

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



GRADUATE ACADEMY

Enrolment as a Doctoral Candidate

FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA

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 Studentenwerk 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

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



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)

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:

■ Service and Information Desk for Doctoral Candidates and Postdocs
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