



seit 1558

CONTACT AND INFORMATION FOR INTERNATIONAL DOCTORAL STUDENTS

Service	Name	Institution	Place	Tel	Fax	Email / Web
Admission to Doctoral Studies	Dean's office of the respective Faculty					
Registration as Students	Dr. Britta Salheiser	International Office	UHG, room 18	931166	931167	britta.salheiser@uni-jena.de www.uni-jena.de/international
(Social) Support for Students	Dr. Britta Salheiser	International Office	UHG, room 18	931166	931167	britta.salheiser@uni-jena.de www.uni-jena.de/international
Accommodation	Dagmar Gutbier Marlen Heerwagen	Dezernat 4	Nollendorfer Str. 26	931440 609529	931442	dagmar.gutbier@uni-jena.de herberge@uni-jena.de
Stipens, grants, scholarships	DAAD or others		www.daad.de → Stipendiendatenbank (stipend data base)			
Extension Requests for DAAD-Scholarships	Dr. Britta Salheiser	International Office	UHG, room 18	931166	931167	britta.salheiser@uni-jena.de
Social Integration	IntRoE54 (StuRa-Referat)		Internationales Centrum Johannesplatz 26	930996	930995	intro-jena@hotmail.de www.introseite.de
German Language Classes	Dr. Iwanow	Language Centre FSU	Ernst-Abbe-Platz 8, 5th floor	944754	44752	http://www.uni-jena.de/spz.html
Foreigners' Office (Visa)	NN	City of Jena	Richard Sorge Str. 4 (Lobeda Ost)	493761	493762	auslaenderbehoerde@jena.de
Foreigners' Ombuds Person	Dörte Thiele	City of Jena	Löbdergraben 12	492635	492634	thieled@jena.de
Health Insurance	Dr. Britta Salheiser	International Office	UHG, room 18	31166	31167	Britta.salheiser@uni-jena.de

Information on application, forms, Doctoral Studies Regulations: <http://www.uni-jena.de/Promotionsstudium.html>

Information brochure for guest scholars and researchers (Dt., Engl., also as download): http://www.uni-jena.de/Guide_for_Visiting_Scholars__Scientists.html

Stipens for (post-) doctoral students and guest scholars: <http://www.daad.de/deutschland/index.de.html>



Procedures of Application and Registration of International Doctoral Students at FSU Jena:

→ Please note the Doctoral Studies Regulations of the respective Faculty, too..

1. Contact between Candidate and Supervisor, Agreement of Supervision

Students wishing to pursue a doctorate need to establish the contact to their supervisor themselves and need to attain a written agreement of supervision from her/him (examples can be had from the Jena Graduate Academy). The supervisor must be a full-time member of the University of Jena. Supervisors should make sure that the candidate fulfils the academic, formal and linguistic requirements of doctoral studies (see doctoral studies regulations). They should bear in mind that candidates who enter the country too soon (and spend too much time for further qualification) might get into trouble with the visa extension or with financing their stay.

2. Application for Scholarships (e.g. DAAD)

Before beginning doctoral studies, candidates should make sure how to finance them. This is especially important if candidates need to apply for visas. FSU Jena awards very few scholarships; some graduate schools award their own scholarships. It is useful to check the scholarship data base of DAAD (www.daad.de).

3. Admission as PhD Candidate by the Faculty

Doctoral studies require a formal admission by the respective faculty. The doctoral studies regulations (Promotionsordnung) of the faculty says which papers have to be handed in on application. The Application must be made before the start of the doctoral studies period, via the internetplatform doc-in (<http://www.uni-jena.de/doc-in/cgi/start>). The faculty will decide about the application as soon as possible and will issue a written statement about the application to the applicant. If admitted, the candidate should keep the letter of admission very safely. Some candidate must fulfil some additional academic or linguistic requirements. The supervisor should see to it that the candidate fulfils them in due course.

4. Registration as PhD Students at the International Office

Doctoral candidates who have a part-time job (no more than 50%) may register as students at the International Office of FSU Jena. The application must be made via the internetplatform doc-in (<http://www.uni-jena.de/doc-in/cgi/start>), the print-out has to be submitted to the International Office (NOT the Graduiertenstelle). Doctoral students pay the regular amount of semester contribution and receive a students ID card (THOSKA) which serves as a semester ticket, copy and mensa card. If the application procedure at the faculty has not been finished yet, candidates will be enrolled as temporary guest students for the length of one semester maximum. Before the end of this first semester, the applicant has to submit a copy of his letter of admission from the faculty at the International Office.

5. Visa / Residence Permit

ALL non-EU-nationals wishing to pursue a degree in Germany need a visa (residence permit) for the full length of their stay. Visas are usually issued for a period of up to two years and may be extended once (twice in exceptional cases). Candidates applying for a visa at home are advised to hand in a copy of the letter of admission of the faculty and, possibly, a latter of admission of the International Office, at the German embassy. Candidates should never enter the country with a tourist visa because it is very difficult to change it into a residence permit. The embassy will wish to see a proof of sufficient financial means and a travel health insurance.

6. Support

The International Office offers its support to all international students, but we would urge supervisors to organize social support for their international guests, too. We suggest that supervisors appoint a tutor who assists candidates in finding accommodation, registering in the city and university and finding their way around. If supervisors are unable to recruit a tutor, they may ask the International Office for its tutor, but should do so prior to the arrival for the candidate.

The Graduate Academy offers courses on academic techniques and language classes for doctoral candidates. The programme can be found on the webpages of the GA.