

Procedure for enrolling as a doctoral student at UWH

1. Submission of the documents to the doctoral office (Promotionsbüro)

Background: Application as a doctoral candidate

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Documents to be submitted:

- **Doctoral Agreement** (see Downloadlink at Homepage)
Attention: the agreement needs to be signed by the supervisor beforehand!
- **Exposé:** you can use the exposé from the application at WIFU.
- Detailed **curriculum vitae**
- All **relevant (certified) certificates** (Bachelor, Master).
- If a **scholarship holder:** certificate of admission as a scholarship holder at WIFU

Processing fee: 250€ (one-time) - to be paid after admission as doctoral student.

➤ **After admission as a doctoral student, the documents must be submitted to the student secretariat (Studierendensekretariat).**

2. Submission of the documents to the student secretariat (Studierenden-Sekretariat)

Background: Enrollment as a doctoral student at Witten/Herdecke University.

Contact: Ms. Alexandra Mohr, Student Secretariat UWH;

Phone: +49(0)2302 / 926-405; E-Mail: studierendensekretariat@uni-wh.de

Address:

Private Universität Witten/Herdecke gGmbH

Studierendensekretariat

Alfred-Herrhausen-Straße 50

58448 Witten

1. Create an applicant account under [- CAMPUSonline - UWE - Universität Witten/Herdecke \(uni-wh.de\)](#).

Important: if your studies have already been completed at the UWH, this step is not necessary! In this case the account will be activated again after submission of the documents.

2. After the activation as a doctoral student by the doctoral office: submission of the documents to the **student secretariat**.

Documents to be submitted:

- Enrollment form (Immatrikulationsbescheinigung)
- Declaration of enrollment of the Hochschulwerk (HSW) (**Beitrittserklärung des Hochschulwerks (HSW)**)
- **Initial application for the authorization to use the IT infrastructure** of the UWH
- **Exmatriculation certificate from the previous university**

- **Grade-certificate (Master's)**
- All relevant (certified certificates) (Bachelor, Master)
- **Proof of payment for the semester fee: 286,46 €**
([Semesterbeitrag und Semesterticket: Hochschulwerk Witten/Herdecke e.V.](#))
Bank account details: IBAN DE70 4525 0035 0000 0966 69
BIC: WELADED1WTN
- **Enrollment fee: 100€ (one-time); to be paid after admission as doctoral student**
- **External students:** submit semester ticket waiver form.

UWH enrollment documents are attached as Appendix 2 or can be downloaded from your applicant account.

- **After your successful enrollment, an email will be sent by the Studierendenwerk; the student card can be picked up at the BIT. Doctoral students who have already studied at UWH can keep their card.**

Welcome to the UWH!

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