Information sheet on the preliminary review of foreign university qualifications

This information sheet is intended for applicants wishing to pursue a doctorate at the Faculty of Veterinary Medicine of Ludwig-Maximilians-Universität München who have passed their veterinary examination or obtained their university degree abroad.

It explains the preliminary review required before admission to the doctoral examination procedure.
The legal basis is Section 4 (4), sentence 6, of the Doctoral Regulations for the Faculty of Veterinary Medicine of Ludwig-Maximilians-Universität München.

After notification of the doctoral project, doctoral candidates who completed their studies at a foreign university must promptly submit the following documents to the Dean's Office for review:

For doctoral candidates who completed their studies in a country within the European Union (EU):

1. The supervisor must confirm that the applicant – if German is not their native language – has sufficient proficiency in spoken and written German or English. The language level (e.g. B1, B2, C1, C2) must be specified.

2. If the grading system used for the degree differs from the German grading system (1 = very good to 5 = insufficient), the Dean's Office requires an explanation to convert your **overall grade**, i.e. the grading scale (from – to), the **highest possible grade** and the **minimum passing grade**.

For doctoral candidates who completed their studies in a country outside the European Union (EU):

1. The supervisor must confirm that the applicant – if German is not their native language – has sufficient proficiency in spoken and written German or English. The language level (e.g. B1, B2, C1, C2) must be specified.

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Veterinärstr. 13
80539 München

Office address:
Königinstr. 8
80539 München

Public transport
Underground:
Lines U3 or U6, Universität

2. Final degree certificate / Bachelor's / Master's degree certificate. Certificates issued in a language other than German or English must be accompanied by an officially certified German translation. **PLEASE NOTE**: For admission to the doctoral examination procedure, certificates in English must also be submitted with an officially certified German translation!

3. Proof of the completed degree programme, listing the subjects and individual grades, **if** the final degree certificate / Bachelor's / Master's degree certificate **does not show the OVERALL GRADE**. Documents issued in a language other than German or English must be accompanied by an officially certified German translation. **PLEASE NOTE**: For admission to the doctoral examination procedure, certificates in English must also be submitted with an officially certified German translation!

4. If the grading system used for the degree differs from the German grading system (1 = very good to 5 = insufficient), the Dean's Office requires an explanation to convert your **overall grade**, i.e. the grading scale (from – to), the **highest possible grade** and the **minimum passing grade**.

The required documents may be submitted for the preliminary review electronically. For admission to the doctoral examination procedure, the documents must be submitted to the Dean's Office in paper form (as originals or certified copies) and will be retained in the doctoral file! For enquiries, please contact: promotion08@vetmed.uni-muenchen.de