

Manual application for UM PhD- students other than SBE

This manual is for UM PhD students at another faculty than SBE.

Before applying, please note the following:

- You are permitted to take 1 course only per education period. To check which courses are available, please go to code.unimaas.nl and choose 'Non-degree courses'.
- If you want to follow a course that is not listed under 'Non-degree courses', you need consent of the course coordinator
- You do not have to pay to follow a course at Maastricht University School of Business and Economics.

Please take the following steps and read the manual carefully. If you have questions during the procedure, please send a message to contractstudent-sbe@maastrichtuniversity.nl

1. *If you have an UM student number (starting with an i) you can skip step 1.* Create a My UM-account via the following link <http://myum.unimaas.nl/anonymous>
Fill out the required fields and click on *Submit Request*

Maastricht University [Help](#) | [Aanmelden](#)

Registration Form

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.

Personal Data

Initials: *

Official first names: *

Last name: *

Name prefix:

Name (preferred first name): *

Date of birth: *

Gender: *

E-mail: *

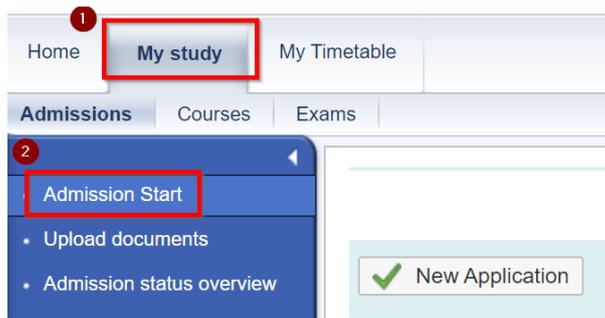
Do you have a mobile phone?: Yes No

You will receive the log on-details for My UM via email within a few days

2. Go to My UM (<https://myum.unimaas.nl/irj/portal>) and enter your log in details.

When you begin your application, please make sure you have electronic versions of proof of PhD at another UM faculty than SBE, passport and portrait picture ready.

3. Click 'My Study' > 'Admission Start' 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: PHD-UM (not SBE stud.)
- c. *Start*: 01.09..2022 *End*: 31.08.2023

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

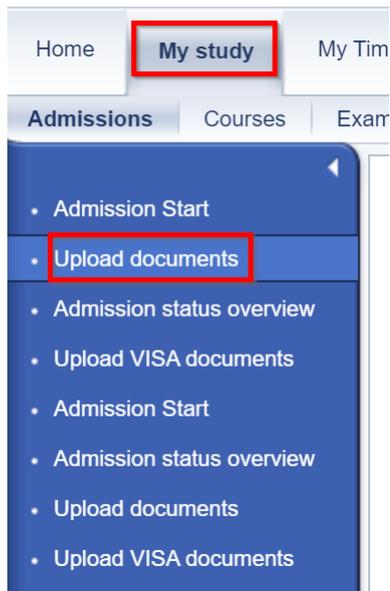
Click on *Next*

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:

- a. Proof of a PhD at another UM faculty than SBE.
- b. A Valid copy of your passport/identity card (it has to be valid during till the end of the academic year you apply for), please upload the page on which we can see your picture, the personal data and the validity of your passport or id-card
- c. If necessary, a portrait picture for your UM-card

Once your application is complete, SBE will check the status of the application and, if everything is in order, will admit you as a 'SBE: PHD-UM (not SBE)' *Student*. Your status in My UM will then change to Approved. Only after you have been admitted, it will be possible to register for courses. Please see the *Manual for Course registration* for more information about course registration.