

Checklist: Start your PhD

Once you got settled in Göttingen and you signed your employment contract, there are a couple more things to do:

- At the University of Göttingen PhD students have to be enrolled. In order to do so, please fill in the **Supervision Agreement** (GAUSS-Betreuungsvereinbarung) and sign the **Doctoral student's declaration**.

Go to: <http://www.uni-goettingen.de/en/134857.html>

- Application for admission to the PhD studies in chemistry
- 3. Apply for admission (program, supervision agreement)

Once you filled in and submitted the electronic Supervision Agreement a Pdf version will be send to you. This document has to be signed by all three Thesis Committee members and has to be given to the dean's office (Tammannstraße 4, 37077 Göttingen, 4th floor).

In order to fill in the supervision agreement you will need the following information:

- (provisional) topic of your PhD
 - To know all three of your thesis committee members
- With the signed Supervision Agreement (GAUSS-Betreuungsvereinbarung), which you will get back from the dean's office, you can **enroll (matriculate)** at the Office of Student Affairs or for international students online on the International Office Webpage.

Office of Student Affairs

Wilhelmsplatz 4

37073 Göttingen

<https://www.uni-goettingen.de/en/19595.html>

International Office

Von-Siebold-Straße 2

37075 Göttingen

<https://www.uni-goettingen.de/en/311055.html>

For the online enrollment on the International Office Website go to <https://www.uni-goettingen.de/en/559470.html>. You will have to upload your Supervision Agreement (Admission/Acceptance letter), a copy of your last degree, proof of language proficiency, proof of statutory health insurance and proof of payment of enrollment fee (payment by transfer: <https://www.uni-goettingen.de/en/47275.html>). For the registration you will also need the official name and date of your (high)school-leaving certification.

- Once all of this is done, please **send a copy of the Supervision Agreement** (Betreuungsvereinbarung) and the **Confirmation of Enrollment** (Immatrikulationsbescheinigung) to the scientific coordinator (bench@uni-goettingen.de).
 - **Please keep in mind that you have to enroll in each semester during your PhD and we will need a copy of the Confirmation of Enrollment each time.**
- In case you would like to be listed under “members of the RTG” on the **BENCH website**, please send a picture of you, the signed Letter of Agreement (which you can find on the BENCH website: bench.uni-goettingen.de) as well as the title of your PhD thesis and the project letter of the project you will be working on to the scientific coordinator (bench@uni-goettingen.de). If you wish not to have your picture on the website, please let us know.

In case you have any questions or need help, please feel free to contact the scientific coordinator (bench@uni-goettingen.de).