

# Manual application for PhD students

1. In case you don't have a UM student number yet, create a My UM-account via the following link <http://myum.unimaas.nl/anonymous>.

The screenshot shows the Maastricht University registration form. At the top, there is the Maastricht University logo and the slogan "Leading in Learning!". Below the logo, there are links for "Help" and "Aanmelden". The main heading is "Registration Form". Below this, there is a paragraph of instructions: "Please use this form to create an account at Maastricht University. You need this account to enter the My UM portal to complete an application form for programmes which do not use Studielink to start the admission process. Make sure to check the website of your programme to find out if you need to start the admission process via Studielink or via this form." The form itself is titled "Personal Data" and contains several fields: "Initials", "Official first names", "Last name", "Name prefix" (a dropdown menu), "Name (preferred first name)", "Date of birth" (with a date picker), "Gender" (a dropdown menu), and "E-mail". There are also radio buttons for "Do you have a mobile phone?" with options "Yes" and "No". A "Submit Request" button is located at the bottom of the form.

Fill out the required fields and click on *Submit Request*  
You will receive the log on-details for My UM via e-mail within a few days

2. If you already have a UM student number, go to My UM (<https://myum.unimaas.nl/irj/portal>) and enter your log in details.

When you want to start your application, please make sure you have electronic versions of your diploma and/or transcripts, passport and portrait picture ready.

3. Click 'My Study' to start the application.

The screenshot shows the navigation menu of the My UM portal. The "My study" tab is highlighted with a red box and a red circle with the number 1. Below it, the "Admissions" tab is also highlighted with a red box and a red circle with the number 2. Under the "Admissions" tab, there are three options: "Admission Start" (highlighted with a red box), "Upload documents", and "Admission status overview". To the right of the menu, there is a "New Application" button with a green checkmark icon.

4. Click on *New Application*



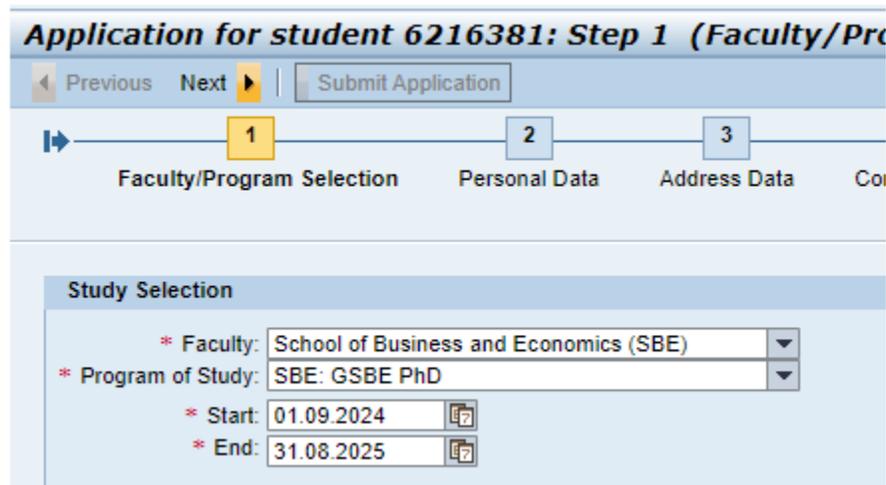
5. Fill out the required fields and insert the following information

a. *Faculty*: School of Business and Economics

b. *Program of Study*: SBE: GSBE PhD

c. *Start*: 01.09.2024 *End*: 31.08.2025

Click on *Next*



6. Fill out/adapt the required fields in step 2 Personal data

Click on *Next*

7. Fill out your address details, if you live in the Netherlands, you can use the button *Click to retrieve street and city*, otherwise please fill it out yourself in this form

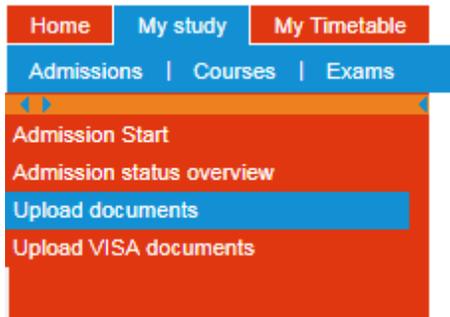
Click on *Next*

8. Indicate how you want us to contact you

Click on *Next*

9. Under *Review*, check whether your application is in order, if that is the case click on *Submit Application*.

10. Click 'Upload documents'



Make sure that you upload the necessary documents. Once your application is complete, GSBE will check the status of the application and, if everything is in order, will admit you as a PhD Student. Your status in My UM will then change to Approved. Only then will it be possible to register for courses.