

Guide to graduate 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"). The International Affairs Office unfortunately cannot help you here. However, most departments have assembled various information, templates and forms necessary for graduate 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 at the appropriate graduate studies office

Once you have found an advisor, you can apply for admission to PhD studies at the appropriate graduate studies office. The addresses for the various secretariats and graduate offices can be found on the other side of this page.

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 secretariat/graduate office and one for International Affairs.

Step 3: Registration at the International Affairs Office

As soon as you receive written notification of admission to graduate studies from the appropriate graduate studies office, please register at the International Affairs Office ("Referat für Internationale Angelegenheiten") (deadline 15 Jan./ 15 July). For this you must fulfil 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!

Step 4: Receiving an official notification 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:

Graduate 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.

Catholic theological faculty central office

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

Examination office for Orthodox theology

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

Lutheran theological faculty central office

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

Law faculty central office

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

Munich school of management central office

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

Economics faculty central office

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

Medical faculty central office

Homepages : <http://www.med.uni-muenchen.de>
<http://www.mecum-online.de>
Bavariaring 19
80336 Munich
Tel.: +49 89 5160-8904 (graduate office)
Tel.: +49 89 5160-8906 (post-graduate office)
E-Mail: dekanat07@lmu.de

Veterinary medicine faculty central office

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

Faculties 9 – 15 graduate school office Dr. Phil

Homepage : <http://www.docphilol.uni-muenchen.de/modules.php?name=News&file=print&sid=64>
Geschwister-Scholl-Platz 1, main bldg., Room D 203
80539 Munich
Tel. +49 89 2180 3828

Mathematics/computer science/statistics faculty central office

Homepage : <http://www.mathematik.uni-muenchen.de/fakultaet.html>
Theresienstr. 39/ I, 80333 Munich
Tel.: +49 89 2180-4503
E-Mail: dekanat16@lmu.de

Physics faculty central office

Homepage : <http://www.physik.uni-muenchen.de>
Schellingstr. 4/ IV, Room 13, 80799 Munich
Tel.: +49 89 2180-3340
E-Mail: dekanat17@lmu.de

Chemistry and pharmaceuticals faculty central office

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

Biology faculty central office

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

Earth and environmental sciences faculty central office

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

Human biology graduate program

Medical faculty central office, Bavariaring 19, 80336 Munich,
Tel. +49 89 5160-8904

History of science

Homepage : <http://www.ign.uni-muenchen.de>
Museumsinsel 1, 80538 Munich, Tel. +49 89 2180-3252
E-mail: IGN@lrz.uni-muenchen.de

International graduate program LIPP

Homepage : www.lipp.lmu.de
Ludwigstr. 27/II, Room 202, 80539 Munich
Tel.: +49 89 2180 3846
E-Mail: moll@lipp.lmu.de

Institute for Astronomy and Astrophysics

Homepage : www.usm.uni-muenchen.de and/or
<http://www.imprs-astro.mpg.de/>
Scheinerstr. 1, 81679 Munich
Tel. +49 89 2180-6001,
and/or Giessenbachstr. 1, 85741 Garching
Tel. +49 89 30000-3650