



### Official place of residence

Same as address for correspondence

Address :

Postal code : City :

Country :

### Application

Programme : Ph.D. Humanities

Academic year :

Institute :

Supervisor :

Co-supervisor :

Start per : (dd/mm/yyyy)\* Until : (dd/mm/yyyy)

Funding (please check the answer that is relevant to your situation)

I will receive a scholarship and I will attach a letter which proves this, or;

I will receive a monthly salary from my employer, in relation to my Ph.D. research, or;

I do not receive a scholarship nor a monthly salary in relation to my Ph.D. research and I will be self-funding my Ph.D. research.

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\* Please turn to page 6 of the application form for information on submission deadlines.

## Education

### Secondary education

From : (mm/yyyy) Until : (mm/yyyy)

Country :

Institution :

Diploma name :

### Higher education

From : (mm/yyyy) Until : (mm/yyyy)

Country :

Institution :

Field of study :

Diploma name :

From : (mm/yyyy) Until : (mm/yyyy)

Country :

Institution :

Field of study :

Diploma name :

From : (mm/yyyy) Until : (mm/yyyy)

Country :

Institution :

Field of study :

Diploma name :

## Language proficiency

Dutch :

French :

German :

English :

\_\_\_\_\_ :

## Visa and/or residence permit

Please answer the following questions to determine whether you will need to apply for a visa and/or residence permit; tick the boxes of the answers that apply to your situation.

I am a national from one of the countries of the EU/EEA or Switzerland. *You do not need to apply for a visa or residence permit.*

I am a national from another country:

I (will) stay in my home country and will visit the Netherlands when needed for periods shorter than 90 days. *You might need a tourist visa, but do not need to apply for a visa or residence permit at this moment. You can skip the following questions.*

I (will) conduct my research in the Netherlands and plan to stay in the Netherlands for a period longer than 90 days:

I already officially reside in the Netherlands. I will enclose a copy of my valid residence permit.

I would like Leiden University to apply for a (visa and) residence permit. I would like to stay in the Netherlands from (dd/mm/yyyy) until (dd/mm/yyyy).

Please note that for visa/residence permit application you will have to meet the income requirements as determined by the Dutch government. For more information, see: <https://ind.nl/EN/individuals/employee/costs-income-requirements>, and <http://staff.leiden.edu/isd/>.

## Returning the application form

I declare that the information provided by me is correct and complete\*. I understand that only complete applications will be processed and that incomplete information will delay the application process. I accept that incorrect information will render the application invalid. I herewith allow the Leiden University Graduate School of Humanities - when needed for verification of my credentials - to contact any of the institutions I visited for a confirmation and other organizations in the Netherlands, such as Nuffic, for additional evaluation.

Place :

Date :

Signature :

### **Submission deadline**

You are advised to submit the application form and requested enclosures at least 2 months before your desired start date, or, if you need assistance with a visa/residence permit application, 4 months before your desired start date. If you submit your application later than that, we cannot guarantee that all necessary arrangement can be made in time.

The application can be submitted by e-mail to [phd-admissions@hum.leidenuniv.nl](mailto:phd-admissions@hum.leidenuniv.nl). All requested documents (see Appendix I) can be attached to this e-mail (preferably in PDF format).

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\* See appendix I

## Appendix I: Items to be submitted (checklist)

Important: you are requested to submit only complete applications. Applications which are not complete may cause delay in processing.

### ALL STUDENTS NEED TO SUBMIT

*if you are not a national from one of the countries of the EU/EEA, Liechtenstein, Norway, Switzerland or Iceland AND if you officially reside in the Netherlands:* a copy of your valid residence permit;

a copy of your valid passport;

**original certified** copies of all your university diplomas and transcripts in the original language and with an official translation in English, French, German or Dutch; \*)

a curriculum vitae;

two letters of recommendation, including one from your MA thesis supervisor;

a statement from your intended PhD supervisor that he/she has accepted you as a PhD candidate (this can be a letter or an email);

a description of the proposed PhD research (400 - 600 words);

a copy of your MA thesis or of other research related work which offers proof that you have the competence and skills for PhD research. If your thesis was not written in English, French, German or Dutch, please enclose a short summary and a translation of the title of your thesis in one of these languages.

### \*) ORIGINAL CERTIFIED COPIES OF ACADEMIC RECORDS

*- If you have a non-Dutch diploma:*

Copies must be certified as genuine (original stamp and signature) by the Registrar of your institution or the Head of your department and should be sent in a sealed institution envelope (original stamp and signature) to the Admissions Office of Leiden University (either by you or the institution). If you cannot meet this request, officially legalised documents (with an Apostille statement: <http://www.hcch.net/>) are required instead. Photocopies of certified/legalised copies or certified copies from a local Town Hall are not acceptable. If a diploma is requested, but it will not be available before the registration deadline, please instead submit a complete certified transcript accompanied by an original statement from your institution confirming your diploma. If the original documents are not issued in English, French, German or Dutch, they should be translated by a sworn translator (or the institution itself) and attached to the original translation.

*- If you have a Dutch diploma:*

Certified copies of Dutch academic records may be sent to the Admissions Office directly by the issuing institution or by the applicant him/herself.

Leiden University  
Graduate School of Humanities Admissions Office  
Cleveringaplaats 1  
2311 BD Leiden  
The Netherlands

If you have a Dutch diploma we also accept a digitally certified pdf from DUO confirming your diploma ('Uittreksel in het diplomaregister'): <https://duo.nl/particulier/uittreksel-diplomagegevens-downloaden.jsp>

*Any admission statement is subject to the condition that you can provide the Graduate School of Humanities with **certified** copies of the diploma's and transcripts you submitted.*