For the application you need:

- Copy of your university degree (certificate and transcript of records)
- Photocopy of the letter of admission as a doctoral candidate by the faculty (available from the Dean’s Office)
- CV in tabular form
- Proof of payment of semester fee (photocopy of bank statement)
- Photocopy of your passport
- Passport photograph for your Thoska (Thuringian student card)
- If applicable, photocopy of your employment contract
- Photocopy of your health insurance certificate
- Photocopy of the statement of removal from the register of students (“Exmatrikulationsbescheinigung”)

International doctoral candidates

International doctoral candidates may already enrol for one semester before they have been admitted as a doctoral candidate. A prerequisite is that the admission has already been applied for at the faculty. In addition to the above-mentioned documents you will also need:

- Officially certified copy of the translation (German or English) of the university degree certificates (if the original was in a language other than German or English)
- Photocopy of your visa or residence permit

Contact

Welcome and Service Desk for Doctoral Candidates and Postdocs
House for Young Researchers
Johannisstraße 13
07743 Jena
Phone: +49 3641 930405
E-Mail: graduate.academy@uni-jena.de

Opening hours
Mo, Mi, Fr 09:00 – 13:00 h
Tu, Th 09:00 – 16:00 h

www.jga.uni-jena.de
www.facebook.com/GA.UniJena
Advantages of being enrolled

Doctoral candidates at Friedrich Schiller University (FSU) in Jena have the possibility to enrol. Enrolment is not compulsory, but it offers a whole range of advantages:

- thoska-campus card with a cashless payment function
- Discounts in canteens and cafeterias of the Studenntenwerk Thuringia (student services organisation)
- Student ticket for free use of public transportation („Verkehrsverbund Mittelthüringen“, which includes local transport and regional rail services throughout Thuringia)
- Insurance coverage, i.e. for activities at the University Jena, internships and excursions: legal accident insurance as well as a recreational accident insurance and a limited indemnity insurance through the student services organisation
- Automatic registration at the library and the university computer centre

Steps to getting enrolled

1. Open the doc-in start page – Click on „Login“ on the menu and enter your login details.
2. Select the option „Enrolment“. On the following pages doc-in will take you through the application process step by step.
3. Hand in the signed application form by post or in person, together with the other documents needed:
   - Semester fee
   - Payment of the semester fee (all information regarding the money transfer can be found on the application form in doc-in)

Requirements

Requirements for enrolment as a doctoral candidate are:

- a university degree
- the admission as a doctoral candidate at one of the faculties of Friedrich Schiller University (FSU)
- not more than 20 hours employment per week
  - if employed at FSU Jena or at a cooperating research institute, 26 hours per week are permitted
- doctoral candidates during their internship (e.g. law, school teaching) may not enrol in most cases
- payment of the semester fee (all information regarding the money transfer can be found on the application form in doc-in)

Semester fee

The semester fee slightly differs from semester to semester. Please check the current semester fee on the below mentioned homepage. Generally it includes a contribution to the Studentenwerk, for public transportation in Jena, for the train ticket for Thuringia and for the „Studierendenwerk“. The fee is not divisible, it has to be paid as a whole. For the issuance of the thoska chip card you will have to pay a one-time fee of 20.00 EUR.

www.uni-jena.de/semesterbeitrag