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<http://www.lmu.de/international>

Guide to doctoral studies for international students at LMU

Step 1: Finding an advisor

First you need to find and contact on your own a professor who will be responsible for overseeing your dissertation (commonly called a "*Doktorvater*" or "*Doktormutter*" in German, meaning a "doctor father" or "doctor mother"). Most departments have assembled various information, templates and forms necessary for doctoral studies on their homepages as PDF documents that can be downloaded. Possible sources of information: posters at institutes, department offices or special internet pages.

Step 2: Applying for admission to the appropriate Doctoral Committee

Once you have found an advisor, you can apply for admission to doctoral studies to the appropriate committee. The addresses for the various secretariats and Dean's offices can be found on the other side of this page. If your application is successful you will receive an official letter of evaluation. Note: Documents you are required to submit to these offices are also necessary for your registration/enrolment at the International Affairs Office. Please make sure that you submit your application in duplicate: one copy for the office for doctoral studies and one for the International Affairs Office.

Step 3: Application (Pre-Registration) at the International Affairs Office

As soon as you receive written notification of admission to doctoral studies from the appropriate doctoral studies office, please apply at the International Affairs Office ("Referat für Internationale Angelegenheiten") (deadline 15 Jan./ 15 July). For this you must fulfill the general application/admission requirements:

General admission requirements for the International Affairs Office

- 1.) A complete application form
- 2.) An officially notarized copy of all university documents and diplomas in the home country language (can consist of several parts) and an officially notarized translation of your university entry qualification (diplomas in Catalan, Danish, Dutch, English, French, Icelandic, Italian, Norwegian, Portuguese, Romanian, Spanish, Swedish or Latin do not need to be translated)
- 3.) Enrolment and study documentation from all German universities attended to date
- 4.) Admission to graduate studies from the appropriate graduate studies office
- 5.) Confirmation from your advisor
- 6.) A complete curriculum vitae up to the date of application
- 7.) If applicable, a marriage certificate or official certification of name change
- 8.) Important: please note special rules regarding proof of German language proficiency!

Postal Address: Geschwister-Scholl Platz 1, D- 80539 München, Tel.: 089/2180-2823; Fax: 089/2180/3136.
Visitors' Address: Ludwigstr.27/Groundfloor (Subway U3/U6, Station: University, exit: Schellingstrasse/Ludwigstrasse).
Email: zulassung.international@lmu.de
<http://www.lmu.de/international>

Step 4: Receiving a letter of admission from the International Affairs Office:

This notification is an important legal document for submission to government offices.

Step 5: Enrolment at the International Affairs Office

With this admission notification you can enrol by the stated deadlines with all necessary documents (listed on the admission notification).

In General

Doctoral studies are not limited to a stipulated period of time. Enrolment, however, is limited to 6 semesters. If you do not complete your degree within these three years, completion is nonetheless not endangered because enrolment has no effect on graduate degrees yet to be completed.

<p><u>Catholic theological faculty central office</u> Homepage : http://www.kaththeol.uni-muenchen.de Geschwister-Scholl-Platz 1, Room D 101 80539 Munich Tel.: +49 89 2180-2416 E-mail: dekanat@kaththeol.uni-muenchen.de</p> <p><u>Examination office for Orthodox theology</u> Homepage : http://www.orththeol.uni-muenchen.de/index2.html Ludwigstr. 29, ground floor 80539 Munich Tel: +49 89 2180-5376, -3228, -5778 E-Mail: Orthodoxe.Theologie@orththeol.uni-muenchen.de</p> <p><u>Lutheran theological faculty central office</u> Homepage : http://www.evtheol.uni-muenchen.de Schellingstr. 3/III front bldg./Room 311 80799 Munich Tel.: +49 89 2180-3478 E-Mail: dekanat@evtheol.uni-muenchen.de</p> <p><u>Law faculty central office</u> Homepage : http://www.jura.uni-muenchen.de Ludwigstr. 28, back bldg., Room 128 80539 Munich Tel.: +49 89 2180-2233 E-Mail: dekanat03@LMU.de</p> <p><u>Munich school of management central office</u> Homepage : http://www.bwl.uni-muenchen.de Ludwigstr. 28 front bldg./ground floor, Room 04 80593 Munich Tel.: +49 89 2180-2228, -2213, -3152 E-Mail: dekanat04@LMU.de</p> <p><u>Economics faculty central office</u> Homepage: http://www.vwl.uni-muenchen.de Ludwigstr. 28, back bldg./ground floor, Room 011 80539 Munich Tel.: +49 89 2180-2127 E-Mail: dekanat05@lmu.de</p> <p><u>Medical faculty central office</u> Homepages : http://www.med.uni-muenchen.de http://www.mecum-online.de Bavariaring 19 80336 Munich Tel.: +49 89 5160-8904 (graduate office) E-Mail: Promotionsbuero.Dekanat07@med.uni-muenchen.de</p> <p><u>Veterinary medicine faculty central office</u> Homepage : http://www.vetmed.uni-muenchen.de Veterinärstr. 13 80539 Munich Tel.: +49 89 2180-2501 E-Mail: dekanat08@lmu.de and/or crass@dekanat.vetmed.uni-muenchen.de</p>	<p><u>Faculties 9 – 15 Examination Office of Humanities and Social sciences</u> Homepage http://www.pags.pa.uni-muenchen.de Geschwister-Scholl-Platz 1, Main bldg., Office D 203 80539 Munich Tel. +49 89 2180 3828</p> <p><u>Mathematics/computer science/statistics faculty central office</u> Homepage : http://www.mathematik.uni-muenchen.de/fakultaet.html Theresienstr. 39/ I, 80333 Munich Tel.: +49 89 2180-4503 E-Mail: dekanat16@lmu.de</p> <p><u>Physics faculty central office</u> Homepage : http://www.physik.uni-muenchen.de Schellingstr. 4/ IV, Room 13, 80799 Munich Tel.: +49 89 2180-3340 E-Mail: dekanat17@lmu.de</p> <p><u>Chemistry and pharmaceuticals faculty central office</u> Homepage : http://www.cup.uni-muenchen.de Butenandtstr. 5-13, bldg. F, Room F1.041 81377 Munich-Großhadern Tel.: +49 89 2180-77001 E-Mail: dekanat18@lmu.de</p> <p><u>Biology faculty central office</u> Homepage : http://www.biologie.uni-muenchen.de/ Großhaderner Str. 2, Room B 01.028 82152 Planegg-Martinsried Tel.: +49 89 2180-74120 E-Mail: dekanat19@LMU.de</p> <p><u>Earth and environmental sciences faculty central office</u> Homepage : http://www.uni-muenchen.de/conman/index.cfm?path=528 Luisenstr. 37/ I, Room 223 80333 Munich Tel.: +49 89 2180-6506 E-Mail: dekanat20@lmu.de</p>
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