

How to apply for a PhD?

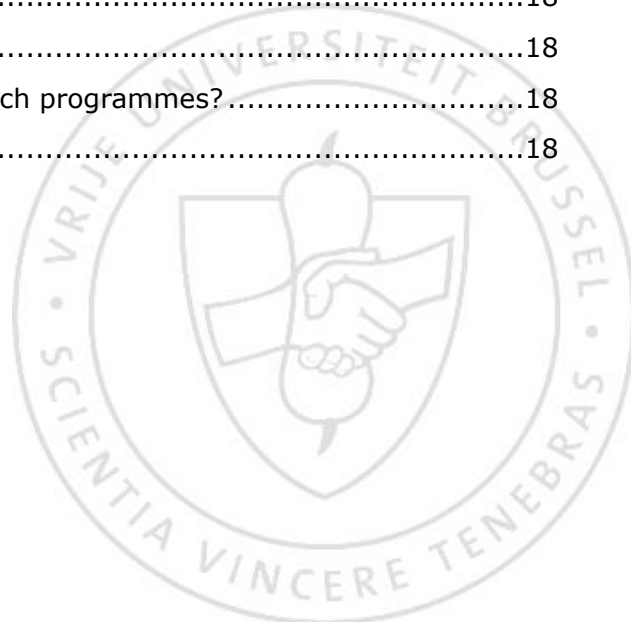


STUDENTENADMINISTRATIE
STUDENT ADMINISTRATION



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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
- ['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.

| | Passport | Passport picture | High school degree | Bachelor Degree + transcripts[1] | Master degree + transcripts[2] | Proof of language proficiency | Motivation letter | 2 Reference letters [3] | CV | Enrollment form PhD | Research proposal |
|------------------------------------|----------|------------------|--------------------|----------------------------------|--------------------------------|-------------------------------|-------------------|-------------------------|----|---------------------|-------------------|
| Bachelor program | x | x | x | | | x | x | | | | |
| Master program (general guideline) | x | x | | x | | x | x | x | | | |
| Msc Management | x | x | | x | | x | x | | | | |
| Msc Communication studies | x | x | | x | | x | x | | | | |
| Master-after-Master | x | x | | x | x | x | x | | | | |
| PhD | x | x | | x | x | | x | x | x | x | x |

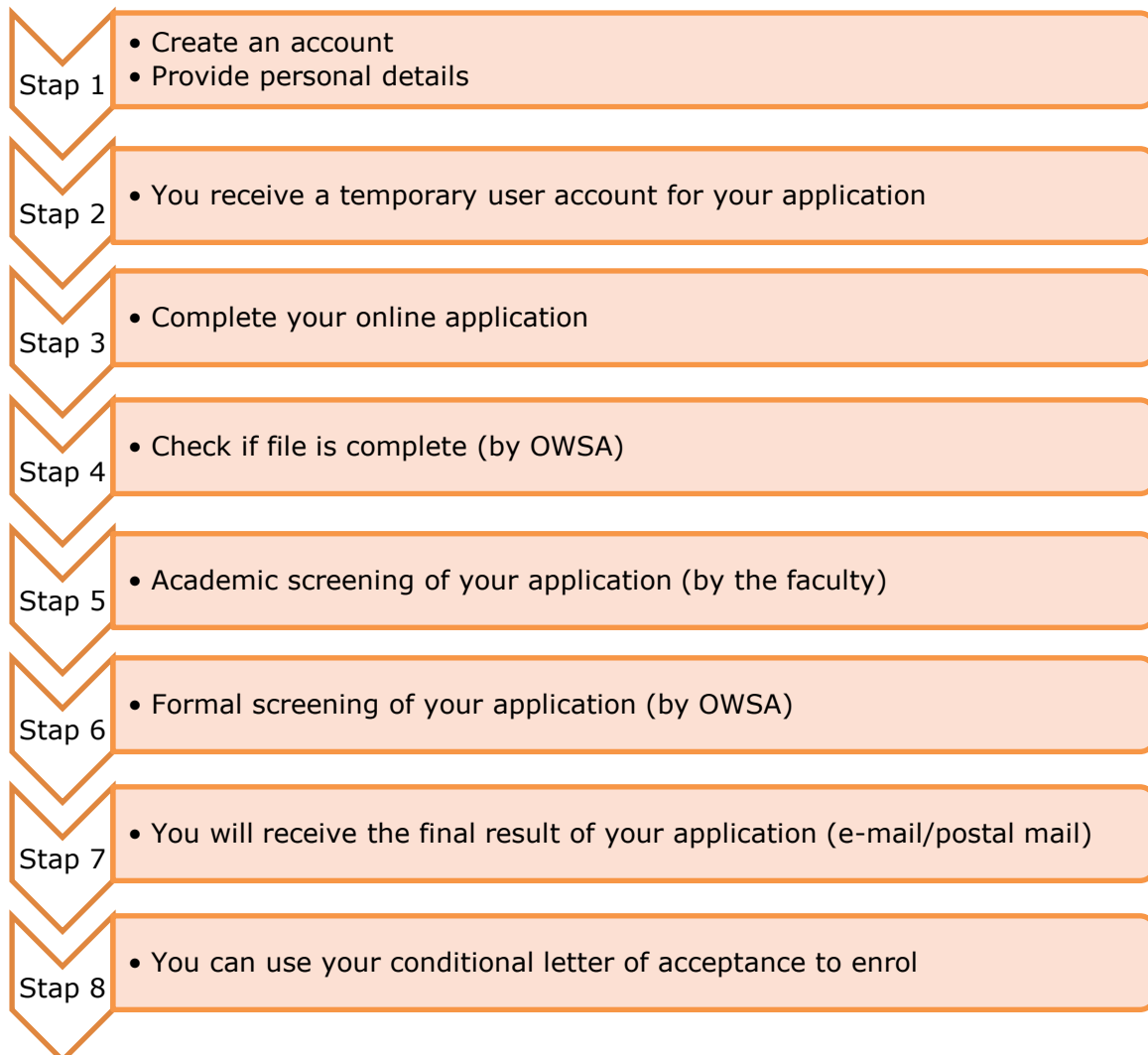
Chinese nationals who obtained their degree in China also require an **APS-certificate**.

Students who obtained a Master degree in Flanders

- Fill out this [form](#), print it and get it signed by your supervisor and [faculty](#) (please note that the approval of the faculty is based on your research topic/proposal. This is another document which you need to fill out. Contact your faculty secretariat or your supervisor for more information).
- To use the correct terminology concerning the name of your doctoral degree, please consult annex 1 of the [Doctoral Regulations](#). In case you wish to start an interdisciplinary doctorate, please contact phd@vub.ac.be in order to add the right designation.
- After the document is signed by your faculty and supervisor, you can drop by at the [Education and student administration at the Brussels Humanities, Sciences & Engineering Campus](#) in order to complete your registration.

INTRODUCTION

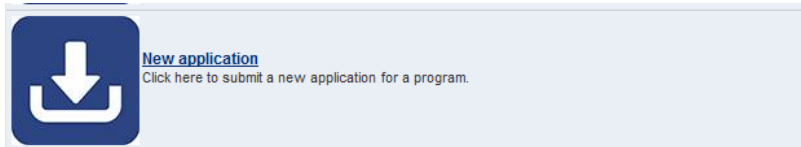
Your admission application consists of the following steps:



STEP 1: CREATE AN ACCOUNT

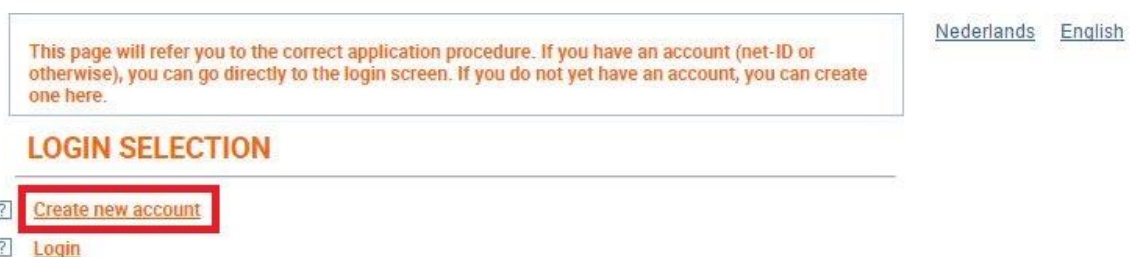
Go to <https://aanmelden.cumulus.vub.ac.be>

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.

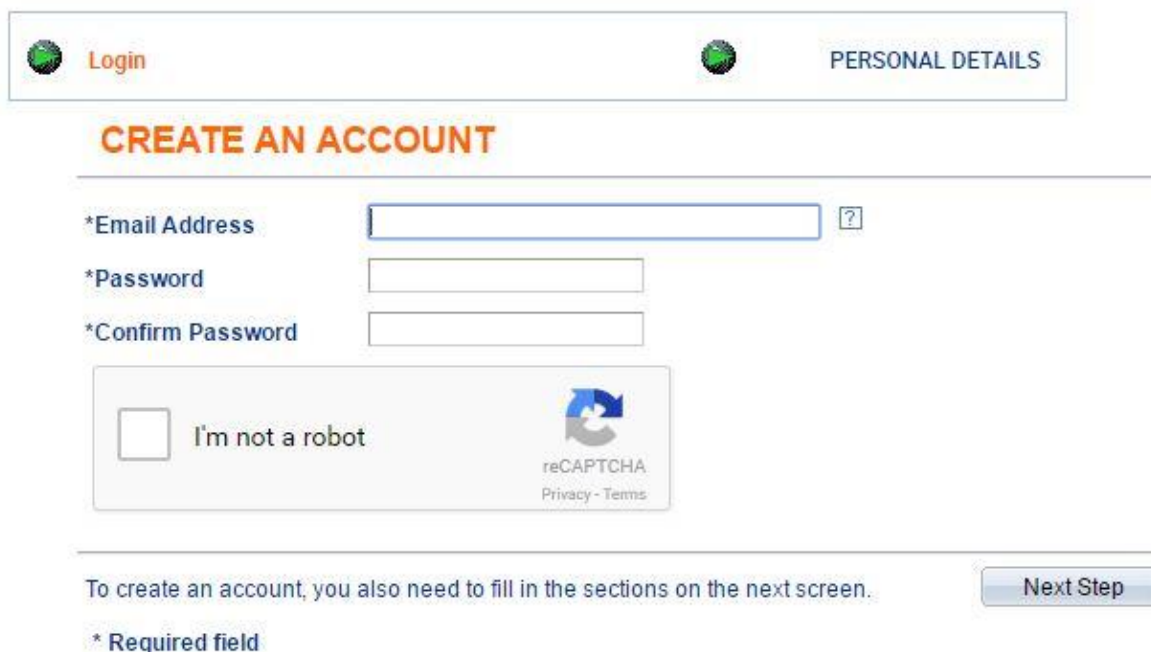


Proceed to [step 2](#).

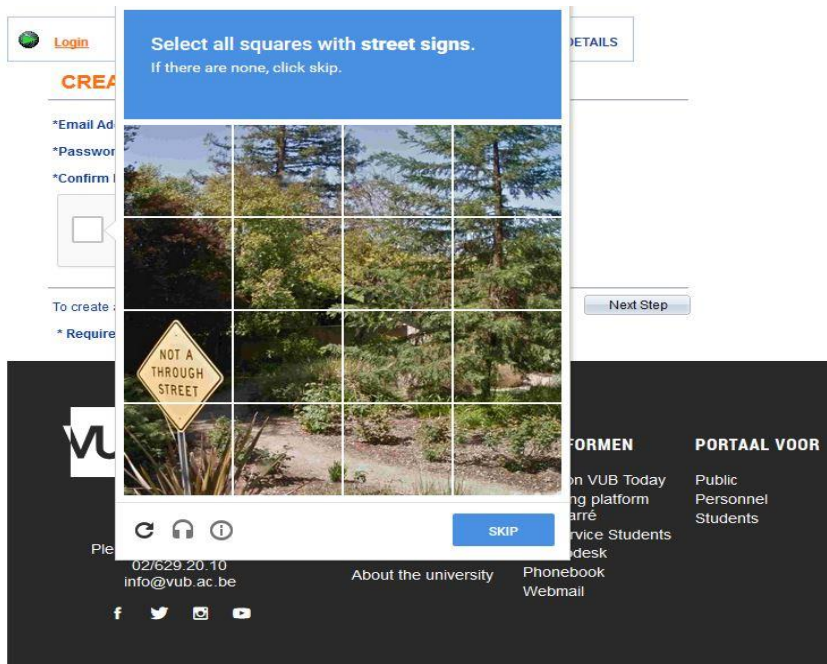
Click on 'Create new account' (for all new VUB students)



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, **please 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 to ask someone to create an account for you.



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.

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.

PERSONAL DETAILS

If you have a Belgian ID card, please use the button to upload your personal details from your card.

If you do not have an eID, please make sure the personal details and contact information you enter are accurate. This information will be used on all official documents and for the creation of your student account.

*Last Name

*First Name

*Date of Birth

*Birth Country

*Birth Location

*Gender

*Marital Status

*Nationality

*Residence Status

Belgian register number

*Telephone Number

*Telephone Emergency

Bank Account Nbr IBAN

Use Belgian eID

Attendant pers. 12 mnths legal

Candidate refugee

Min. 12 months legal residence

Other

Scholarship cultural agreement

Student restricted duration

Unrestricted duration Belgium

Victim of trafficking

OFFICIAL RESIDENCE ADDRESS

*Country

*Street

*Number

Box

*Postal Code

*City

* Required field

Create Account

BELGIAN REGISTRATION NUMBER

This field is solely designed 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 change 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>

- [1 Privacy preferences](#)
- [2 Secondary education](#)
- [3 Higher education](#)
- [4 Social services](#)
- [5 Program selection](#)
- [6 Document checklist](#)
- [7 Confirm Programme](#)

Specify whether your details may be disclosed upon request of third parties, if deemed useful by the VUB.

Pursuant to the Privacy Act, I hereby

give permission

to disclose, upon request of third parties, the data mentioned in this request and/or included in the student database if the University deems this disclosure to be in the interest of the student.

This permission is automatically renewed with each subsequent enrolment via an enrolment form. The permission can only be cancelled by contacting the Education and Student Administration.

For more information, please visit my.vub.ac.be/privacy

[Display my Personal Details](#)

[Next Step](#)

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 that If you do not fill out/answer these questions you will not be able to add your higher (Master) degree into the application tool.

- [1 Privacy preferences](#)
- [2 Secondary education](#)
- [3 Higher education](#)
- [4 Social services](#)
- [5 Program selection](#)
- [6 Document checklist](#)
- [7 Confirm Programme](#)

Haven't been awarded your diploma yet? Please choose the correct option below so you can be granted conditional admission.

If you have obtained your diploma after 2004 at a Flemish institution, we can consult it on the Databank Hoger Onderwijs if you have logged in using your eID.

SECONDARY EDUCATION

*I hold a diploma of secondary education

*Location

*Country

SCHOOL OF SECONDARY EDUCATION

*City

*Language of instruction

*School

STREAM

*Graduation year

*Diploma

*Diploma name

Higher Education Flag:

* Required field

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 magnifying glass icon.

SECONDARY EDUCATION

*I hold a diploma of secondary education

*Location

*Country

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 needs to correspond with the title as mentioned on your diploma (e.g. High School Diploma).

STREAM

*Graduation year ?

*Diploma Andere / Other

*Diploma name

Higher Education Flag: ?

* Required field

Please do not forget to **tick the 'Higher Education Flag'-box**. To start a PhD you usually obtained a Master's 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

First 1 of 1 Last

*Location

*Graduation year

*City

*Country Belize

*Language of instruction

*Institution

*Level of education

*Name of Programme

*Programme status

* Required field

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'.

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>

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:

<https://my.vub.ac.be/en/housing>

- Renting a VUB room

DISABILITIES

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

<http://www.vub.ac.be/en/practical/disability>

ATHLETE

- I wish to apply for the status of athlete

For more information visit -class-sports:

<https://www.vub.ac.be/en/facilities/top-class-sports>

Previous Step

Next Step

STEP 5: PROGRAMME SELECTION

Select the programme of your choice on this page.

Select a programme on the basis of your previous education. If you do not meet the admission requirements, opt for admission by file.

SCHOLARSHIP PROGRAMME

I am submitting my request under a scholarship programme

Scholarships

Specify the scholarship type

WORKING AND STUDYING

More info: [Working and Studying](#)

Select day or evening classes

Day

BEV / OVV

Not applicable

Proof of employment / recipient of social security benefit, I solemnly swear:

Not applicable

Work situation

Not applicable

VISITING OR EXCHANGE STUDENT

Not Applicable

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 | <input type="text"/> |
| *Registration period | <input type="text"/> |
| *Training level | <input type="text"/> |
| *Programme | <input type="text"/> |
| *Course plan | <input type="text"/> |

* Required field

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 you will not be able to select a PHD in the Program request section.

Fill out this section as depicted below:

WORKING AND STUDYING

[More info:](#) [Working and Studying](#)

Select day or evening classes

BEV / OVV

Proof of employment / recipient of social security benefit, I solemnly swear:

Work situation

Day

Not applicable

Not applicable

Not applicable

VISITING OR EXCHANGE STUDENT

Choose 'Not applicable'.

VISITING OR EXCHANGE STUDENT

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

| | |
|---|---|
| <input type="checkbox"/> *Course Load | Full-Time <input type="button" value="v"/> |
| <input type="checkbox"/> *Registration period | 1718 <input type="button" value="Q"/> Academic year 2017-18 |
| <input type="checkbox"/> *Training level | Ph.D. <input type="button" value="v"/> |
| *Programme | 00569 <input type="button" value="Q"/> PHD Economics |
| <input type="checkbox"/> *Course plan | 0000001624 <input type="button" value="Q"/> Default track |
| * Required field | |

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.

With each application a copy of the identity card and passport photo must be uploaded if they have not been uploaded via the Belgian eID. Other uploads differ per registration (e.g. diplomas, proof of European health insurance, etc.)

If you wish to upload **multiple** documents for one item, please assemble them in a single file first.

If you are not able to upload digital documents, please confirm your application without uploading documents. Kindly send us the documents you couldn't upload by email.

Documents should, preferably, be uploaded as PDF or JPEG files, with a maximum size of 2 MB.

REQUIRED DOCUMENTS

| Request Description | Upload | Attached File | Attachment |
|-------------------------------|---------------------------------------|------------------|---|
| 1 Photograph | <input type="button" value="Upload"/> | No file selected | <input type="button" value="Attachment"/> |
| 2 Proof of identity | <input type="button" value="Upload"/> | No file selected | <input type="button" value="Attachment"/> |
| 3 Diploma secondary education | <input type="button" value="Upload"/> | No file selected | <input type="button" value="Attachment"/> |
| 4 Diploma higher education | <input type="button" value="Upload"/> | No file selected | <input type="button" value="Attachment"/> |

ADDITIONAL DOCUMENTS

| Request Description | Upload | Attached File | Attachment |
|------------------------|---------------------------------------|------------------|---|
| 1 ADDITIONAL DOCUMENTS | <input type="button" value="Upload"/> | No file selected | <input type="button" value="Attachment"/> |

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

If the application tool requests different documents please ignore them and provide the documents as listed in this manual.

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

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

| Current Applications | | View All | First | 1-6 of 6 | Last |
|----------------------|---------------|---------------|-------|----------|------|
| Admit Term | Description | Description | | | |
| 1 Acy2017-18 | PHD Economics | Default track | | | |

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

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

CONFIRM PROGRAMME

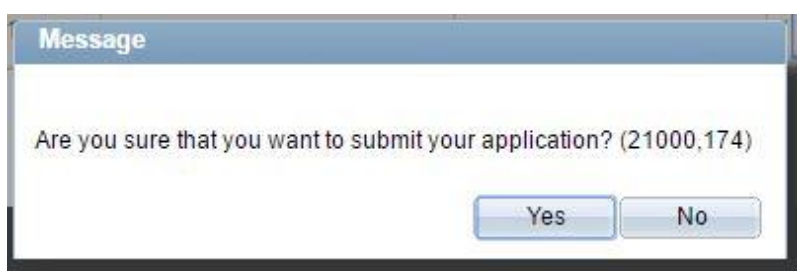
| Current Applications | | View All | First | 1-6 of 6 | Last |
|----------------------|--------------------------------|--------------------------------|-------|----------|------|
| Admit Term | Description | Description | | | |
| 1 Acy2017-18 | MA Linguistics&LiteraryStudies | PR Translation Studies 2 Langu | | | |

Submit

By clicking this button your application will be submitted.

Previous St

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.



3. Once you have confirmed that you want to submit your application, you will receive the following notification:



You have now completed the online application. Please refer to [page 4](#) for an overview of the rest of the process.

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. If your file is complete our office will screen it 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 documents please ignore them and provide the documents as listed in this manual. All applications 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.