



GRADUATE ACADEMY

Enrolment as a Doctoral Candidate

FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA

Advantages of being enrolled

Doctoral candidates at Friedrich Schiller University (FSU) in Jena have the possibility to enrol. Enrolment is not compulsory, but it offers a whole range of advantages:

- thoska-campus card with a cashless payment function
- Discounts in canteens and cafeterias of the Studierendenwerk Thuringia (student services organisation)
- Student ticket for free use of public transportation („Verkehrsverbund Mittelthüringen“, which includes local transport and regional rail services throughout Thuringia)
- Insurance coverage, i.e. for activities at the University Jena, internships and excursions: legal accident insurance and a recreational accident insurance through the student services organisation
- culture ticket: free entrance for exhibitions and other cultural events
- Automatic registration at the library and the university computer centre

Semester fee

The semester fee slightly differs from semester to semester. Please check the current semester fee on the below mentioned homepage. Generally it includes a contribution to the Studierendenwerk, for public transportation in Jena, for the train ticket for Thuringia, for the cultural ticket and the student council. The fee is not divisible, it has to be paid as a whole. For the issuance of the thoska chip card you will have to pay a one-time fee of 20.00 EUR.



Requirements

Requirements for enrolment as a doctoral candidate are:

- a university degree
- the admission as a doctoral candidate at one of the faculties of Friedrich Schiller University (FSU)
- payment of the semester fee (all information regarding the money transfer can be found on the application form in doc-in)

Steps to getting enrolled

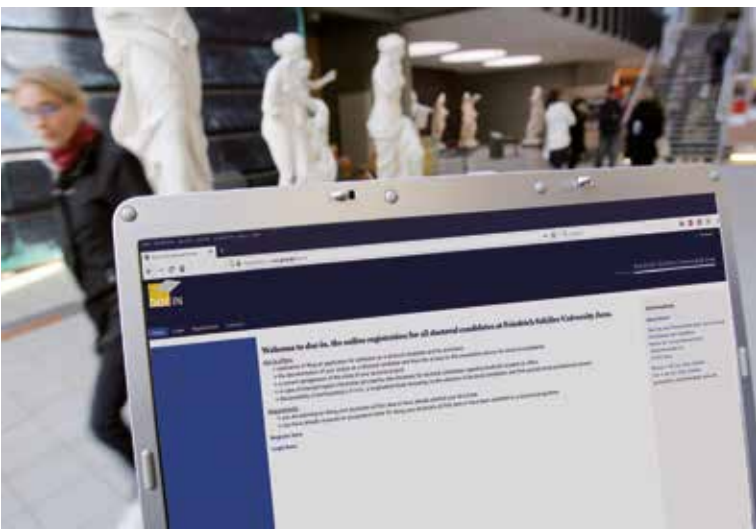
1. Open the doc-in start page – Click on ‚Login‘ on the menu and enter your login details.
2. Select the option ‚Application for Enrolment‘. On the following pages doc-in will take you through the application process step by step.
3. Hand in the signed application form by post or in person, together with the other documents needed:

■ Service and Information Desk for
Doctoral Candidates and Postdocs
Johannisstraße 13
07743 Jena

Opening hours

Mo, Mi 10:00 – 12:00 h

Tu, Th 10:00 – 12:00 h, 14:00 – 16:00 h



For the application you need:

- Copy of your university degree (certificate and transcript of records)
- Photocopy of the letter of admission as a doctoral candidate by the faculty (available from the Dean's Office)
- CV in tabular form
- Proof of payment of semester fee (photocopy of bank statement)
- Photocopy of your passport
- Passport photograph for your Thoska (Thuringian student card)
- Photocopy of the statement of removal from the register of students („Exmatrikulationsbescheinigung“)

International doctoral candidates

International doctoral candidates may already enrol for one semester before they have been admitted as a doctoral candidate. A prerequisite is that the admission has already been applied for at the faculty. In addition to the above-mentioned documents you will also need:

- Officially certified copy of the translation (German or English) of the university degree certificates (if the original was in a language other than German or English)



GRADUATE **ACADEMY**

Contact

Welcome and Service Desk for
Doctoral Candidates and Postdocs
House for Young Researchers
Johannisstraße 13
07743 Jena

Phone: +49 3641 9 401333

E-Mail: graduate.academy@uni-jena.de

Opening hours

Mo, Mi 10:00 – 12:00 h

Tu, Th 10:00 – 12:00 h, 14:00 – 16:00 h

www.uni-jena.de/en/jga

www.facebook.com/GA.UniJena