

**Instructions for submitting an  
application for ADMISSION to a doctoral degree**

The application must be e-mailed or posted, and must include the signatures of the applicant and supervisor, as well as the supervisor's stamp.

The following **documents** must be enclosed:

- The Master's transcript as well as the Master's degree certificate as a certified copy (even for TUHH degrees).

Remark:

"Irrespective of the regulations in other federal states, certifications from church offices, banks, lawyers, auditors, associations, health insurance companies, etc., are **NOT** recognised in Hamburg."

Alternatively, the original and copies of the diploma and certificates can be presented during **office hours** for comparison purposes. To do so, please book an appointment here:

[https://intranet.tuhh.de/termin/terminvergabe\\_promoa](https://intranet.tuhh.de/termin/terminvergabe_promoa)

The overall grade must be "good" (2.4) or better. The second decimal place after the full stop and any following numbers are disregarded.

In case of degrees obtained abroad, all degree certificates (diploma / Master's and Bachelor's) must **also be submitted in the original language** with the **overview of subjects and grades**, as well as the **grading system** and a **translation** into German or English. Moreover, a calculation of the qualification grade based on the Bavarian formula must also be enclosed as proof.

- A detailed, current Curriculum Vitae without gaps - feel free to use the resume template provided by us
- The data sheet for collecting statistical data (\*).

(\*) <https://www.tuhh.de/tuhh/studium/studienangebot/promotion-und-habilitation/formulare.html>