



REQUIRED DOCUMENTS FOR THE REGISTRATION AS A PHD STUDENT:



Application form

(See below)

- Completely filled in
- Signed by your two referees in the original (no electronic or scanned signatures will be accepted!), one of which is also your direct project leader:
 - Your **first referee (FGA)** must be a member of the Faculty of Biosciences of Heidelberg University and be chosen from the "List of Examiners" with the status "Vorsitz, FGA, GGA" or "FGA, GGA"
 - Your **other referee (GGA)** can be either chosen from the "List of Examiners" as "FGA" or "GGA", **OR**, you can choose an "external" supervisor, who must hold a Habilitation (Prof. or PD title) and belong to a Faculty of Mathematics, Faculty of Natural Sciences or Faculty of Medicine of a different University

Note: Both Supervisors act equally as referees of your PHD, your thesis and as examiners in your defense examination committee.



C E R T I F I C A T E of records (BSc and MSc)

Original documents (!)*

or

- Officially certified copies* (e.g. by the issuing school, a notary, or a public authority).

**Note: 2 sets of copies will be made, stamped and certified during your registration appointment*



T R A N S C R I P T of records (BSc and MSc):

- Original documents (!)*
- or**
- Officially certified copies* (e.g. by the issuing school, a notary, or a public authority). In **China**, those are equivalent to the **white booklet** issued by a notary's office
- or**
- Sent directly by the registrar's office of your university to the HBIGS Office
- or**
- Documents in an envelope, **officially sealed by the issuing university**. Please note that sealed does not only imply closed but, what is more, under seal with the **university seal by the issuing university!**

**Note: 2 sets of copies will be made/stamped and certified during your appointment*

If the documents (certificate **and/or** transcripts of records) are not issued by your university **in German or English**, you need **official translations*** into one of these languages **by a sworn translator** (*note that you will always need to show the original documents, as well*)



Universität Heidelberg

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- ☐ **Abstract of your PhD project** (max. one page)
- ☐ **CV** summarizing your educational background, plus the a) duration, b) title and c) number of pages or your MSc thesis
- ☐ **Epigeum "Research Integrity" E-Learning course Certification:**
https://www.graduateacademy.uni-heidelberg.de/karriere/digitale_weiterbildung/e-learning.html
(This course will require you to login to the University's Moodle platform, for which you will need your "Uni-ID". You will get this from your institute, once you start your PhD. The course is online, done at your own pace/time, free of charge. Please also complete the supplements, completing the entire course, for which you will be mailed a certificate)
- ☐ Photocopy of your current **ID, or passport**
- ☐ **Proof of English language skills** (please contact the HBIGS office to see if this pertains to you. See contact information below)

It is one of the **prerequisites of the membership to HBIGS** that you register at the Faculty of Biosciences.

The **deadline** for registration is **6 weeks after your commencement in the lab.**

Please take care of the registration **promptly** – especially if you need the official letter of acceptance for whatever purpose - as there are further internal, administrative steps that take time, before you finally receive the official letter of acceptance.

In order to complete the registration, please arrange an appointment:

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