

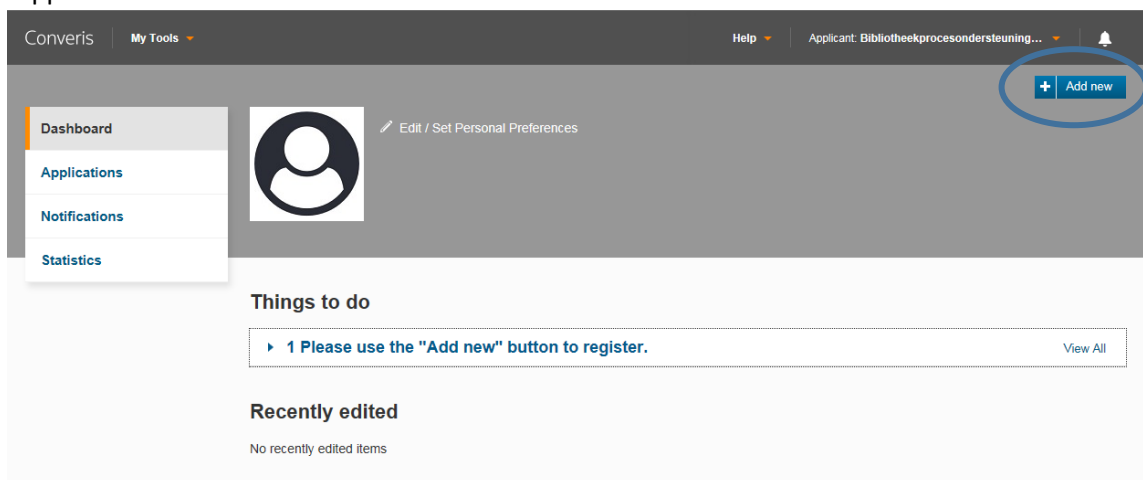
PhD applicant's manual

Leiden University – Faculty of Science

LUCRIS GSM manual

Leiden University makes use of LUCRIS GSM for the registration of PhD tracks from application to graduation. To apply for a PhD, you must follow the following steps.

1. The Graduate School Office sends you a username and password for an application account.
2. Go to the LUCRIS PhD Applicant Login [here](#). Use the credentials you've received from the Graduate School Office 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 you start completing the form.

Upon completion of a page, please navigate to the next 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.