

Last Name: _____

First Name: _____

Recognition procedure at the Faculty of Mathematics and Natural Sciences

In a recognition procedure, the academic achievements from abroad or degrees which are not awarded at this university are compared with the requirements of the respective subject at the Faculty of Mathematics and Natural Sciences.

The following documents must be presented (originals) and also submitted (copies):

- Curriculum vitae (with photo and indication of the subject(s) of study as well as the full name(s) of the relevant university(ies))
- Identity card or passport (only for identification purposes) – *please do not send*
- Birth certificate **or** marriage certificate
- High school diploma or comparable higher education entrance qualification
- University degree certificate(s) (Bachelor's/Master's/Diploma)
- Transcript of records of the study programme (Bachelor's/Master's/Diploma)
- Abstract of the relevant thesis (Bachelor/Master/Diploma)
- Letter from the supervisor regarding the recognition procedure
- Letter of confirmation of English language skills
- Supervision agreement **or**, if this is not yet available:
 - Short description of the planned doctoral research project and
 - Commitment of a professor to act as mentor

In the case of a recognition of prior academic study abroad, all documents must be submitted in the original language as well as translated into English or German.

Please present the documents in the original or as a certified copy and submit copies of the documents.

If you are not personally on campus yet, you can send your documents in advance by e-mail to the doctoral office: promotionmnf@hhu.de. The originals can also be submitted later by prior appointment.

The documents (only [certified] copies, no originals!) can also be sent by post to the following address:

Heinrich Heine University Düsseldorf ■ Faculty of Mathematics and Natural Sciences ■ Dean's Office / Doctoral Affairs ■ Building 25.32, Level/Room 00.36 ■ Universitätsstr. 1 ■ 40225 Düsseldorf

To be completed by the doctoral office only:

Supervisor: _____	AV Subject: _____
Mentor: _____	Notes: _____
<input type="checkbox"/> 1. Electronic Registration <input type="checkbox"/> <input type="checkbox"/>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>