

## Checklist Ph.D. Students Enrolment

The following documents must be presented at the **Student Service Center** (“**Studierendensekretariat**”) to get enrolled and therefore obtaining your student ID:

1. **Letter of Admission** as a Ph.D. student from your mentoring Professor
2. **Application form**
3. Proof of **health insurance**
4. **ID / Passport** and **Residence Permit/Visa**
5. Authenticated **hard copies** of your university certificates, including a **clear statement on achieved credit points**
  - High school degree (hard copy)
  - Bachelor’s degree (hard copy including credit points)
  - Master’s degree (hard copy including credit points)
6. **Filled in and signed application of enrolment** at the university of Rostock  
(Can be found on the Universities website)

### Student Service Center

Address: Parkstraße 6, 18057 Rostock  
Room: 23, ground floor  
Email: studierendensekretariat@uni-rostock.de  
Phone: 0381/498-1230

#### Opening hours:

Tuesday/Thursday and Friday: 9-12 a.m.  
Tuesday/Thursday: 9-12 a.m. and 2-5 p.m.

Don’t forget to transfer the **semester fee (EUR 202,50)** after you’ve been successfully enrolled.