How to apply for a PhD?
Contents
Introduction .................................................................................................................................................. 4
Step 1: Create an account .......................................................................................................................... 5
  Residence status ........................................................................................................................................ 7
  Belgian registration number ..................................................................................................................... 7
  Bank account number .............................................................................................................................. 7
  Official residence address ...................................................................................................................... 7
Step 2: Privacy preferences ....................................................................................................................... 8
Step 3: Prior education .............................................................................................................................. 9
  Secondary education ............................................................................................................................ 9
  Higher education ........................................................................................................................................ 10
Step 4: Social services ............................................................................................................................ 11
Step 5: Programme selection .................................................................................................................... 12
  Scholarship programme .......................................................................................................................... 12
  Working and studying .............................................................................................................................. 12
  Visiting or exchange student ................................................................................................................ 13
  Choice of programme ............................................................................................................................. 13
Step 6: Document checklist ..................................................................................................................... 14
Step 7: Intake survey ................................................................................................................................ 15
Step 8: Completing your application ........................................................................................................ 15
FAQs ............................................................................................................................................................. 17
  When will my application file be reviewed? ............................................................................................ 17
  Where can I check for possible developments in my application review? ........................................... 17
  How can I add documents to my application file? ................................................................................ 17
  The required documents in this manual do not match the requested documents in the application tool.......................................................................................................................................................... 17
  I receive an error message when I try to upload extra documents. How can I complete my application file? .......................................................................................................................................................... 17
  How long will the application process take? ........................................................................................... 17
  I applied for the wrong programme, can I switch programmes? .......................................................... 17
  My question is not listed? ....................................................................................................................... 17
**Important**

**Deadlines**

There is no deadline for applications. A PhD can be started any time during the year.

**Required documents**

All applications must be complete upon submission. There are general required documents, the same for all our programs, and program-specific documents.

For a PhD application, you need the following documents

- Passport photo
- Identity card or passport
- Research topic and Research proposal
- Document 'Application form Registration PhD' *(without this signed document from your supervisor, your application is invalid)*
- CV
- (master) Diploma
- Motivation letter
- 2 recommendation letters
- If you are applying in the framework of a joint PhD, please mention this in the uploaded documents.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master program (general guideline)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Msc Management</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Msc Communication studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master-after-Master</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chinese nationals who obtained their degree in China also require an **APS-certificate**.
INTRODUCTION

Your admission application consists of the following steps:

- **Stap 1**
  - Create an account
  - Provide personal details

- **Stap 2**
  - You receive a temporary user account for your application

- **Stap 3**
  - Complete your online application

- **Stap 4**
  - Check if file is complete (by OWSA)

- **Stap 5**
  - Academic screening of your application (by the faculty)

- **Stap 6**
  - Formal screening of your application (by OWSA)

- **Stap 7**
  - You will receive the final result of your application (e-mail/postal mail)

- **Stap 8**
  - You can use your conditional letter of acceptance to enrol
STEP 1: CREATE AN ACCOUNT

Go to https://aanmelden.cumulus.vub.ac.be

If you already have a netID you can use this to login. Once logged in you can click the blue ‘new application button’ in your self service.

Proceed to step 2.

Click on ‘Create new account’ (for all new VUB students)

You should now see the screen below.

Your email address will also serve as your temporary username, which you will use during the entire application procedure. After filling out your email address and password, tick the ‘I'm not a robot’ box. A Captcha screen, such as the one below, will pop up and ask you to perform a certain task. If you are applying from China it might be that Captcha is blocked. If this is the case we advise you ask someone to create an account for you.

Terug naar de inhoudsopgave.
After having performed and verified the Captcha-task, click on ‘Next step’. As a result, the following screen should appear.

Belgian citizens or students with a residence permit can use their electronic identity card and a card reader to fill out parts of the application form. If this does not work, start afresh and fill out everything manually.

Please note that the name you provide will appear on your letter of acceptance and diploma, so you should make sure it is official and filled out correctly.

Terug naar de inhoudsopgave.
Note: ‘Last name’ refers to your family name/surname and ‘first name’ refers to your given name.

RESIDENCE STATUS
Belgian and European citizens have only one option to choose from in this field (Nationals of the European Economic Area). Non-European citizens will be able to choose from several options.

Students who are applying to stay in Belgium on a student visa or work visa should choose ‘Other’. Students staying in Belgium on a different type of visa can choose the nature of their stay.

BELGIAN REGISTRATION NUMBER
This field is strictly for Belgian students or students with a residence permit for Belgium. International students can leave the field blank.

BANK ACCOUNT NUMBER
Please leave the field for the bank account number blank. Your bank account number will be added at a later stage if required.

OFFICIAL RESIDENCE ADDRESS
Only students with a Belgian national ID number (or Belgian national registration number) can provide a Belgian address here. All other students should fill out an address from their home country.

After filling out your personal details and official residence address, click on ‘Create account’.
**STEP 2: PRIVACY PREFERENCES**

This page allows you to adjust your privacy preferences. The university will only disclose your personal information to third parties if you give your permission and if it is deemed beneficial for you.

More information can be found here [https://my.vub.ac.be/en/privacy](https://my.vub.ac.be/en/privacy)
**STEP 3: PRIOR EDUCATION**

The third step is the **most important step** of the application procedure. This is where you need to fill out the details of your prior education, which influences your course options in the step “program selection”.

**SECONDARY EDUCATION**

Please note this step is a requirement to fill in your higher (master) degree in the application tool.

Students who did not obtain their diploma in Belgium should choose ‘Foreign country’ as location, after which you can specify in which country you obtained your degree by clicking the hour glass icon.

To select your diploma, click on the search button and select ‘99, Andere/Other’ as diploma, then proceed to specify your diploma name. The diploma name need to correspond with the title as mentioned on your diploma (e.g. High School Diploma).
Please do not forget to tick the 'Higher Education Flag'-box. To start a PhD you usually obtained a masters degree that needs to be filled out in this application tool to avoid delays in your file.

**HIGHER EDUCATION**

Fill out the ‘My Higher Education’ form to specify the (master)diploma you obtained.

Please make sure to indicate whether you have successfully completed your programme or not. This is important to determine whether you can be granted direct admission.

**MY HIGHER EDUCATION**

If you obtained more than one degree in higher education, click on the ‘+’ icon and fill out the details.

**Please only mention degrees you have obtained.**

If you have listed (all) your higher education diploma(s) under ‘My Higher Education’, click ‘Next step’.

Terug naar de inhoudsopgave.
STEP 4: SOCIAL SERVICES

Please note that this page is not applicable to foreign students, as it is designed specifically for Belgian students. **Students applying on a student visa are not eligible for a scholarship from the Flemish Community.**

If you wish to **rent a VUB room**, you should consult the following link in order to apply: [https://my.vub.ac.be/en/housing](https://my.vub.ac.be/en/housing)

If you are applying to study at the VUB on a student visa, you can simply proceed to the next step.

The Vrije Universiteit Brussels helps make it comfortable for you to live and study in Brussels.

SCHOLARSHIP

- [ ] I received a scholarship last year
- [ ] I will apply this year for a scholarship with the Flemish Community

HOUSING

The Vrije Universiteit Brussel helps you to live and study in Brussels in comfortable conditions. For further information contact the Housing Department:


- [ ] Renting a VUB room

DISABILITIES

The Vrije Universiteit provides targeted services for students with disabilities. For further information contact the Disability and Study Department:


ATHLETE

- [ ] I wish to apply for the status of athlete

For more information visit top-class-sports:


Terug naar de inhoudsopgave.
**STEP 5: PROGRAMME SELECTION**

Select the programme of your choice on this page.

### SCHOLARSHIP PROGRAMME

You cannot apply for a scholarship on this page. Please leave this section blank as filling it out might create technical errors.

Students who have been granted a scholarship can submit proof of this by uploading the document later at step 6, ‘Document checklist’. It can be uploaded as an extra document. If there is no room left, it can also be sent to studentadministration@vub.be.

### WORKING AND STUDYING

When applying for a PHD always choose day classes, otherwise your will not be able to select a PHD in the Program request section.

Fill out this section as depicted below:
**WORKING AND STUDYING**

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select day or evening classes</td>
<td>Day</td>
</tr>
<tr>
<td>BEV / OUV</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Proof of employment / recipient of social security benefit, I solemnly swear</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

**VISITING OR EXCHANGE STUDENT**

Choose ‘Not applicable’.

**CHOICE OF PROGRAMME**

Finally, you need to indicate the programme of your choice.

Please tick the box ‘**this is my first enrolment within Flemish Higher Education**’ if you are applying for your first degree in Flanders. Exchange programmes do not count.

You can choose the course filter, however, if you choose ‘Show those programmes which are available on the basis of my previous education’ and your programme of choice is not available, choose the first option: ‘Show the complete list of VUB courses. I am registering based on my file’.

**CHOICE OF PROGRAMME**

- [ ] This is my first enrolment within Flemish Higher Education
- [ ] This is a registration for which I wish to combine enrolments in diploma contracts

**Course filter:**

- [ ] Show the complete list of VUB courses. I am registering based on my file.
- [ ] Show those programmes which are available on the basis of my previous education

**Create A New Application**

- [ ] *Course Load
- [ ] *Registration period
- [ ] *Training level
- [ ] *Programme
- [ ] *Course plan
- [ ] *Required field

*Full-Time
Ph.D.
00569
000001624
Default track

**Note:** If you cannot find your desired training level, check whether you have saved your previous higher education, if the scholarship field is filled out (if so, leave it blank) and whether you have selected day classes. All these parameters influence the number of choices in your programme request.

Fill out the rest of the form and select ‘Next step’ to continue.
**STEP 6: DOCUMENT CHECKLIST**

This page contains an overview of all the required documents, which need to be uploaded in PDF or JPEG format.

If you do not possess the required documents yet, these can be uploaded to your Studenten SelfService later.

If you do not succeed in uploading the documents to your Student SelfService either, you can send the documents as attachment in an email to studentadministration@vub.be.

---

**REQUIRED DOCUMENTS**

<table>
<thead>
<tr>
<th>Request Description</th>
<th>Upload</th>
<th>Attached File</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Photograph</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
<tr>
<td>2 Proof of identity</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
<tr>
<td>3 Diploma secondary education</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
<tr>
<td>4 Diploma higher education</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
</tbody>
</table>

---

**ADDITIONAL DOCUMENTS**

<table>
<thead>
<tr>
<th>Request Description</th>
<th>Upload</th>
<th>Attached File</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ADDITIONAL DOCUMENTS</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
</tbody>
</table>

For more information regarding the required documents in general, you can consult this [link](#).

**If you have not yet obtained your diploma, use a registration certificate instead and provide us with preliminary grade sheets.**

Once you have uploaded (all) the documents, click on ‘Next Step’.

Please consult our [required documents section](#) in order to submit a complete file. If you don’t have enough place to upload your documents separately, please merge them in 1 file and upload under ‘additional documents’. When you are having issues with uploading your documents please e-mail them to studentadministration@vub.ac.be

---

Terug naar de [inhoudsopgave](#).
**STEP 7: INTAKE SURVEY**

Please note that this survey is specifically designed for Belgian students. **You can ignore this part and click ‘Next step’ at the bottom of the page.**

! as soon as you select something in the survey you are required to fill out the complete survey.

**STEP 8: COMPLETING YOUR APPLICATION**

You can now complete your application!

Apply for the programme's that you wish to register for.

**CONFIRM PROGRAMME**

<table>
<thead>
<tr>
<th>Current Applications</th>
<th>Admit Term</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Acy2017-18</td>
<td>PhD Economics</td>
<td>Default track</td>
</tr>
</tbody>
</table>

1. Click on the checklist icon in order to submit your application.

2. Confirm that you want to submit your application

   **Note:** Only click on the submit button once per programme request. If you accidentally applied for the same programme twice, try not to finish it at the end. You will receive every communication twice, which may cause confusion.

Terug naar de [inhoudsopgave](#).
3. Once you have confirmed that you want to submit your application, you will receive the following notification:

![Message](image)
FAQs

**When will my application file be reviewed?**
As soon as we have received your application, your file will be placed on a list with applications to review. Our office will then screen if your file is complete and send it to the faculty as soon as possible.

**Where can I check for possible developments in my application review?**
You can check the status of your file by logging in to the Student SelfService with your temporary user account. If you click on ‘Admissions and registration’ you will be able to see which phase of review your application is currently in.

**How can I add documents to my application file?**
You can log in to your Student SelfService with your temporary user account. Navigate to Main Menu > SelfService > Student Admission > SelfService enrolment, select the programme you applied for and click ‘continue’. You can upload documents by clicking the paperclip icon.

**The required documents in this manual do not match the requested documents in the application tool.**
In order to submit a complete application, you need to upload all the documents as stated in the ‘required documents’ section of this manual. This list is complete and correct. If the application tool requests different document please ignore them an provide the documents as listed in this manual. All application are checked manually by our office to check whether the above mentioned documents were added to your online application file.

**I receive an error message when I try to upload extra documents. How can I complete my application file?**
You can send your extra documents to studentadministration@vub.be. We will add them to your application file and notify you when we have done so. Don’t forget to mention your complete name in the email.

**How long will the application process take?**
Your file will be reviewed by 3 different parties or more if your file needs extra documents. Every department will screen your file as soon as possible.

**I applied for the wrong programme, can I switch programmes?**
If you notice you applied for the incorrect programme, please fill out the online application again, using your temporary user account. If you then send an email to studentadministration@vub.be, we will cancel the incorrect application.

**My question is not listed?**
Send an email to studentadministration@vub.be.