



Checklist for Applicants

Have you finalized your research topic? Found a supervisor? Then there's almost nothing standing in the way of your doctoral application! This checklist is here to help ensure that nothing is overlooked during the application process. It is also recommended to read the doctoral regulations before applying. More detailed information about the application process can be found in §5 of the doctoral regulations (PromO).

- Contacted the FGCSS coordination via fgcss@sk.hs-fulda.de**
- Prepared the exposé**
(must follow the FGCSS template and mention the use of AI)
- Completed and signed the application for admission**
- Filled out the supervision agreement and obtained signatures**
- Created a detailed CV**
- Collected all necessary documents and certificates**
(Certified copies of certificates, if applicable certified translations into German (<https://bdue.de/suche-uebersetzer-dolmetscher>), copy of ID, declaration regarding doctoral procedures at other universities, language certificates if required)
- Submitted the complete application on time (Deadline: March 15 / September 15)**
(Incomplete applications will be rejected. Reapplication is always possible.)

You will receive feedback on your application 4-8 weeks after the application deadline.