



Update your contact details - FAQ

1. Login data [Docata-MIN](#)

Do you have forgotten your Docata-MIN login data?

Password: Use the [password request](#) to request a new password.

Username: If your admission application (the beginning of your doctoral studies) was submitted before December 2017, your username is: "firstname_lastname." If your admission application (the beginning of your doctoral studies) was submitted after December 1, 2017, then your username is the correspondence email address stored in Docata-MIN at that time and used for the registration. After registering then in Docata-MIN, you received an email informing you of your username. If you do not remember your username and cannot find the email mentioned here in which you were informed of your username, please write an email to docata-min@uni-hamburg.de.

For data protection reasons: You must send the email to docata-min@uni-hamburg.de inquiring about the Docata-MIN access data (i.a. username) **exclusively via**

- a *uni-hamburg* email address,
- or a *studium.uni-hamburg.de* email address
- or a an email address of the email domains *chemie.uni-hamburg.de*, *informatik.uni-hamburg.de*, *zbh.uni-hamburg.de*, *hs.uni-hamburg.de*, *physik.uni-hamburg.de*, *physnet.uni-hamburg.de*, *uke.de* or *zmnh.uni-hamburg.de*.

Correspondence email address:

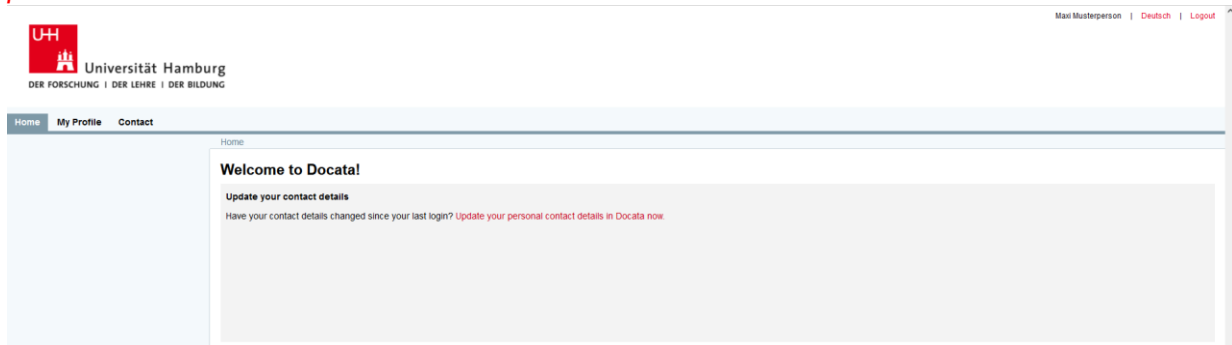
- The correspondence email address in Docata-MIN and the Docata-MIN username do not have to be identical. They are not linked to each other.
- Since we process doctoral procedures electronically, for data protection reasons we ask you to contact us, the MIN doctoral administration (in the responsible Academic Offices or the Doctoral Office Physics) **via**
 - a *uni-hamburg* email address,
 - or a *studium.uni-hamburg.de* email address
 - or a email address of the email domains *chemie.uni-hamburg.de*, *informatik.uni-hamburg.de*, *zbh.uni-hamburg.de*, *hs.uni-hamburg.de*, *physik.uni-hamburg.de*, *physnet.uni-hamburg.de*, *uke.de* oder *zmnh.uni-hamburg.de*

and **to communicate** and **submit documents** to us via this email.

- You can change your correspondence email address on your own and at any time before the oral defense is held via the contact update wizard presented here.

2. Update your contact details

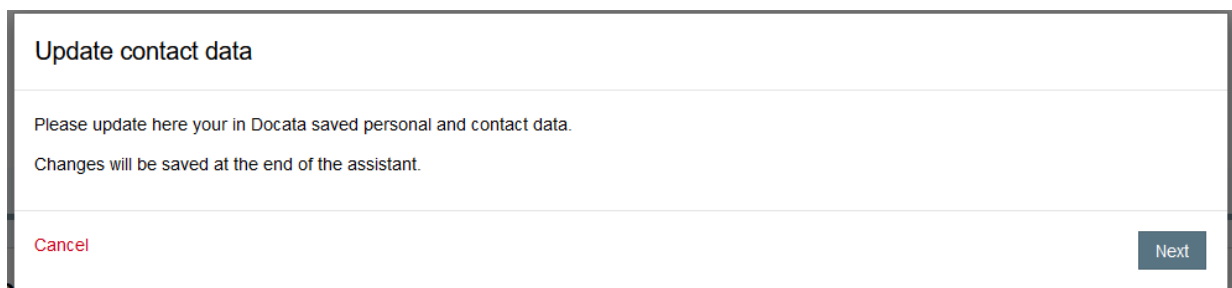
You can [log in to Docata-MIN](#) here and update your contact details using the link *Update your personal contact details in Docata now.*:



Please note the following for filling out the wizard:

- All fields marked with an “*” are mandatory and must be filled in; filling in all other fields is optional.
- The changes made on the editing pages will be preserved only if you save them using the corresponding button. Changes are only saved via the *Next* button, not via the *Back* button!
- If you click the *Cancel* button, your data will remain as it was before you started working with the update link (= wizard).
- **Only after you have gone through the complete wizard and clicked on the *Finish* button at the end of the wizard, your data will be successfully updated.**

After clicking the link *Update your personal contact details in Docata now.* the following page will open:

A screenshot of the 'Update contact data' wizard page. The title is 'Update contact data'. Below the title, there is a message: 'Please update here your in Docata saved personal and contact data. Changes will be saved at the end of the assistant.' At the bottom of the page, there are two buttons: a red 'Cancel' button on the left and a blue 'Next' button on the right.

After clicking *Next* you will get to the section with your personal data. Has your name changed? Then please contact your responsible Academic Office / Doctoral Office and present an appropriate identification document there.

Update contact data

Your personal data (e.g. first name, surname, date of birth, place of birth) must correspond to the personal data indicated in your identification document (e.g. ID card, passport, visa). If some of the fields with a grey background include incorrect data, please contact your Academic Office / Doctoral Office or docata-min@uni-hamburg.de.

Gender* male female diverse not specified
Please select "divers" or "not specified" only if this selection is officially registered for you in the register of civil status.

Title

First name

Surname

Name affix

Name of birth

Date of birth

Place of birth

Country of birth

Citizenship*

Dual citizenship

[Cancel](#) [Back](#) [Next](#)

After clicking *Next*, you can already make the first changes to your contact information using the *Edit* link and update your mailing address:

Update contact data

Please provide at least one valid mailing address where you wish to be contacted during your doctoral studies. You may also provide additional addresses in the next step.

List of addresses

Address	Edit	Cancel
Bundesstr. 55, Raum 8, 20146 Hamburg, Germany	Edit	Cancel
Musterstr. 8, 24558 Henstedt-Ulzburg, Germany	Edit	Cancel

Do you want to add a (further) address?* Yes No

[Cancel](#) [Back](#) [Next](#)

Update contact data

Type of address*	Working address
Address affix	Raum 8
Street, house number*	Bundesstr. 55
Country*	Germany
ZIP code*	20146
City*	Hamburg
Region	Hamburg

[Cancel](#) [Back](#) [Next](#)

You can use the *Cancel* link to delete mailing addresses (that are no longer current):

Update contact data

Please provide at least one valid mailing address where you wish to be contacted during your doctoral studies. You may also provide additional addresses in the next step.

List of addresses

Address	Edit	Cancel
Bundesstr. 55, Raum 8, 20146 Hamburg, Germany	Edit	Cancel

Do you want to add a (further) address?*

Yes No

[Cancel](#) [Back](#) [Next](#)

Please note:

- After clicking *Cancel* you will not be asked for an extra confirmation of the deletion. As soon as you click the *Cancel* link, the deletion action takes place immediately. The saving of the deletion and its transfer in the Docata-MIN IT system takes place after you click on the *Finish* button at the end of the wizard.
- If you would try to delete all mailing addresses here, you will receive the following error message, because we need at least one mailing address from you:

Update contact data

Please provide at least one valid mailing address where you wish to be contacted during your doctoral studies. You may also provide additional addresses in the next step.

List of addresses

Address

Do you want to add a (further) address?*

Yes No

Please provide at least one mailing address.

Cancel Back Next

After clicking *Next* in this window

Update contact data

Please provide at least one valid mailing address where you wish to be contacted during your doctoral studies. You may also provide additional addresses in the next step.

List of addresses

Address

Bundesstr. 55, Raum 8, 20146 Hamburg, Germany	Edit	Cancel
Musterstr. 8, 24558 Henstedt-Ulzburg, Germany	Edit	Cancel

Do you want to add a (further) address?*

Yes No

Cancel Back Next

you can update your correspondence mailing address and, if you wish, specify a different one, which you have previously entered in the page before:

Update contact data

Please choose the main mailing address that should be used for postal communication during your doctoral studies.

Correspondence address*

Bundesstr. 55, Raum 8, 20146 Hamburg, Germany

Cancel Back Next

After clicking *Next* in the upper page you will get to the section where you can update your phone numbers and email address:

Update contact data

Please provide details on how the Academic Office / Doctoral Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.

Phone numbers [Add number](#)

Number*	<input type="text"/>	Phone (work)	Delete
Number*	<input type="text"/>	Phone (private)	Delete

Email addresses [Add email address](#)

Verified email contacts have a grey background. You cannot "Delete" your main corresponding email address; all others may be deleted, if needed. In case you only indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.

Email address*	<input type="text" value="...@uni-hamburg.de"/>	
Email address*	<input type="text" value="...@gmail.com"/>	Delete

[Cancel](#) [Back](#) [Next](#)

Using the *Add number* link you can enter a new phone number. Using the *Delete* link you can delete one, several or all phone numbers present here without having to enter a new one.

Email addresses that are **not** set as your correspondence email address in the Docata-MIN IT system can be easily deleted using the associated *Delete* link:

Update contact data

Please provide details on how the Academic Office / Doctoral Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.

Phone numbers [Add number](#)

Email addresses [Add email address](#)

Verified email contacts have a grey background. You cannot "Delete" your main corresponding email address; all others may be deleted, if needed. In case you only indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.

Email address*	<input type="text" value="...@uni-hamburg.de"/>	
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[Cancel](#) [Back](#) [Next](#)

Important to note: Only after you have gone through the complete wizard and clicked on the *Finish* button at the end of the wizard, only then your data will be successfully updated and the deletion of the email address will be saved in the Docata-MIN IT system!

Update contact data

By clicking "Finish" your changes will be saved permanently.

[Cancel](#) [Back](#) [Finish](#)

You can delete the email address saved as your correspondence email address in the Docata-MIN IT system only after you have entered another email address here, confirmed it, and set it as your new correspondence email address. This is done in the following steps:

Step 1

Click the Add email address link. After that the following input option appears:

Update contact data

Please provide details on how the Academic Office / Doctoral Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.

Phone numbers [Add number](#)

Email addresses [Add email address](#)

Verified email contacts have a grey background. You cannot "Delete" your main corresponding email address; all others may be deleted, if needed. In case you only indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.

Email address*

Email address*

[Confirm](#) [Delete](#)

When you add an email address, after clicking "Confirm" a message will be sent to you to verify this email address.

[Cancel](#) [Back](#) [Next](#)

Step 2

After entering the new email address (see below), you must first confirm it via the *Confirm* button.

Update contact data

Please provide details on how the Academic Office / Doctoral Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.

Phone numbers [Add number](#)

Email addresses [Add email address](#)

Verified email contacts have a grey background. You cannot "Delete" your main corresponding email address; all others may be deleted, if needed. In case you only indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.

Email address*

Email address*

[Confirm](#) [Delete](#)

When you add an email address, after clicking "Confirm" a message will be sent to you to verify this email address.

[Cancel](#) [Back](#) [Next](#)

Step 3

After clicking *Confirm*, a message verifying this email address will be sent to the email address you just entered and the following message will appear in green in the screen:

Update contact data

- A verification email has been sent to the email address you provided.

Please provide details on how the Academic Office / Doctoral Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.

Phone numbers [Add number](#)

Email addresses [Add email address](#)

Verified email contacts have a grey background. You cannot "Delete" your main corresponding email address; all others may be deleted, if needed. In case you only indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.

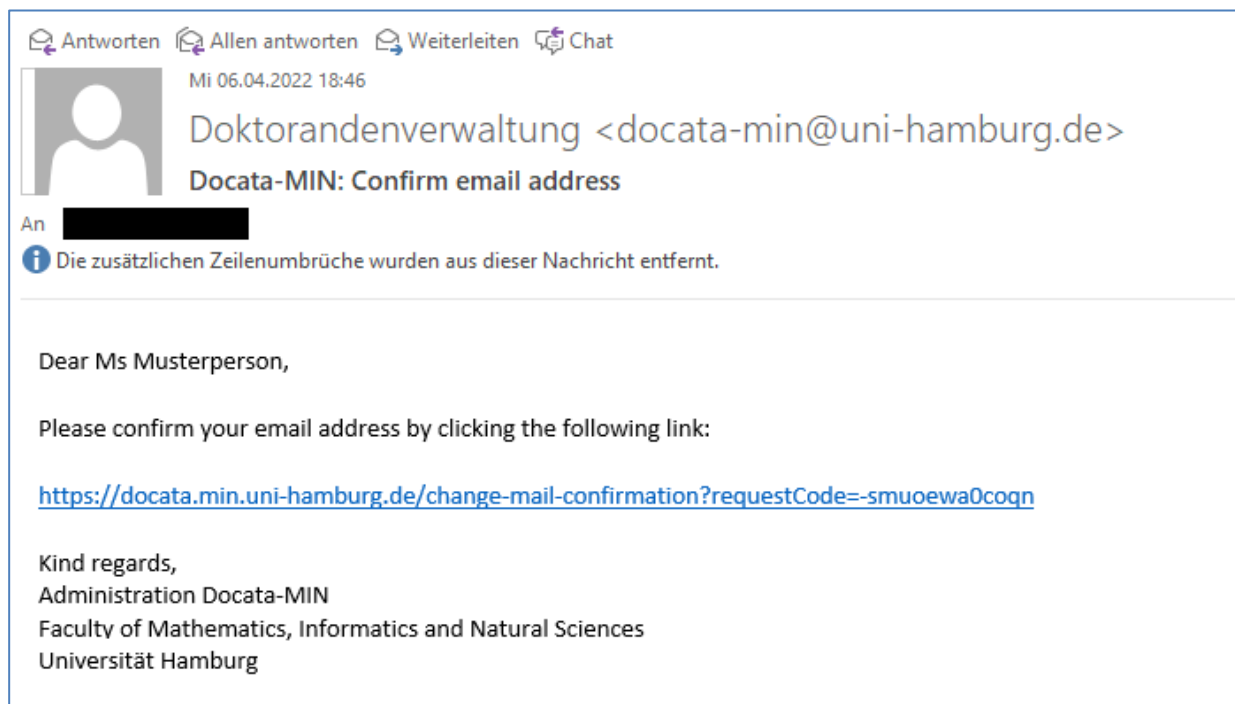
Email address*

Email address* [Confirm again](#) [Delete](#)

When you add an email address, after clicking "Confirm" a message will be sent to you to verify this email address.

[Cancel](#) [Back](#) [Next](#)

The verification message is accompanied by a link with which you must verify the email entered via Docata-MIN:

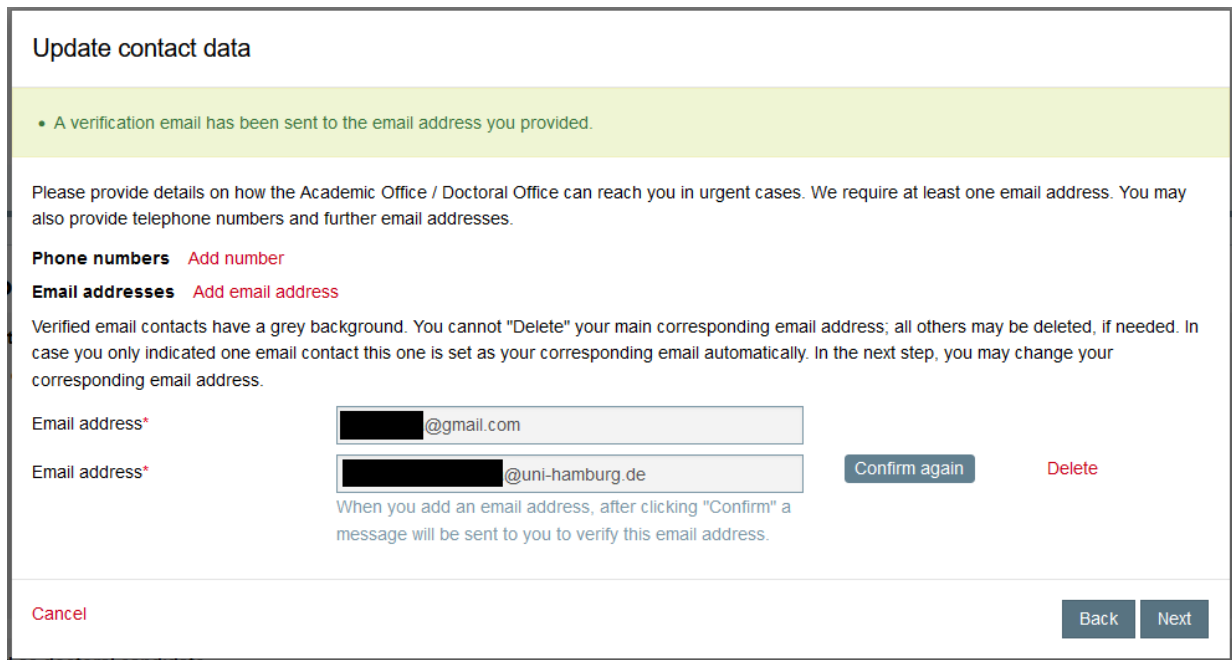


Step 4

After clicking on the link attached to the verification message, then you will be taken to the following page of Docata-MIN IT system in your browser:



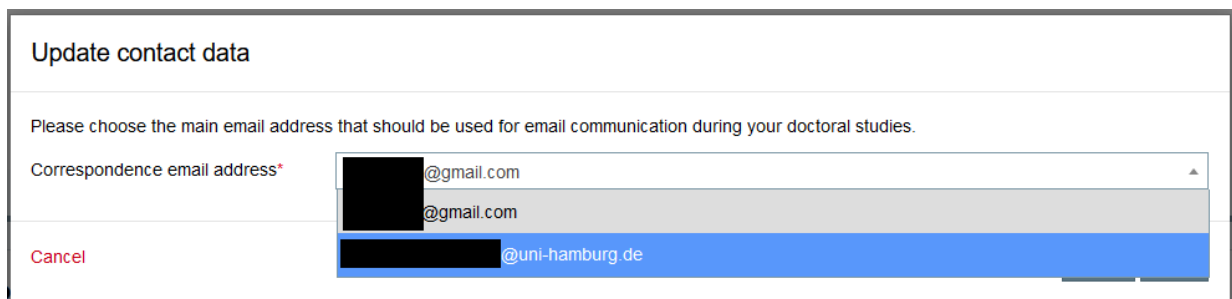
You can close the above page and return to the browser page where the wizard is still open. Here you then click *Next*:



The screenshot shows the 'Update contact data' form in the Docata-MIN IT system. The form is titled 'Update contact data' and includes a green notification bar stating: 'A verification email has been sent to the email address you provided.' Below this, the user is prompted to provide details on how the Academic Office / Doctoral Office can reach them in urgent cases. The form includes sections for 'Phone numbers' and 'Email addresses', each with an 'Add' button. A list of email addresses is shown, with the first one highlighted in grey, indicating it is the main correspondence email. A 'Confirm again' button and a 'Delete' button are visible next to the email addresses. A 'Cancel' button is located at the bottom left, and 'Back' and 'Next' buttons are at the bottom right.

Step 5

After clicking *Next* in the upper window you will get to the section where you can now select a new correspondence email address:



The screenshot shows the 'Update contact data' form in the Docata-MIN IT system, specifically the section for selecting a main correspondence email address. The form is titled 'Update contact data' and includes a prompt: 'Please choose the main email address that should be used for email communication during your doctoral studies.' A dropdown menu is shown with three email addresses: two with grey backgrounds and one with a blue background, indicating it is the selected main correspondence email. A 'Cancel' button is located at the bottom left.

Update contact data

Please choose the main email address that should be used for email communication during your doctoral studies.

Correspondence email address*

[Cancel](#) [Back](#) [Next](#)

Step 6

After clicking *Next* in the upper window, you will get to the last section where you have to save the changes made in the Docata MIN IT system. To do this, click *Finish*:

Update contact data

By clicking "Finish" your changes will be saved permanently.

[Cancel](#) [Back](#) [Finish](#)

And then you will get the confirmation of saving the changes:

Update contact data

Thank you for updating your personal contact data.

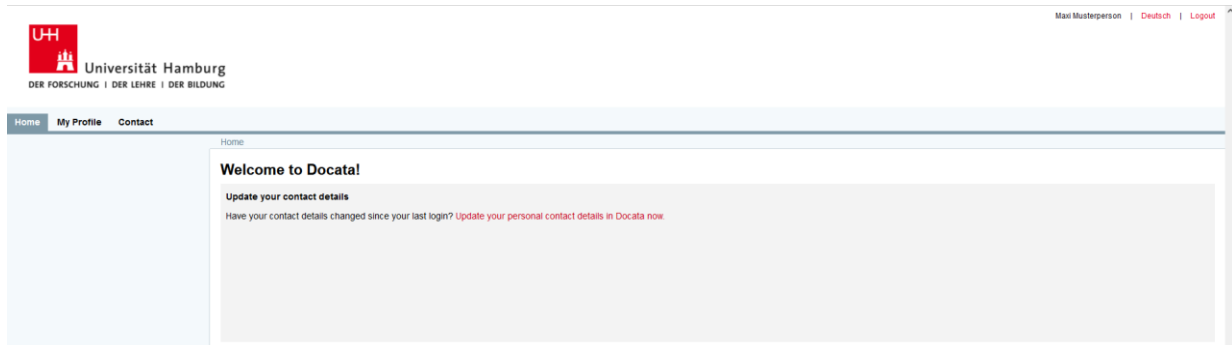
[Close](#)

After clicking *Close*, you can view the newly entered email address confirmed as a correspondence email address under *My Profile > Personal data > Contact data > Email addresses*:

The screenshot shows the user interface of the Docata MIN IT system. At the top left is the University of Hamburg logo and name. The user is logged in as 'Maxi Musterperson (9502)'. The navigation menu includes 'Home', 'My Profile', and 'Contact'. The current page is 'Contact data', with sub-navigation for 'Addresses', 'Phone/Fax', and 'Email addresses'. The 'Email addresses' section is active, showing a list of email addresses. One address, '██████████@uni-hamburg.de', is highlighted as the 'Korrespondenzadresse' (correspondence address) and is marked as 'Address confirmed'. The status for this address is 'Address confirmed'.

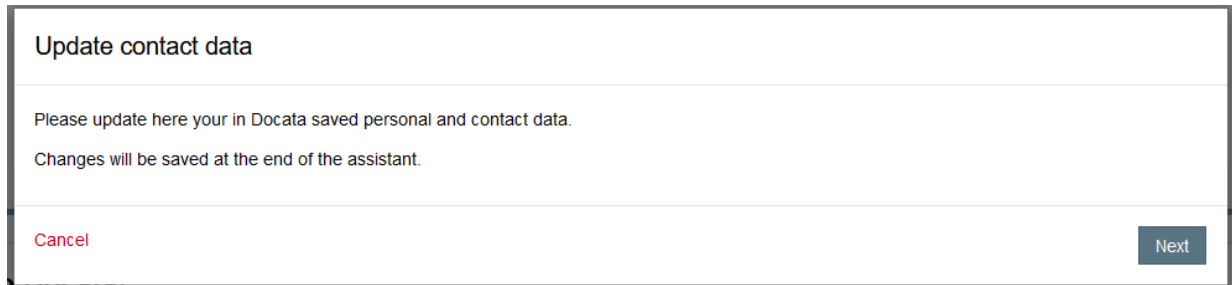
Step 7

After you have set a new correspondence email address, you can delete the old one by opening the wizard again



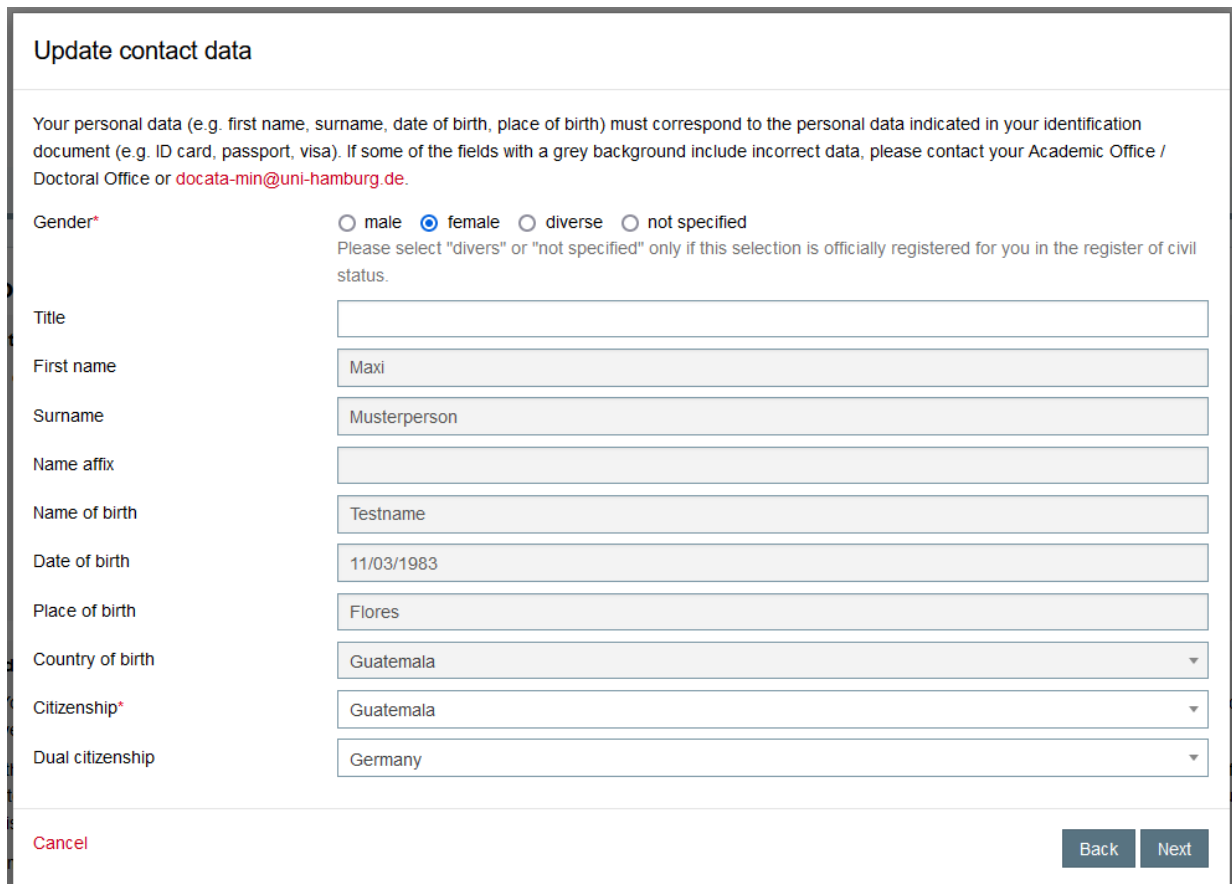
and go through the following steps below.

Click on *Next* here:



The screenshot shows a form titled "Update contact data". The text inside the form reads: "Please update here your in Docata saved personal and contact data. Changes will be saved at the end of the assistant." At the bottom left is a "Cancel" link, and at the bottom right is a "Next" button.

Click on *Next* here:



The screenshot shows a detailed "Update contact data" form. It includes a warning message: "Your personal data (e.g. first name, surname, date of birth, place of birth) must correspond to the personal data indicated in your identification document (e.g. ID card, passport, visa). If some of the fields with a grey background include incorrect data, please contact your Academic Office / Doctoral Office or docata-min@uni-hamburg.de." Below this, there are radio buttons for "Gender*" with options: male, female (selected), diverse, and not specified. A note states: "Please select 'divers' or 'not specified' only if this selection is officially registered for you in the register of civil status." The form contains several input fields with grey backgrounds: Title, First name (Maxi), Surname (Musterson), Name affix, Name of birth (Testname), Date of birth (11/03/1983), Place of birth (Flores), Country of birth (Guatemala), Citizenship* (Guatemala), and Dual citizenship (Germany). At the bottom left is a "Cancel" link, and at the bottom right are "Back" and "Next" buttons.

Click on *Next* here:

Update contact data

Please provide at least one valid mailing address where you wish to be contacted during your doctoral studies. You may also provide additional addresses in the next step.

List of addresses

Address	Edit	Cancel
Bundesstr. 55, Raum 8, 20146 Hamburg, Germany	Edit	Cancel
Musterstr. 8, 24558 Henstedt-Ulzburg, Germany	Edit	Cancel

Do you want to add a (further) address?*

Yes No

[Cancel](#) [Back](#) [Next](#)

Click on *Next* here:

Update contact data

Please choose the main mailing address that should be used for postal communication during your doctoral studies.

Correspondence address*

[Cancel](#) [Back](#) [Next](#)

Here you will then need to click on the *Delete* link:

Update contact data

Please provide details on how the Academic Office / Doctoral Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.

Phone numbers [Add number](#)

Email addresses [Add email address](#)

Verified email contacts have a grey background. You cannot "Delete" your main corresponding email address; all others may be deleted, if needed. In case you only indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.

Email address*	<input type="text" value="██████████@gmail.com"/>	Delete
Email address*	<input type="text" value="██████████@uni-hamburg.de"/>	

[Cancel](#) [Back](#) [Next](#)

The result of the deletion can then be seen directly in the screen after clicking on *Delete*. You must now click *Next* so that you save the deletion at the end of the wizard and submit it to the Docata-MIN IT system:

Update contact data

Please provide details on how the Academic Office / Doctoral Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.

Phone numbers [Add number](#)

Email addresses [Add email address](#)

Verified email contacts have a grey background. You cannot "Delete" your main corresponding email address; all others may be deleted, if needed. In case you only indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.

Email address*

[Cancel](#) [Back](#) [Next](#)

Here, the email address you just deleted is not selectable. Click *Next*:

Update contact data

Please choose the main email address that should be used for email communication during your doctoral studies.

Correspondence email address*

[Cancel](#) [Back](#) [Next](#)

After clicking *Next* in the upper window you will get to the last section where you have to save your changes in the Docata MIN IT system. To do this, click *Finish*:

Update contact data

By clicking "Finish" your changes will be saved permanently.

[Cancel](#) [Back](#) [Finish](#)

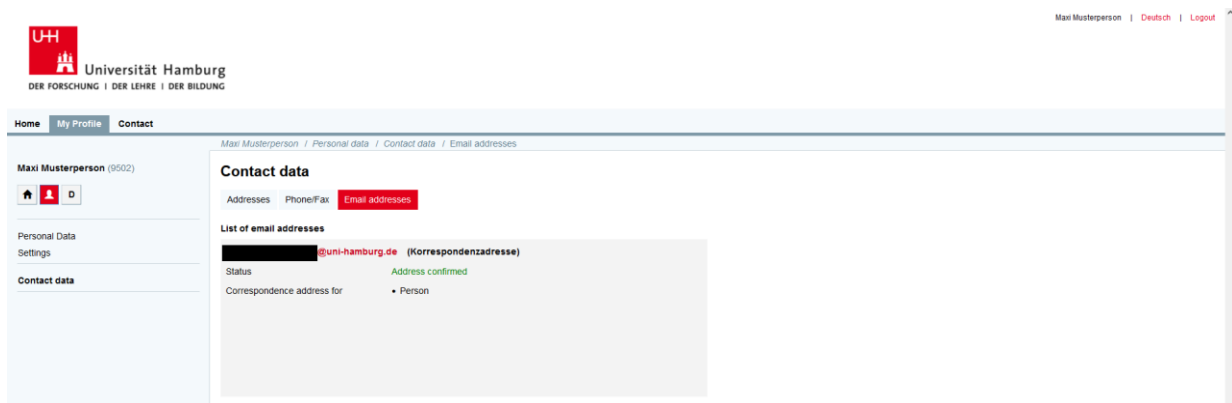
And then you will get the confirmation of saving the changes:

Update contact data

Thank you for updating your personal contact data.

[Close](#)

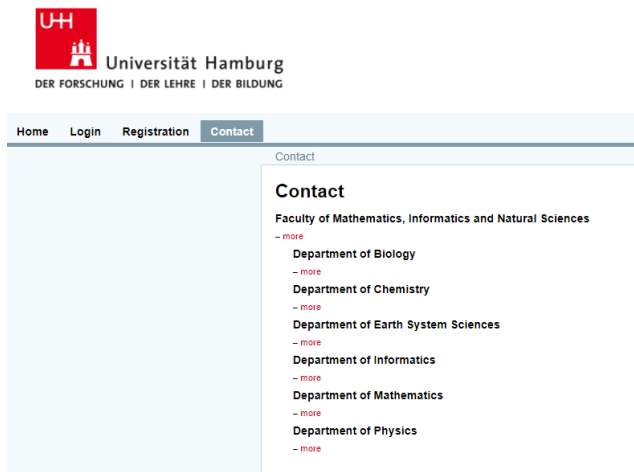
After you click *Close*, you can check the deletion of the email address under *My Profile > Personal data > Contact data > Email addresses*:



The screenshot shows the user profile page for 'Maxi Musterperson' at the University of Hamburg. The page is titled 'Contact data' and has a breadcrumb trail: 'Maxi Musterperson / Personal data / Contact data / Email addresses'. On the left, there is a sidebar with navigation options: 'Home', 'My Profile', and 'Contact'. The main content area shows 'List of email addresses' with one entry: a redacted email address followed by '@uni-hamburg.de (Korrespondenzadresse)'. The status is 'Address confirmed' and it is marked as the 'Correspondence address for' a 'Person'.

3. Contact

You can find the contact details for the responsible Academic Offices or the Doctoral Office here under 'Contact' in Docata-MIN or on the [websites](#) of your department.



The screenshot shows the 'Contact' page on the University of Hamburg website. The page title is 'Contact' and it lists the 'Faculty of Mathematics, Informatics and Natural Sciences'. Below this, there is a list of departments, each with a '- more' link: Department of Biology, Department of Chemistry, Department of Earth System Sciences, Department of Informatics, Department of Mathematics, and Department of Physics.