

## THE HCIAS STRUCTURED DOCTORAL PROGRAM

### Checklist for the Application and Registration Process

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

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

#### Phase 2 – Admission to the Faculty

Exposé of your dissertation (4,500 to 6,500 characters, in English) signed by your future supervisor	
Doctoral agreement (" <i>Promotionsvereinbarung</i> ")	
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	
The filled-in application for admission (to be found on the faculty's website)	
Authorized copies of graduation certificates and other documents from prior courses of study	
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	

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

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