

Promotion

Important Information:

- Documents that are not in German, must be submitted with a certified German translation. Exceptions: Documents in English language, passport and Dutch residence permit
- Certificates, diplomas etc. must be presented in the original. In some cases, an apostille/legalisation is required. Your original documents will be returned to you once your application has been processed. You can find additional information here: [International recognition/Legalisation of documents](#)
- Please submit the original documents plus one additional copy. Please prepare two separate sets:
 - Set 1: original documents (if required)
 - Set 2: copy of all required documents
- The Consulate General reserves the right to request additional documents.
- Visa applications with complete documentation have the best chance of success. Incomplete applications can be rejected with reference to your obligation to cooperate in accordance with Section 82 of the Residence Act.
- Expect processing times of several weeks. The Consulate General cannot decide on your visa application without feedback of the internal German authorities involved in the procedure. It further cannot influence processing times in Germany. As a result, requests for information on the status of the application cannot be answered.
- You can find additional information under www.make-it-in-germany.com

Checklist Promotion

Please bring the following documents to the appointment at the Consulate General. Bring original with one copy per document. Print copies one-sided, not back-to-back, do not staple. If documents contain more than one page, please use paper clips to keep the document together.

- fully completed and personally signed [Videx application form](#)
- personally signed [declaration pursuant to Section 54 Residence Act](#)
- one recent **biometric passport photo**, according to this [format](#). Please add it to set 1; do not attach it
- valid original passport**, with at least 2 completely blank pages. The 2 blank pages must be next to each other. Copy of the passport data page as well as any pages containing data, visas or stamps
- valid Dutch residence permit**
- curriculum vitae** (1 page) in German or English
- proof of previous education** (school certificate, if applicable also degree certificate with grade overview, if applicable current proof of studies)
- APS certificate (for applicants with a degree from the People's Republic of China, India or Vietnam)
- Letter of motivation for doctoral studies**: Please describe (in German or English) why you would like to study in Germany and why you have chosen the specific course of study. Also, describe your plans for the time after promotion.
- admission letter of the university** to the doctoral program
- proof of German language skills at A2 level** in the form of a recognized language diploma (Goethe Institut, TELC, ÖSD). If courses are in English: TOEFL or IELTS certificate
- Proof of funding** for the first year of stay:
 - blocked account (currently: EUR 11,904 in total or EUR 992 per month) or
 - declaration of commitment in accordance with Section 66-68 Residence Act (Duration: "at least 1 year", note: "creditworthiness proven") or
 - scholarship
 - educational loan
 - employment
- Proof of the amount of tuition** + proof of payment
- intended place of stay/**accommodation** (private, with acquaintances or relatives, holiday apartment, rental contract. NO hotel booking)

Stand: February 2025

○ **Proof of sufficient German health insurance coverage.** Your Dutch health insurance is no longer valid from the day you take up residence in Germany. You must, therefore, submit a German health insurance.

○ **Visa fee,** 75 EUR in cash or by credit card (Mastercard or Visa only); to be during at the appointment