

Manual application for GSBE PhD students

1. Create a My UM-account via the following link <http://myum.unimaas.nl/anonymous>

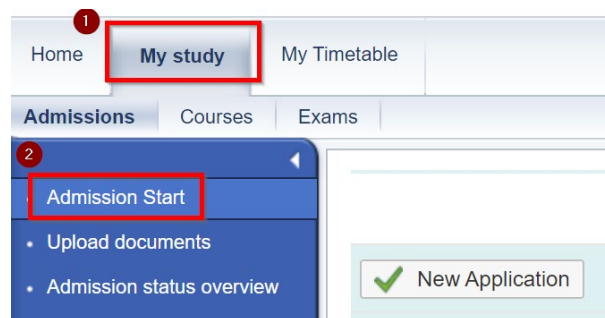
The screenshot shows the Maastricht University registration form. At the top, there is the Maastricht University logo and the slogan "Leading in Learning!". Below the logo, there is a navigation bar with "Help" and "Aanmelden" links. The main heading is "Registration Form". Below this, there is a paragraph of 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." The form itself is titled "Personal Data" and contains several input fields: "Initials", "Official first names", "Last name", "Name prefix" (a dropdown menu), "Name (preferred first name)", "Date of birth" (with a calendar icon), "Gender" (a dropdown menu), and "E-mail". There are also radio buttons for "Do you have a mobile phone?" with "Yes" and "No" options. 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

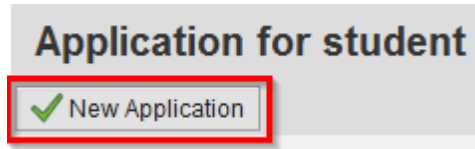
2. Go to My UM (<https://myum.unimaas.nl/irj/portal>) and enter your log in details.

When you want begin 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*



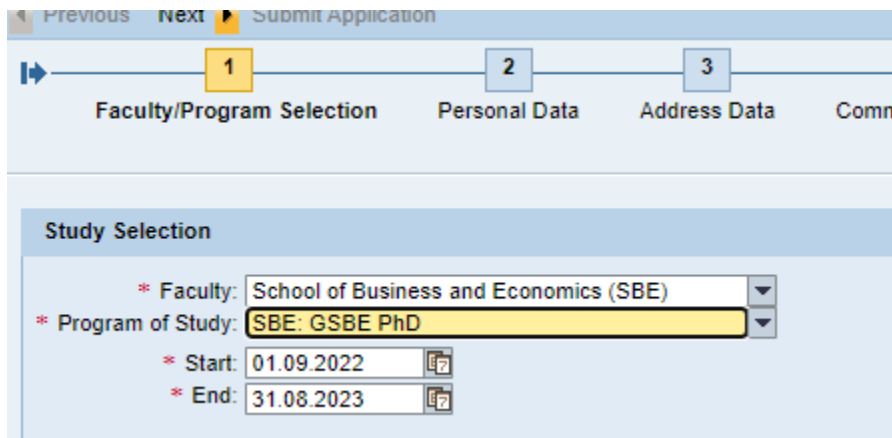
5. Fill out the required fields and insert the following information

a. *Faculty*: School of Business and Economics

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

c. *Start*: 01.09.2022 *End*: 31.08.2023

Click on *Next*

A screenshot of a web application form. At the top, there is a navigation bar with 'Previous', 'Next', and 'Submit Application' buttons. Below this is a progress bar with three steps: '1 Faculty/Program Selection', '2 Personal Data', and '3 Address Data'. Step 1 is highlighted with a yellow box. Below the progress bar is a section titled 'Study Selection'. It contains four fields: '* Faculty:' with a dropdown menu showing 'School of Business and Economics (SBE)'; '* Program of Study:' with a dropdown menu showing 'SBE: GSBE PhD'; '* Start:' with a date picker showing '01.09.2022'; and '* End:' with a date picker showing '31.08.2023'.

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

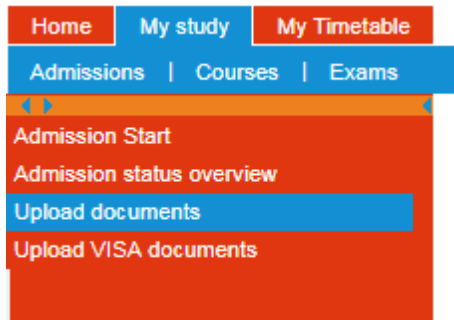
Click on *Next*

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.