

To
The Dean of the Faculty for Chemistry and Pharmacy at the LMU
PhD Office, House F, Room F2.060
Butenandtstr. 5–13
81377 Munich

Application for admission to the thesis defence

Ms. / Mr. (Delete as appropriate)

.....
(Complete name, family name (if applicable, your maiden name) as it appears in your passport)

I hereby apply for admission to the doctoral examination.

My thesis was supervised by

.....
(Section 7 of the Doctoral Regulations of 28/11/2011).

(in case of an external registered PhD): and is supported by

....., a member of the Faculty of Chemistry and
Pharmacy.

The following documents and forms are attached:

Either: the original and the copy of the employment contract in a public service institution (i.e. Federal Government, Länder, municipalities, universities etc.). Scholarships are not considered as employment contracts. The contract should not have been expired more than 3 months before submission.

or. a criminal record certificate ("Fuehrungszeugnis zur Vorlage bei einer Behoerde § 30 Abs. 5 BZRG"). Please apply for it online or personally at the local administration office (KVR Kreisverwaltungsreferat). It should be *sent to the Promotionsbuero (Attn. Frau Wuehrer) and arrived before your thesis submission appointment will be fixed*. Please apply timely! (validity: 3 months).

Online form "Thesis submission" (Link). Please fill out the form carefully if you plan to submit the necessary documents to the doctoral office in the near future. Attention: automatic deletion of the form! When submitting the documents, the form should still be online. Please click on "Login" on the online form page after entering your registration data to create an account. Select a language (at the bottom right) by choosing "German" or "English". Press "Submit" to save the registration on the server and send it. Before you leave the page, please print out the form (button "Application data as PDF") and *sign it by hand*. After the successful submission, the online form will be deleted.

A curriculum vitae in German or English with the complete contact details (address, nationality, date and place of birth, study details, etc.) and your *original signature*.

Two bound copies of your thesis (DIN A4, no spiral binding). The thesis must contain a "Table of Contents" and a "Summary" of the whole thesis as well as the form [Sample title pages.pdf \(PDF\)](#). Please do not forget to sign in original at the second page. A CV at the end is optional. The entire title should not be written in capital letters

Moreover following PDF-Forms:

This form [Application for admission to the thesis defence](#)

[Affirmation in lieu of an oath](#)

[Declaration](#)

[Confirmation concerning the proper return of one's workplace](#) The form must be signed by the doctoral supervisor (eventually, by the external supervisor). If necessary, it can also be signed digitally.

[Examination Board Members](#) signed by the doctoral supervisor of the Faculty of Chemistry and Pharmacy. If necessary, it can also be signed digitally.

[Einwilligungserklärung Disclose](#) for the digital procedure.

Forms filled in by hand will not be accepted! To edit the PDFs, please save them locally. Open the PDF forms (not in the web browser) and fill them out electronically before printing.

Also, if applicable:

Applicants who have ever been enrolled at the LMU (main studies and / or doctoral studies) should please enclose an "**Immatrikulationsbescheinigung**" or "**Studienverlaufsbescheinigung**".

Date:

Signature of the applicant:

* Bold-printed documents have to be submitted in the original with this application.