

Checklist: Admission to the Examination Phase

1. Application for registration for a doctorate

Please use the template on our homepage for this purpose

2. Passport photo

The photo does not have to be biometric. A simple passport photo is sufficient

3. Curriculum vitae

1x sheet. This can be taken as a printout from the dissertation

4. Copy of identity card/passport

1x sheet

5. Marriage certificate (this document is only accepted as a certified copy from the marriage register)

Only to be submitted or resubmitted in the event of a name change

HUMAN MEDICINE (These documents are only accepted as officially certified copies)

6. Certificate of the first section of German medical examination (1st state examination)

7. Certificate of German medical examination (3rd state examination) - if already available

8. License to practice medicine (if no German state examination is available)

DENTAL MEDICINE (These documents are only accepted as officially certified copies)

9. Preliminary dental examination

10. Dental examination - if already available

11. License to practice medicine (if no German dental examination is available)

12. Checklist for publication dissertation/monograph

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For publication dissertation: Publication (incl. any supplement) + German summary

13. Second reviewer suggestions

Please use the template on our homepage for this purpose. This document is completed by the supervisor.

14. A detailed declaration signed by the applicant and the responsible supervisor about the applicant's contribution to the publication if the dissertation has been published in whole or in part (only necessary for publication dissertations)

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15. Declaration of waiver in case of shared first authorship (only necessary for publication dissertation)

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16. A police clearance certificate, which must not be older than eight weeks on the day of submission

This will not be sent to us by the responsible office, but will be submitted by you together with the other listed documents

17. An electronic version of the dissertation

This will be sent to your contact person in the doctoral office as a PDF document on the same day as the other documents via e-mail. Please make sure that the PDF document is not write-protected and that the search function has not been deactivated

18. The applicant must also assure that all sources and aids have been cited

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19. A declaration stating that in cases of § 13 lit. a) and d) the applicant transfers the right to the University of Bonn to produce and distribute further copies of the dissertation or to make them available in data networks within the scope of its statutory duties for university libraries

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20. Proof of enrollment as a doctoral student for at least two semesters in the case of § 4 para. 3 of the doctoral regulations 2017 and 2021

Please submit your certificate of study time for this purpose

21. Proof of a course in accordance with § 4 para. 3 of the doctoral regulations 2017 and 2021 in which the applicant has regularly participated

Please submit the certificate of attendance received for the course "Academic work"

How do I apply for admission to the examination phase?

If you have all the documents listed, you can submit the application as follows:

1. By post to the following address

Dean's Office of the Faculty of Medicine
Rheinische Friedrich-Wilhelms-Universität Bonn
Building B33
- Doctoral Office -
Venusberg-Campus 1
53127 Bonn

2. Via the mailbox in front of the Dean's Office (Building B33)

3. Ask your contact person for a personal appointment for submission

Surname A-N: promotionsbuero.medfak@ukbonn.de or 0228-287-19203

Surname O-Z: promotionsbuero@ukbonn.de or 0228-287-19204

Please do not submit the application until it is complete. Incomplete documents cannot be accepted/processed. As soon as we have checked your application and it is complete, you will receive a confirmation of receipt from us by e-mail.