

Documents needed for the Start of the Doctoral Procedure (Promotionsgesuch)

The documents must be submitted in full to the Faculty Office at least 14 days before the meeting of the doctoral admission committee.

- 1.) **cover letter** that should contain
 - surname and first name
 - address + e mail address
 - doctoral degree aimed for (Dr.-Ing. or Dr. rer. nat.)
 - title of the dissertation
 - date of the exam (if already agreed by the members of your doctoral committee)
 - application to have the exam in english
 - application to submit a cumulative thesis (if this is the case)
- 2.) **Master's Certificate** (certificate + transcript of records, in original language and translation, no originals needed, copies are ok)
- 3.) **Curriculum vitae**
- 4.) **List of all your scientific publications**
- 5.) Copy of the **letter of acceptance** as a PhD student
- 6.) **official clearance certificate** (Führungszeugnis)
- 7.) **Dissertation**, one copy for the faculty + copies for the reviewers (**please give this copies directly to the reviewers**). Find a template for the coversheet in the doctoral regulations. Please make sure an abstract in English and German (Kurzfassung) is contained.
- 8.) **affirmation in lieu of oath** (Eidesstattliche Vericherung) and signed copy of the instructions provided by the KIT on the meaning and penal consequences of an affirmation in lieu of oath (PO* Art. 6, Par. 1, clauses 4 and 5)
- 9.) **certificates of scientific training** and a list of all courses taken containing the CP awarded for each course
- 10.) **Signed declaration regarding any other doctoral procedures** still pending or unsuccessfully terminated (PO* Art. 6, Par. 1, clause 9)
- 11.) **Copy of PhD Certificate** in case, one has been obtained previously
- 12.) **Proposal for reviewers** (first name, surname incl. full title, institution, address with e-mail address)

* Doctoral Regulations „Promotionsordnung des Karlsruher Instituts für Technologie (KIT) für die Fakultät für Bauingenieur-, Geo- und Umweltwissenschaften, vom 30.11.2012“