to be paid in a timely manner.**

Amount of enrollment fee **from** summer semester 2019

| | **Voting rights Humboldt-Universität zu Berlin** | **Voting rights Freie Universität Berlin** |
|---|---|---|
| with Semesterticket | 315,64 € | 311,99 € |
| without Semesterticket<br>*Graduate students have the choice whether to use the semester ticket* | 113,84 € | 113,19 € |

**Bank details**

| | |
|---|---|
| Account holder: | Charité – Universitätsmedizin Berlin |
| IBAN.: | DE24 100 100 10 0000 395 104 |
| BIC: | PBNKDEFF |
| Reference: | family name, first name (of future student) |

**Academic year**
Summer semester from the 1st of April til the 30th of September
Winter semester from the 1st of October til the 31st of March

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.

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Sign