Application process for international PhD applicants pursuing a degree from UR

Guide for filling out the online application form to apply at the Registrar´s Office (=Studierendenkanzlei)
Please note: the online application is for PhD candidates who are pursuing a degree from UR.   For short-term research periods for your doctorate (no actual degree from the UR), there is a different application process. For more information please contact: phd.welcome-center@ur.de
⚠️   The online application via https://campusportal.uni-regensburg.de   Portal: Apply and enroll as student

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1. Registration: enter your personal data and choose a password for your profile

- Choose the portal for **applying and enrolling as a student** and create an account.
- You will receive a verification e-mail with your user ID. Keep this access data in a safe place, as you will need it to complete your online enrollment.
- Currently enrolled students log in directly with their personal UR user data, RZ account and password.
- If you were previously enrolled as a student at Universität Regensburg please send an email to studierendenkanzlei@ur.de giving your personal information (surname, first name, date of birth).

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2. Application: If you have informed yourself about all the requirements for enrollment and you fulfill them, then you can start your application.

- Login with your access data and start your application.
- The status of your application is only displayed in the application portal. If something changes, you will only receive an e-mail notification if you activated this function.

You are here: Home ▶ Studies offered ▶ Online application

☐ Edit Datadictionary

Online application

Enable email notifications?

Would you like to be informed via email about status changes to your application as well as document availab

➡️ | Yes, enable email notifications | No |

For the following pages:
Mandatory fields are marked with an asterisk (*). All other fields should be filled in as far as possible in your case.

Select your university entrance qualification (access to Bachelor) and add information for your choice of program.

| Option 1: I acquired a German university entrance qualification (Abitur) in Germany. |
| Option 2: Either I am a citizen of an EU country… OR I have obtained an Abitur at a German school abroad. |
| Option 3: I am not a citizen of an EU country … and have a university entrance qualification from abroad (not Germany). |

Select:
Degree: Doctorate – if you are in a structured program then select "structured doctorate"
Subject: the subject in which you are doing your doctorate. e.g. biology

Please upload the application documents in the formats .pdf, .png or .jpg. Other formats will not be accepted.
Please try to merge your documents into a single PDF-file. (e.g. Bachelor Diploma, Transcript of Records and the certified translation).
All certificates must be submitted not only in the original language but also as an official English or German translation (where the original is not in German, English or French).

| Passport/ID |
| Curriculum vitae/Resume in German or English |
| **Proof of studies:**
Bachelor Diploma + Transcript of Records + certified translations of all
Master Diploma + Transcript of Records + certified translations of all |
| **Secondary school - leaving certificate:**
Secondary school – leaving certificate + Transcript of Records + certified translations of all |
| **Promotionsbescheinigung** = Confirmation of doctoral study for submission to the Registrar´s Office. (the document is available on the Welcome Center Homepage)
For doctoral studies at the philosophical faculties you will need „Bescheinigung der Annahme des Promotionsausschusses/Zulassung der Fakultät". |
| **German language skills:**
If your dissertation will be written in German, you must also submit proof of German language skills (DSH Test, at least Stufe 2). If your dissertation will be written in English, please upload here a form where you state that you will write your dissertation in English, and you are doing your PhD in English. |

> **Other documents:**
> Proof of exmatriculation if you have been enrolled at a German university before.

Please control and confirm that the data you have entered is correct and submit your application.

Confirm details and submit application

I hereby confirm that the data entered is correct. ☐

Back Submit application

- You will then find your application under "Applications in preparation" until it is submitted.
- You can now make changes via "Edit application" until you submit your application.
- You can only submit one application, even if you fill out several applications.
- With the "Print control sheet" function, you can view the details of your application at a glance. The control sheet only serves as a personal overview.
- Once you have submitted your online application, please print out your application.
- You will always see the status of your application in the field "Status of requested subject".
- If your application is not complete, you will be notified on the applicant´s portal. Applications in evaluation process will be marked "received" and later "valid". The status "valid" does not mean that you have been admitted, but that your documents have arrived the Registrar´s Office.

Online application

ⓘ There are no documents in your inbox yet.

Applications submitted   ⓘ Help

Application #1			**Status of application: received**
Doctorate Biology, 1. subject-related semester	Örtliche Zulassungsbeschränkung (manuell)	Status of requested subject: received	

📄 Print out your application   🔍 Show details   ✏ Cancel and edit application   ← Cancel application

⚠ After completing the online steps in the application process, please create a print out with the link **Print out your application**. Please note the information given there on the next steps, in particular whether the application is to be submitted by post. Please note the application deadline for subjects with restricted admittance and for applicants who have qualified abroad for admission to universities.

> The results of your application are available online. If the application was successful, your status will change, and you will receive the **Letter of Acceptance** in the portal.
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> Follow the instructions in the Letter of Acceptance to complete your enrollment. Read the instructions carefully! It is in German and English.
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> Only after you have completed the steps in the Letter of Acceptance and you are successfully enrolled, you will receive your student card.
> You will also receive a welcome letter containing important information on how to activate and use your new student ID and your **new student e-mail address.**
>
> In case of technical difficulties with the Campusportal, please contact the Registrar´s Office directly.
>
> If you have any further questions about the enrollment process, please visit our homepage or contact phd.welcome-center@ur.de