

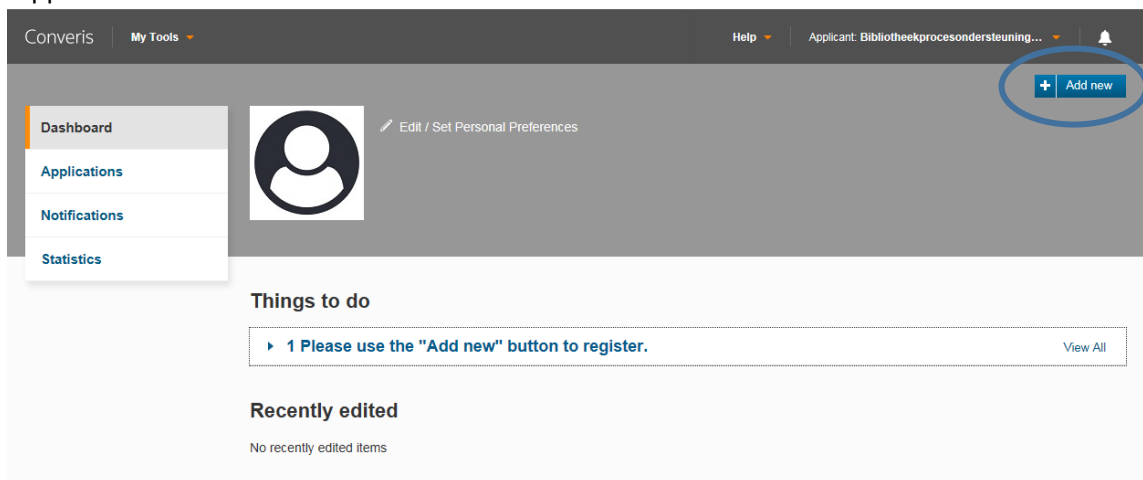
# PhD applicant's manual

## Leiden University – Faculty of Science

### *LUCRIS GSM manual*

Leiden University makes use of LUCRIS to track PhD candidates from application to graduation. To apply for a PhD, you must follow these steps.

1. The Graduate School Office sends you a username and password for an application account.
2. Go to [<link>](#). Use the credentials from the e-mail to log in.
3. You are now logged in. Use the 'Add new' button on the top right of the screen and choose 'Application'.



Note: the application form can only be completed once! Please collect the requested information and documents (CV, evidence of diploma(s) with transcripts) before starting to complete the form.

After having completed each page, please navigate to the following one by clicking on the next tab on the top of the page. Please do not use the 'Save' button. Once you have completed step 4, please click on the 'Save & Close' button at the bottom of your screen.

By sending this application, you are applying for a PhD programme at Leiden University. The Graduate School will examine your application and assess whether you meet the requirements stipulated in the [Leiden University Doctorate regulations](#). The Graduate School Office will respond to you as soon as possible.