

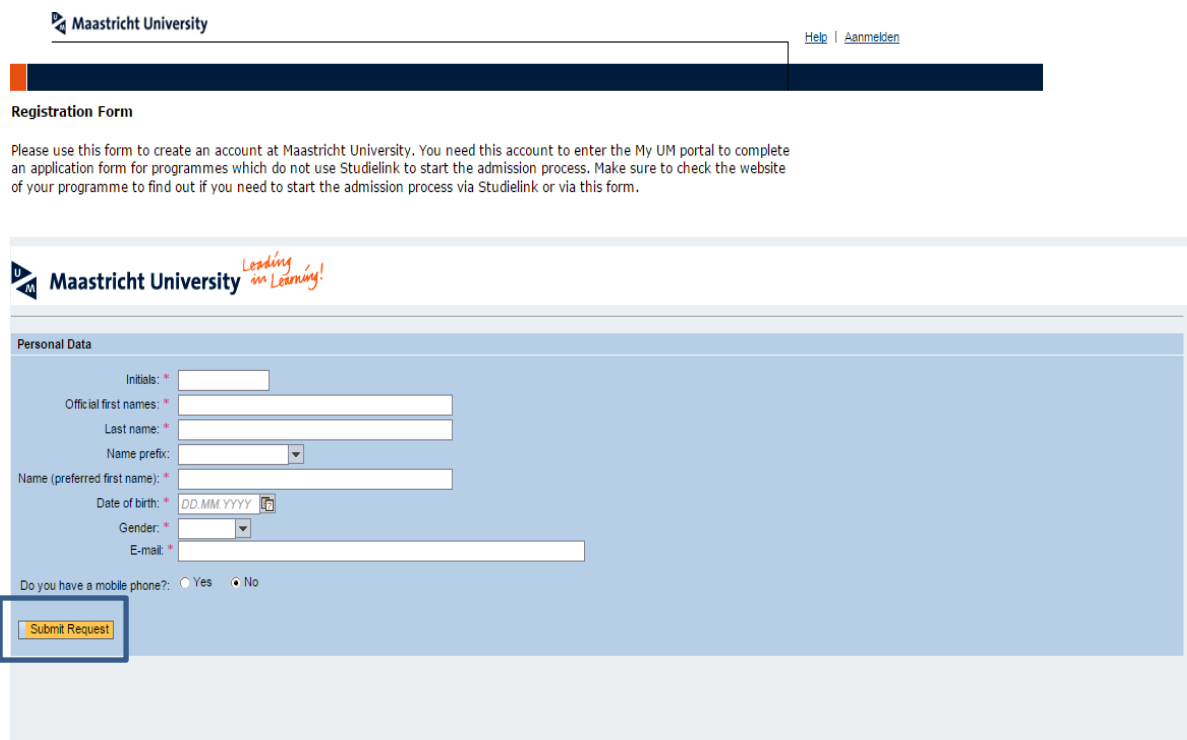
Manual application for UM PhD- candidates from other Maastricht University institutions

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. *If you have an UM student number (starting with an i) you can skip step 1.*

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*



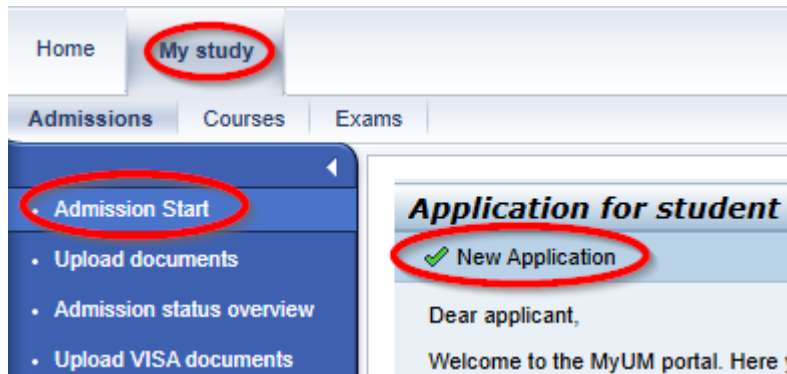
The screenshot shows the Maastricht University registration form. At the top, there is a header with the Maastricht University logo and the text "Leading in Learning!". Below the header, there is a navigation bar with "Help" and "Aanmelden" links. The main content area is titled "Registration Form" and contains a paragraph explaining the purpose of the form. Below this, there is a "Personal Data" section with various input fields: "Initials: *", "Official first names: *", "Last name: *", "Name prefix: *", "Name (preferred first name): *", "Date of birth: *" (with a calendar icon), "Gender: *", "E-mail: *", and a checkbox for "Do you have a mobile phone?". A "Submit Request" button is located at the bottom left of the form.

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

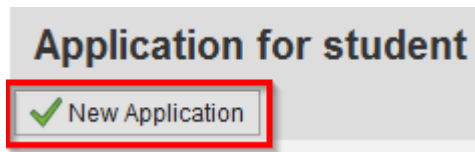
2. Go to My UM (<https://myum.unimaas.nl/irj/portal>) and enter your log in details.

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*: 01.09.2025 *End*: 31.08.2026 (do not deviate from these dates)

Click on *Next*

A screenshot of the application form's 'Study Selection' section. At the top, the 'Next' button in the navigation bar is circled in red. Below, the form fields are filled out: 'Faculty' is 'School of Business and Economics (SBE)', 'Program of Study' is 'SBE: PHD-UM (not SBE stud.)', 'Start' is '01.09.2025', and 'End' is '31.08.2026'. The 'Program of Study' and the date fields are highlighted with red boxes.

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

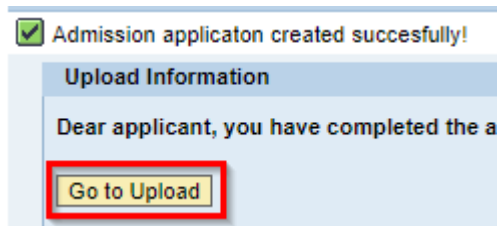
Click on *Next*

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 'Go to Upload'



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.