



Enrollment as PhD candidate

If, for example, you still lack a seminar certificate, you can catch up on this admission requirement by discussing with your supervisor which seminar is suitable for you. With your supervisor's approval, you can then enroll for two semesters as PhD candidate under „Rechtswissenschaft - Studienvorbereitung (Propädeutikum)“ at the University of Hamburg.

1. Your supervisor will issue - if the requirements are met - a written confirmation of supervision.

After receiving this written confirmation from your supervisor, you can apply for enrollment as **PhD candidate under „Rechtswissenschaft - Studienvorbereitung (Propädeutikum)“**.

2. You can submit your application for enrollment via STiNE [Universität Hamburg \(uni-hamburg.de\)](https://uni-hamburg.de) until the beginning of the respective semester (for a winter semester no later than 01.10., for a summer semester no later than 01.04. of a year).

Please indicate in your application for which semester you would like to enroll and in which program you would like to take courses. In addition, please enter your postal address in Germany and your e-mail address. If you do not yet have a postal address in Germany, you can use the address of your supervising teacher at the faculty or the address of the office of the doctoral committee of the Faculty of Law (Rothenbaumchaussee 33, 20148 Hamburg)

After you have submitted your complete application for enrollment, you will be provisionally enrolled for the winter semester at the earliest from the end of August or for the summer semester from the end of February.

The following documents will be sent by mail to the address in Germany that you specified in your application:

- provisional semester documents with your matriculation number at the University of Hamburg
- Access data to the Studien-Infonetze - STiNE (you will receive this by e-mail to the e-mail address you provided)
- Information on the payment of the semester fee (provided in STiNE)

- a provisional semester ticket from the beginning of the semester
- a TAN list, which you will need later for course registration.

Please note: Once you have been assigned a matriculation number, you will not have access to your STiNE account until you receive your new access data. Log in to STiNE with your new STiNE access data. Under "Documents" you will find the transfer form for the semester fee. Only when the fee has been received, the final enrollment will take place (see below).

3. Your provisional semester documents are valid until four weeks after the start of the semester. If the following conditions are fulfilled, the final enrollment takes place with the sending of final semester documents and the provision of the enrollment certificate in STiNE:

- the semester fee has been paid by you
- Your health insurance status is known to us

The health insurance status is reported to the University of Hamburg by a statutory health insurance. Therefore, if you are legally insured, please contact your health insurance company. If you are privately insured or exempt from compulsory insurance for other reasons, you can contact any statutory health insurance company for this purpose.

4. You will agree with your supervisor at the University of Hamburg which seminars might be useful for your doctoral studies. You can then register for the agreed courses with the respective lecturer or chair.

5. In exceptional cases and upon application, you can extend your enrollment under "Rechtswissenschaft - Studienvorbereitung (Propädeutikum)" beyond the scheduled two semesters. For this purpose, you must submit a new confirmation of supervision specifying a new period of time at the latest at the beginning of the semester with which the extension starts. No other documents need to be submitted.