Welcome to VUB-CSC PhD Scholarship Programme

(国家建设高水平大学公派研究生项目)

Instructions for online application at VUB

For incoming students

Academic year 2019-2020

Steps:

- Search for a CSC PhD vacancy
- Fill in the online application form
- Create your applicant account (register)
- Complete your personal data
- Upload required and relevant documents
1. Search for a CSC excellence PhD vacancy

1.1 To search for a CSC Scholarship PhD vacancy and start online application, please click HERE. You will then be able to search for vacancies using the available filters “study area” and “study field” (you don’t have to fill in “keywords”). Click on Show vacancy details to see if the vacancies match your research topic. (Please see the screenshot below.)

1.2 Vacancies marked with a green LED light are open for applications, while those marked with a red LED light are not accepting applications at this time. To view the description of the vacancy, click on the icon next to each vacancy. (Please see the screenshot below.)
### 2. Fill in the online application form

2.1 To apply for a vacancy please click on **either the green led** next to the vacancy or by clicking on the [Open online application form](#) in the [Display details of this vacancy](#) view as explained above in step 1. Please fill in all the mandatory fields of the “Application Form” and then click on [Send Application](#). (Please see the screenshot below.)

![Application Form](#)
2.2 After sending the application, please check your email box. You will receive an email with the subject line “CSC Application form submitted – Please register”. In this email you will find a link that you need to follow to continue your application. **Please click on the link at the end of the email to first register your application in the VUB online mobility database. You can use the login information at the bottom of the page to enter your account.** (Please see the sample email below.)

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**To:** John Doe  
**Subject:** CSC application confirmation  

Dear Mr. Doe,

Thank you for your registration for the CSC Scholarship.

For your further online application, please click on the 'Log in' link at the bottom of the page. You can enter your account with the login information (login email address and password), also at the bottom of this email.

You can consult the infofile for more information about the application procedure on the website [http://www.vub.ac.be/en/international/cscphd](http://www.vub.ac.be/en/international/cscphd)

The deadline for submitting the online application is 18 February, 2019. If you have no more time to complete the application form, you can always come back to it (until February 1, 2019) and edit the pages that were not completed yet. Please note that the earlier your application is completed, the more chance you have to be accepted.

The programme is open to Chinese students ONLY.

Best regards,

Ms. Xiaohong Tong  
Mr. Maarten Gennay  
International Relations and Mobility Office  
Vrije Universiteit Brussel

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Login: John.doe@vub.be  
Password: Swallowpassword

[Login](https://www.service4mobility.com/europe/LServlet?ben_login=maarten.gennay@vub.be&language=en&identifier=BRUSSEL01)

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**Note:** If you apply for multiple topics, you use the same login and password. When entering your account, you first arrive on a page where you select the application you wish to proceed with.

3. **Complete your personal data**

3.1 The first time you access your online mobility account (the one that you have created in step 2 as described above) you will see an overview of the steps that you need to follow to complete your application. (Please see the screenshot below.)
Click on **Complete personal data** to fill in some personal data regarding your contact details. Please fill in all mandatory fields and click on **Create** to proceed with your application. (Please see the screenshot below.)

### Edit personal data

**Personal details**

- **Last name**: IRMO
- **First name**: Test
- **Gender**: Male
- **Date of birth**: 01.01.1987
- **E-Mail address**: cherrychiao@gmail.com
- **Nationality**: China

**Current address details**

- **Street**
- **Additional address information**
- **Country**: China
- **Post code**
- **City**
- **Telephone number**

3.2 Next you will see the following view.

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**Action successful!**

Your personal data has been stored successfully. Now you have to upload the required documents and complete the rest of the application workflow.

[Back to the application workflow]
Click on [Back to the application workflow] to return to the workflow and complete the remaining steps of your application.

4. Upload required and relevant documents

4.1 Next you will be asked to fill in necessary information and upload relevant documents.

First, fill in the questionnaire regarding your international passport (if applicable) and upload your English language certificate by clicking on Complete Information about education and Upload English language certificate respectively (as shown below).

Note: For English language certificate, if you have one of following documents, please upload. Otherwise, an interview with professor will be organized:

a) A document attesting that English is the language of instruction for several courses followed (at least 15 ECTS);

b) A language test: only TOEFL, TOEIC, IELTS, CPE, CAE are accepted.

The questionnaire on your educational background contains 5 steps.

You can use the buttons at the head of each page of the questionnaire to navigate forward.
If you wish to update some of the fields you already entered you will be able to do so using the “Back to previous page” button.

When you want to make adjustments, you click on the ‘update’ button.

After making all adjustments click on one of the “save” button on the bottom of the page.

When all pages of the questionnaire have been filled in and the data has been saved you can return to the application workflow by clicking the link on the menu on the left.

You will then see the following view:
4.3 Similarly, fill in the information regarding your professional life.

4.4 Next you will be asked to upload your research plan. To do so, click on the **Upload your research plan** button. Browse for the file and then press on **Create**.

Likewise repeat the procedure to upload your CV and a copy of your ID or passport.

4.5. Once all the items are checked with icon ✔️, your online application is complete (as the screenshot shown below). You will receive an automatic email with the subject line “**CSC – Application documents received**”. The last steps of the workflow (marked with a red checkbox) will be preceded by the VUB Scientific Committees and the VUB Admission Office.

4.6. Once you have completed all steps, IRMO is automatically informed that your application is complete. So be sure that all documents are uploaded correctly before finishing the last step. A Scientific Committee, installed for each doctoral programme and study fields, will then evaluate the candidate’s academic qualifications and data provided through the online application form. The committee will assess candidates’ eligibility for the programme and pre-select a number of candidates. **All candidates will be notified of the outcome of the decision of acceptance via personal email as soon as possible (not later than March 2019).**

**Application to the CSC**

The candidates who are accepted by VUB will be assessed by the China Scholarship Council (CSC). With the invitation letter issued by VUB, the accepted candidates can start online application on CSC website for the scholarship. The specific information of this procedure is announced on CSC website (only in Chinese):

http://apply.csc.edu.cn/csc/main/person/login/index.jsf

Regulation & application procedure of this scholarship on CSC website (only in Chinese):
Final candidates with the VUB-CSC scholarship

In May 2018, CSC will confirm the final candidates for the VUB-CSC scholarship programme. VUB will send the official admission letter to the final candidates to apply for a Belgian visa. The successful scholarship holders will receive information from VUB for preparing their arrival in Brussels and start their PhD at VUB in September 2018.

Contact VUB

Should you have further questions, do not hesitate to contact us by sending an e-mail to the International Relations office at VUB: international.relations@vub.ac.be

Please mention 'CSC PhD Application' or 'CSC Postdoctoral Application' in the subject of your e-mail.


VUB China Network

For more information about the collaboration between VUB and Chinese institutions, VUB China Alumni Association, and practical information of study at VUB, please visit the website of VUB China Network (in both English and Chinese): http://www.chinanetworkvub.eu

Other useful information:
PhD guide at VUB: www.vubphdguide.com
VUB official website in English: www.vub.ac.be/en
VUB news portal: http://www.vubtoday.be
International Relations office at VUB: www.vub.ac.be/en/international
Brussels official website: www.brussels.be
Visit Brussels: https://visit.brussels/en

*NOTE: as from 2018, all candidates who are accepted by CSC-VUB scholarship programme for studying at VUB will be completely exempted from APS certificate. If the candidates are accepted by professor directly without going through this application procedure will not be in the exemption list unless if the VUB international office is informed.