

## PROCEDURE FOR THE FORMAL ADMISSION OF FOREIGN PHD STUDENTS WHO ARE NOT EMPLOYED BY WU

It is the responsibility of the intended supervisor to register the applicant PhD student before beginning the PhD procedure. To this end, the supervisor should supply the following documents to:

### THE CENTRAL STUDENT ADMINISTRATION OFFICE (CSA)

A complete file with the below-mentioned documents should be in the possession of the CSA **at least three months** before the programme begins if the student or the supervisor wants to request help from the CSA for starting the visa procedures and finding housing.

#### ***Documents to be provided to the CSA by the intended supervisor:***

To benefit from several services of the CSA, the intended supervisor must supply the documents listed below:

- A letter from the intended supervisors, which includes the following:
  1. Date of arrival and planned length of stay of the applicant PhD student
  2. Name of the co-supervisor
  3. Whether or not the candidate has applied to a Graduate School
- A photocopy of the applicant's passport
- The applicant's CV
- Photocopies of diplomas earned (e.g. BSc and MSc) with transcripts. If these are not in English, also include the sworn translations
- The preliminary research proposal
- Proof of funding (and if applicable, information about the amount of the monthly allowance)
- The project number and the name of the chair group involved

Proficiency in the English language and a degree at Dutch MSc level (or equivalent) is a prerequisite for formal admission. A qualifying examination might be part of the admission procedure.

#### ***Services provided by the CSA:***

- Obtaining a temporary residence permit (MVV); obtaining the entrance visa using the short procedure
- Obtaining a residence permit and extension of a residence permit
- Finding housing
- Obtaining insurance
- Purchasing air travel tickets (only for PhD students with Wageningen University Sandwich scholarships)

## GRADUATE SCHOOL PE&RC

At the request of the intended supervisor the graduate school can prepare a letter stating the **provisional** admittance of the applicant PhD student to the graduate school.

#### ***Documents to be provided to PE&RC by the intended supervisor:***

- An email of the intended supervisor requesting a letter with provisional admittance to the graduate school
- The preliminary research proposal
- The applicant's CV
- Information about funding

#### ***Services provided by PE&RC:***

- Letter for the applicant PhD student stating provisional admittance to the graduate school

After the PhD candidate started his/her PhD study in Wageningen, the final version of the research proposal and the Training and Supervision Plan should be submitted to the graduate school within 6 months.

## THE DEPARTMENT / LIASON OFFICE

#### ***Documents to be provided by the intended supervisor:***

- A copy of the research proposal and documents concerning the funding of the PhD programme
- Externally-funded PhD students must sign a contract with the financial and logistic agreements. The "go / no-go" decision after the first year is also included in this contract. The contract is compiled via the Department and chair group.

More detailed information about formal admission of PhD students can be obtained from the following website: [http://www.wageningenuniversity.nl/UK/education/programmes/PhD+programmes/phd\\_intra/](http://www.wageningenuniversity.nl/UK/education/programmes/PhD+programmes/phd_intra/) under the heading "The PhD information binder: documents and updates"