

**Dear new GGNB doctoral student,**

We would like to welcome you again to GGNB and wish to inform you about the next steps regarding admission and enrolment. Please find below a **checklist** of tasks you need to complete upon admission to our graduate center. Additionally, we have attached some documents we kindly ask you to complete and return to us within the next few weeks.

For regularly updated information and all relevant **regulations, handouts and forms**, please see our [GGNB Internal webpage](#). If you have any further questions, please do not hesitate to contact us.

Kind regards

**Your GGNB Team**

**Checklist**

- After admission:
  - Come to GGNB/IMPRS/CVS/MolMed Office with your original Master diploma/certificate (German or official English translation) so that we can make a copy for our files, or hand in an already certified copy
  - Complete and have the members of thesis committee and then the GGNB/IMPRS/CVS/MolMed Office sign the form "Supervision Agreement..."
  - Send to GGNB/IMPRS/CVS/MolMed Office (within four weeks after admission):
    - completed and signed form for acceptance of admission
- Enrollment:
  - You should have received an email from Central Registrar's Office; follow the instructions given there and complete the enrollment procedure (documents, payment) within 4 weeks after admission or arrival in Göttingen (whichever comes first). Kindly let us know immediately if you have not received that email.
  - For questions during the process of enrollment you can contact the following institutions:
    - **German students:** Registrar's Office, Office of Student Affairs, Wilhelmsplatz 4, 37073 Göttingen, <https://uni-goettingen.de/en/51293.html>
    - **International students:** The International Office, Incoming Office, Von-Siebold-Str. 2, 37075 Göttingen, <https://www.uni-goettingen.de/en/641116.html>
    - if you receive a scholarship from German public funds (e.g. DAAD) for min. 3 months and 1 day during one semester, you may pay a reduced semester fee upon providing proof to the Registrar's Office/International Office
- After enrollment:
  - Apply for student e-mail/Stud.IP account via <https://www.uni-goettingen.de/en/639118.html>
  - Send e-mail with matriculation number and username of student e-mail/Stud.IP account to GGNB Office/IMPRS Office (within 2 weeks after enrollment) (required for course registrations in Stud.IP)
  - If applicable: check the details on your student profile page, and, if desired, send a photo by email (JPG, width: at least 720 px; 300 dpi).
  - If applicable: complete additional requirements (*Auflagen*) for admission within the stated deadline and inform GGNB/IMPRS/CVS/MolMed Office of completion
  - Familiarize yourself with the degree regulations and rules available on [GGNB Internal](#)
  - Start organizing your first Thesis Advisory Committee meeting (if you have not done so yet)
  - Register for a Good Scientific Practice course (mandatory for all doctoral students)

Attachments (\*to be returned to GGNB/IMPRS/CVS/MolMed Office):

- \*Supervision agreement incl. GGNB instructions for supervisors and examiners and GAUSS Rules of good practice for doctoral supervision
- \*Acceptance of admission