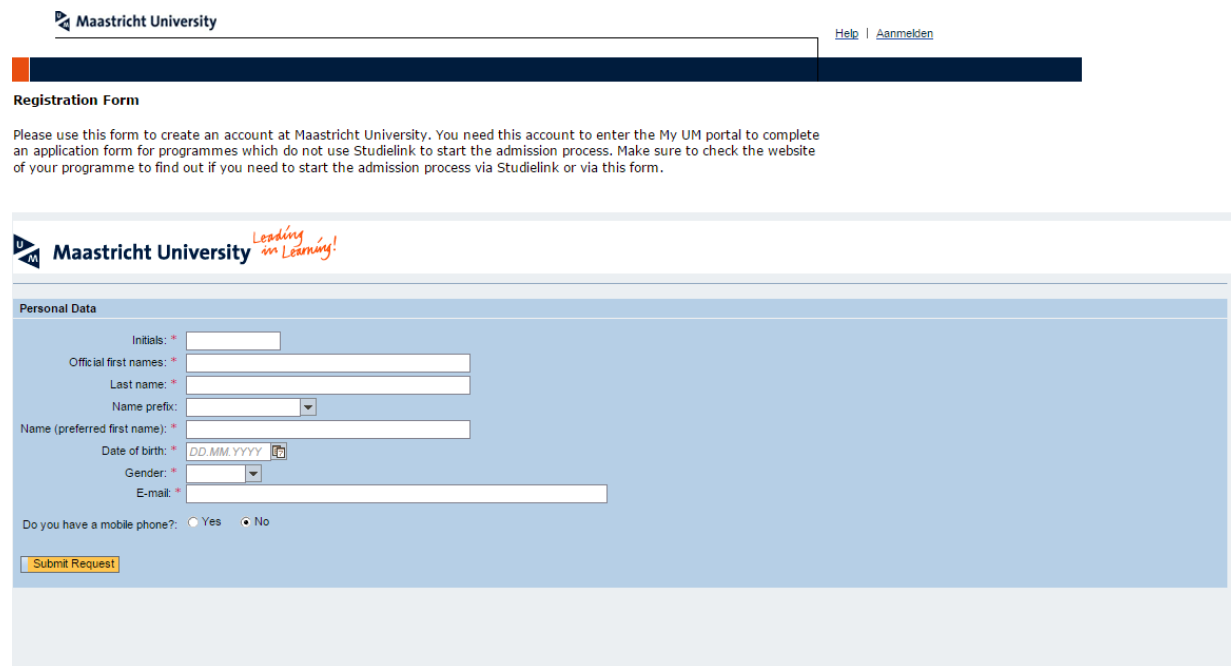


Manual application for PhD students at SBE

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>.



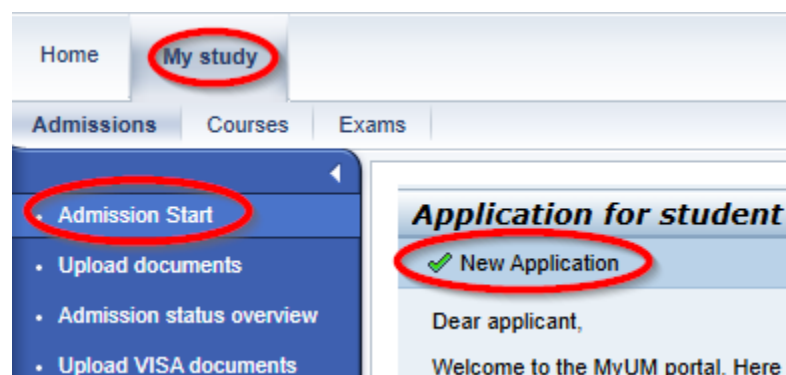
The image shows the Maastricht University registration form. At the top, there is a header with the Maastricht University logo and the tagline "Leading in Learning!". Below the header, there is a navigation bar with "Help" and "Aanmelden" links. The main section is titled "Registration Form" and contains a paragraph explaining the purpose of the form. Below the text, there is a form with various input fields for personal data, including initials, official first name, last name, name prefix, preferred first name, date of birth, gender, and email. There is also a checkbox for "Do you have a mobile phone?". At the bottom of the form, there is a "Submit Request" button.

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 form. At the top, there is a navigation bar with three steps: '1 Faculty/Program Selection', '2 Personal Data', and '3 Address Data'. Step 1 is currently active. To the left of the steps are 'Previous' and 'Next' buttons, and to the right is a 'Submit Application' button. Below the navigation bar, the 'Study Selection' section is visible. 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 input field showing '01.09.2025', and '* End:' with a date input field showing '31.08.2026'. Each date field has a small calendar icon to its right.

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

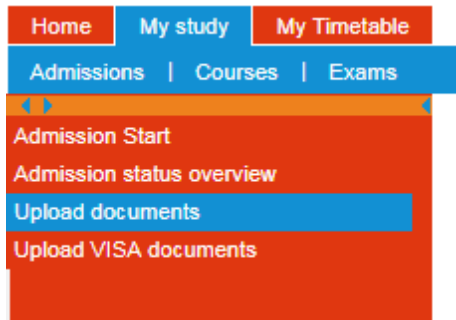
Click on *Next*

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.