

Checklist Ph.D. Students Enrolment

The following documents must be presented at the **Student Service Center** ("**Studierendensekretariat**") for getting 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. If possible: **Receipt of semester fee payment** (176,- EUR)
6. 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)
7. **Filled in and signed application of enrolment** at the university of Rostock
(Can be found on the Universities website)

Rostock University bank account details:

IBAN: DE59 1304 0000 0107 3733 00
BIC: COBADEFFXXX
Bank: Commerzbank

Reference: Semester (ex.: *Wintersemester 2017/2018*), surname, first name, matriculation number or date of birth

Student Service Center

Address: Parkstraße 6, 18057 Rostock
Room: 22 and 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.