

Manual application for PhD students at SBE

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>.

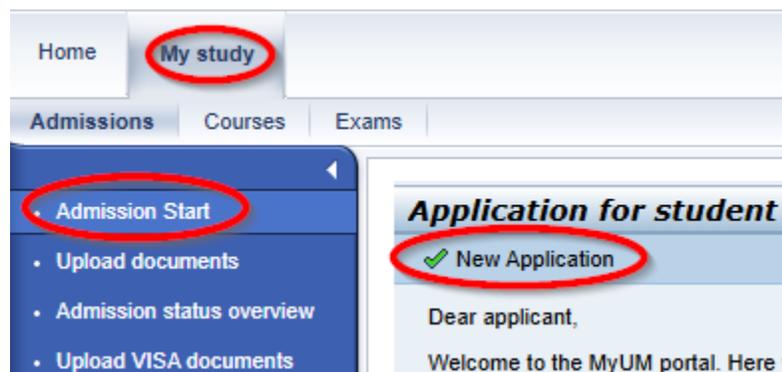
The screenshot shows the Maastricht University registration form. At the top, there is a header with the Maastricht University logo and the text "Maastricht University" on the left, and "Help | Aanmelden" on the right. Below the header is a dark blue bar. The main content area is titled "Registration Form" and contains the following text: "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." Below this text is a form titled "Personal Data" with the following fields: "Initials: *", "Official first names: *", "Last name: *", "Name prefix: *", "Name (preferred first name): *", "Date of birth: * (format DD.MM.YYYY)", "Gender: *", "E-mail: *", and "Do you have a mobile phone?: * (Yes/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.



4. Click on *New Application*



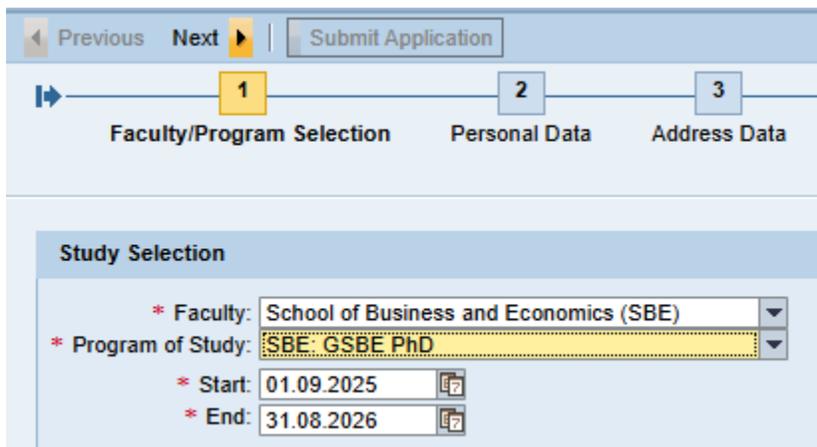
5. Fill out the required fields and insert the following information

a. *Faculty*: School of Business and Economics

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

c. *Start*: 01.09.2025 *End*: 31.08.2026

Click on *Next*

A screenshot of a web application interface showing a progress bar and a form section. The progress bar has three steps: 1. Faculty/Program Selection (highlighted in yellow), 2. Personal Data, and 3. Address Data. Above the progress bar are buttons for "Previous", "Next", and "Submit Application". Below the progress bar is a section titled "Study Selection" with the following fields:

- * Faculty: School of Business and Economics (SBE) (dropdown menu)
- * Program of Study: SBE: GSBE PhD (dropdown menu)
- * Start: 01.09.2025 (text input with calendar icon)
- * End: 31.08.2026 (text input with calendar icon)

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

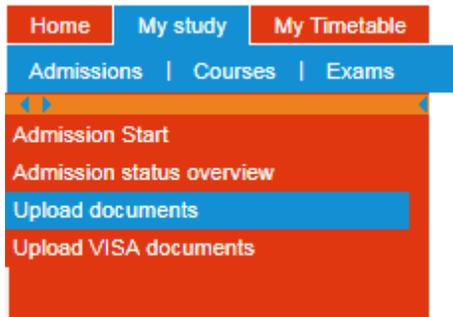
Click on *Next*

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.