

Next Steps for New GCSC Members

Confirm your acceptance of the membership/scholarship offer via e-mail to Ann.Van-de-Veire@gcsc.uni-giessen.de.

If necessary: begin **search for external funding** (for questions, please consult [Lena Nüchter](#)).

Get in touch with your future supervisor at Justus-Liebig-Universität.

You both sign the [GCSC's supervision agreement](#). Please hand it in to Ann van de Veire.

Application as doctoral candidate to the faculty ("Fachbereich"). This form is called "Antrag auf Annahme als Doktorand/in" in German.

Fachbereich 03:

The application must be submitted in German – if you need help, please e-mail [Lena Nüchter](#). Translations are available for your information; and Lena will be happy to support you in your communication with the examination offices of the faculties.

Please consult §11 of the [doctoral regulations](#) to find out which supporting documents you need to submit. Please note that only the German version of the regulations is legally binding – the English version is for information only. You can download all necessary forms from the GCSC "[Internal Member Area](#)" after logging in with your *g-Kennung* – if you do not have this yet, please e-mail Lena to receive the forms.

The application must be submitted to **Frau Ute Schneider at the examination office:**

Ute Schneider
Karl-Glöckner-Strasse 21 E / Raum 209a
35394 Giessen
Ute.Schneider@dekanat.fbo3.uni-giessen.de
Tel.: 0641/99-23001
Fax: 0641/99-23009

The Doctoral Committee (Promotionsausschuss) decides on your application. For meeting dates and submission deadlines see [here](#).

Fachbereich 03

Fachbereich 04 & 05

Enrolment at Justus-Liebig-Universität:

Please enrol via the JLU's [application portal](#). The International Admissions Team has created a detailed manual for this which is regularly being updated and which you can find [here](#).

Contact persons for enrolment questions:

Ms Smolka and Ms Wobisch
international.admission@admin.uni-giessen.de

There are **no hard deadlines for enrolment**. Please check whether you need proof of enrolment for your visa in order to ascertain by when you will need to apply. If you do not need a visa, it makes sense to enrol towards the winter semester, because you will have to pay the "semester contribution" which includes a. o. money for your public transport ticket. If you need proof of enrolment for the visa, it makes sense to enrol earlier, depending on the timeline of your visa process.



Fachbereich 04 and Fachbereich 05:

The application must be submitted in German – if you need help, please e-mail [Lena Nüchter](#). Translations are available for your information; and Lena will be happy to support you in your communication with the examination offices of the faculties.

You can download all necessary forms from the GCSC "[Internal Member Area](#)" after logging in with your *g-Kennung*. If you do not have a *g-Kennung* yet, please download the forms "Antrag für die Annahme als Doktorand/in" and "Betreuungsvereinbarung" from the [Website of the Prüfungsamt Geisteswissenschaften](#) (examinations office). Please refer to the "**Antrag**" form for all supporting documents you need to submit.

The contact person is **Frau Ute Rittinger**:

Ute Rittinger
Leihgesterner Weg 52 / Room 111
35392 Giessen
ute.rittinger@admin.uni-giessen.de
Tel.: 0641 99 18204

The Joint Doctoral Committee (Gemeinsamer Promotionsausschuss) decides on your application. This committee meets four times a year – please ask Frau Rittinger for the exact dates and possible submission deadlines.

You can find an **English version of the doctoral regulations** [here](#). Please note that only the German version of the regulations is legally binding – the English version is for information only.