

## Advisory Service for International Doctoral Students (International Office JLU)

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### Office Hours:

Mon and Wed 10 am-12 pm  
and by appointment

### Student Assistants:

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### Email:

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### General Information:

[www.uni-giessen.de/phd](http://www.uni-giessen.de/phd)

If you want to be updated regularly on upcoming events organised by the International Office as well as other institutions, please subscribe to our mailing list by sending an email to:

[promotionsstudium-international@uni-giessen.de](mailto:promotionsstudium-international@uni-giessen.de)

## Application & Matriculation at JLU

First of all, send your application to the professor of your choice at one of [JLU's faculties](#) or to one of our renowned [doctoral programmes](#).

Should you decide to enrol for your doctoral studies (which may not be necessary), you have to apply through the JLU application portal at: <https://bewerbung.uni-giessen.de>. You will need to upload the following documents:

- an officially certified copy (in either English or German) of your school-leaving certificate and of your bachelor and master degree certificates, including a full academic transcript
- CV
- the letter of consent from your supervisor (a short letter from your supervisor at JLU Giessen stating that s/he is willing to act as your academic supervisor) or a letter of admission from the respective doctoral study programme

You can find a manual on how to submit your application through the portal here <https://www.uni-giessen.de/international-pages/study/application/grad/guide>.

If you are not sure whether you have to enrol or if you have other questions concerning the application, please contact the team of the support services for international doctoral students: [promotionsstudium-international@uni-giessen.de](mailto:promotionsstudium-international@uni-giessen.de).

If you experience technical difficulties, please contact Ms Smolka/Ms Wobisch: [international.admission@admin.uni-giessen.de](mailto:international.admission@admin.uni-giessen.de).

# JLU

NEUE WEGE. SEIT 1607.

JUSTUS-LIEBIG-  
UNIVERSITÄT  
GIESSEN



**SUPPORT SERVICES & PROGRAMME  
FOR INTERNATIONAL DOCTORAL  
STUDENTS**

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Gefördert durch:



Gefördert vom DAAD aus Mitteln des Auswärtigen Amtes

## Our Support Services

The Support Services for International Doctoral Students will be happy to assist you during all phases of your doctoral studies: from the first steps, such as finding a supervisor, up to your thesis defence. We can be reached via email, phone and of course in person for a confidential consultation. Do not hesitate to contact us if you have any questions.

### We provide information on:

- finding a supervisor for your PhD project and approaching possible supervisors
- getting enrolled as a doctoral student
- submitting applications at the faculties' doctorate committees and examination offices, as well as graduate centres
- semester contributions and rematriculation
- other administrative issues

### Our counselling includes advice on:

- legal and financial aspects: visa and resident permits, scholarships, funding, living and working in Germany
- health insurance
- finding and changing accommodation
- language courses
- social and individual issues

Our student mentors will also accompany you to appointments with the Immigration Office and on similar occasions, such as meetings with prospective flat mates and landlords.

## Workshops & Lectures

We organise workshops and lectures to help you develop your competences and complete your doctoral degree.

Our workshops cover numerous topics:

- applying for scholarships and other possibilities of acquiring funding
- finding a job and preparing for job interviews – both during and at the end of your studies
- applying and preparing for international conferences
- presenting in English
- improving your intercultural competence
- dealing with stress and sustaining a healthy work-life balance

... and many more!

## Events & Activities

We organise events for socialising and networking, such as our monthly Round Table for international doctoral candidates. This event is ideal if you are new to the university and have not made any contacts yet.

Here you can meet likeminded people both from your own and different disciplines for a chat in a relaxing atmosphere. Ideal for recovering from a long day at the desk or in the lab! We also organise trips to the theatre, museums and local sports events.

To find out more about these events, please send us an email:

[promotionsstudium-international@uni-giessen.de](mailto:promotionsstudium-international@uni-giessen.de)

**The Round Tables** for international PhD students and their families take place Wednesdays at **7:30 pm**  
**Apr 15 | May 13 | June 17 | July 08**

at **Lokal International:**  
**Eichendorffring 111, 35394 Giessen**  
**(final bus stop of bus no. 2)**

[www.lokal-international.de](http://www.lokal-international.de)  
[www.facebook.com/Lokal.International](https://www.facebook.com/Lokal.International)



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