

## Heidelberg Center for American Studies (HCA)

### Application Ph.D. in American Studies

### REQUIREMENTS

*Please submit all documents in an electronic version (except when stated otherwise):*

- one-page CV
- a letter of intent from a professor at Heidelberg University, stating his/her willingness to supervise the candidate's Ph.D. project. Please download form here: <http://hca.uni-hd.de/phd/admissions.html>
- references by two of your previous academic or professional supervisors (*in print*); references must be written on official paper (institutional letter head), signed and submitted in sealed envelopes. Please download forms here: <http://hca.uni-hd.de/phd/admissions.html>
- transcripts of your high school leaving grades in the English original (or their translation into English and certified copy of the original) and a copy of your high school diploma in the English original (or its translation into English and certified copy of the original).
- copy of your B.A. and M.A. diploma in the English original (or its translation into English and certified copy of the original)
- transcripts of your university grades: if you have not completed your university degree, please provide transcripts of your previous classes in the English original (or their translation into English and certified copy of the original).
- one-page abstract of your B.A. and M.A. theses (in English)
- writing sample of 4 to 10 pages in length: this can be an essay you wrote for your previous studies or on a topic of your choice. The sample should give us an idea of the standard of your skills in formulating and expressing your thoughts in English (in English).
- test results of a Test of English as a Foreign Language (TOEFL or equivalent) if English is not your native language and if you are not holding a degree from a university in an English-speaking country; results can be submitted after the deadline if necessary. Students who are applying with a degree in English/American Literature and Language are not required to present a TOEFL or equivalent test result.

- descriptive exposé, i.e. synopsis, on the planned Ph.D. project, no longer than 15 pages in length (font size 12, 1.5 spaced, total of 6cm reserved for the margins). The exposé should demonstrate the quality and plausibility of the dissertation project within the stated time frame, as well as the ability of the candidate to achieve independent scholarly work.

The exposé should include the following:

- a well-structured set of questions pertaining to the thesis which illuminate the goals of the project
- an overview of the current status quo of the candidate's research
- a depicted desideratum of the research
- a justification concerning the theoretical and methodical approach(es) applied in the dissertation project
- an overview of the targeted sources to be included in the project
- a time schedule, including periods of research or time to be used in archival research
- a statement that the exposé has been drawn exclusively from the given references and that all quotations included are properly cited (this especially applies to Internet sources)

*Content may be subject to change.*

*If you have any questions, please contact: Dr. Tobias Endler, Ph.D. & Research Coordinator,  
Email: [tendler@hca.uni-heidelberg.de](mailto:tendler@hca.uni-heidelberg.de)*

#### **SUBMITTING YOUR APPLICATION**

- completed application form
- appropriate documentation (see admission requirements)

*Please ensure that you have enclosed all required material. Return completed application to:*

Universität Heidelberg, Heidelberg Center for American Studies (HCA)  
Ph.D. in American Studies, Dr. Tobias Endler  
Hauptstraße 120, 69117 Heidelberg

Email: [tendler@hca.uni-heidelberg.de](mailto:tendler@hca.uni-heidelberg.de)