



**HC  
IAS**

HEIDELBERG  
CENTER FOR  
IBERO-AMERICAN  
STUDIES



**UNIVERSITÄT  
HEIDELBERG**  
ZUKUNFT  
SEIT 1386

## THE HCIAS STRUCTURED DOCTORAL PROGRAM Checklist for the Application and Registration Process

Last updated: August 27, 2025

### Phase 1 – Pre-admission to the HCIAS doctoral program

Letter of motivation, <b>max. 1,500 characters, in English</b>	
Academic CV including the date and grade of your master's degree as well as the topic of your master's thesis <b>in English</b>	
A proposal for a doctoral thesis, including your research objectives and your ideas for the conceptual and methodological approaches, <b>max. 4,500 characters, in English</b>	

### Phase 2 – Admission to the Faculty

Exposé of your dissertation, <b>4,500 to 6,500 characters, in English</b> , signed by your future supervisor	
Doctoral agreement / "Promotionsvereinbarung"	
Registration in the online portal heiDOCS and creation of online doctorate profile	
Submission of request for admission to your respective faculty with the following documents:	
The exposé	
The doctoral agreement	
Certified copies of graduation certificates and other documents from prior courses of study. Foreign certificates must include a certified translation into English or German	
Your CV including your personal and contact data	
A copy of your ID or passport	
A copy of the letter of endorsement issued by the HCIAS	
For the Faculty of Economics and Social Sciences, please also submit:	
Application for admission / "Zulassungsgesuch", to be found on the faculty's website	
For the Faculty of Chemistry and Earth Sciences, please also submit:	
Application for admission / "Antrag auf Annahme", to be found on the faculty's website	

### Phase 3 – Enrollment at Heidelberg University and final admission to the HCIAS doctoral program

Send a copy of the corresponding letter of admission / "Annahme" from the faculty to the program coordinator at the HCIAS	
Send a copy of the corresponding letter of admission / "Annahme" from the faculty to the Graduate Academy	
Enroll as a doctoral student at Heidelberg University	