

ADDRESSES**Current official home address:**

Address:

Postal code:

City:

Country:

Phone:

Mobile / Cell phone:

Email:

Fax:

Valid from:

until:

Correspondence address:

Address:

Postal code:

City:

Country:

Phone:

Mobile / Cell phone:

Email:

Fax:

Valid from:

until:

EDUCATION**Secondary / High school**

Name diploma: graduation date: / /

Colleges / Universities (please enclose relevant documents/information):

Name of institution:

Field of study:

Degree:

Enrolment date:

Graduation date:

PH.D. Programme will take place with:

Institute:

Supervisor:

LANGUAGE PROFICIENCY

Dutch	<input type="radio"/> Native	<input type="radio"/> Fluent	<input type="radio"/> Good	<input type="radio"/> Reasonable	<input type="radio"/> Poor	<input type="radio"/> None
French	<input type="radio"/> Native	<input type="radio"/> Fluent	<input type="radio"/> Good	<input type="radio"/> Reasonable	<input type="radio"/> Poor	<input type="radio"/> None
German	<input type="radio"/> Native	<input type="radio"/> Fluent	<input type="radio"/> Good	<input type="radio"/> Reasonable	<input type="radio"/> Poor	<input type="radio"/> None
English	<input type="radio"/> Native	<input type="radio"/> Fluent	<input type="radio"/> Good	<input type="radio"/> Reasonable	<input type="radio"/> Poor	<input type="radio"/> None
	<input type="radio"/> Native	<input type="radio"/> Fluent	<input type="radio"/> Good	<input type="radio"/> Reasonable	<input type="radio"/> Poor	<input type="radio"/> None
	<input type="radio"/> Native	<input type="radio"/> Fluent	<input type="radio"/> Good	<input type="radio"/> Reasonable	<input type="radio"/> Poor	<input type="radio"/> None

VISA AND RESIDENCE PERMITS

Please answer the following questions to determine whether you will need to apply for a visa; tick the boxes of the answers that apply to your situation.

1. I am a national from one of the countries of the European Community, Liechtenstein, Norway, Switzerland or Iceland. *You do not need to apply for a visa or residence permit and you can skip the following questions.*

2. I am a national from another country:
 - I (will) stay in my home country and will visit the Netherlands when needed merely as a tourist less than 3 months. *You might need a tourist visa, but do not need to apply for a visa or residence permit at this moment. You can skip the following questions.*

3. I (will) conduct my research in the Netherlands and plan to stay in the Netherlands for more than 3 months:
 - I am a national from Canada, the USA, Australia, New Zealand, Japan, South Korea or Monaco
 - I already officially reside in the Netherlands; I will enclose a copy of my residence permit and skip the following questions*
 - Directly upon arrival I will have to apply for a residence permit (see **Visa and residence permit application!**)

 - I am not a national from Canada, the USA, Australia, New Zealand, Japan, South Korea or Monaco
 - I already officially reside in the Netherlands; I will enclose a copy of my residence permit
 - I would like Leiden University to apply for a visa to enter the Netherlands on my behalf. (see **Visa and residence permit application !**) In order to do so I will fill out appendix II

ACCOMMODATION

- I will conduct my research in my home-country; I do not need housing
- I will look for accommodation myself
- I already have a room; my (new) address in the Netherlands (will be / is):

Name:

Address:

Postal code and city:

STUDENT ID CARD

- O I would like the Leiden University Graduate School of Humanities to arrange an ID card for access to the university computer network and the library, to be picked up with a valid ID at the “Studiepunt” in the Lipsius Building, Cleveringaplaats 1, Leiden,;

I understand that the card will be issued for one year only and has to be extended each year by the Leiden University Graduate School of Humanities.

RETURNING THE APPLICATION FORM

I declare that the information provided by me is correct and complete¹. I understand that only complete applications will be processed and that incomplete information will delay the application process. I accept that incorrect information will render the application invalid. I herewith allow the Leiden University Graduate School of Humanities - when needed for verification of my credentials - to contact any of the institutions I visited for a confirmation and other organizations in the Netherlands, such as Nuffic, for additional evaluation.

Place:

Date:

Signature:

You may send this form and all requested enclosures by e mail to phd-admissions@hum.leidenuniv.nl. This will enhance a speedy handling of your application. Because we ask for a number of certified enclosures (see appendix I), we will be most grateful if you will send us these documents by regular mail together with a copy of this form. You may also decide to send this form including the annexes by regular mail or courier service solely. For addresses see below.

Please keep a copy for yourself and return the original form to:

Postal Address	Courier Service Address
Leiden University	Leiden University
Graduate School for Humanities	Graduate School for Humanities
Postbus 9515	Cleveringaplaats 1
2300 RA Leiden	2311 BD Leiden
The Netherlands	The Netherlands

¹ See appendix I

APPENDIX I: ITEMS TO BE SUBMITTED (CHECKLIST)

Important: you are requested to submit only complete applications. Applications which are not complete may cause delay in processing.

ALL STUDENTS NEED TO SUBMIT

- 0 *if you officially reside in the Netherlands*: a copy of your valid residence permit;
- 0 *if you still live abroad*: a copy of your valid passport;
- 0 certified copies of all your university diplomas and transcripts in the original language and with an official translation in English, French, German or Dutch;
- 0 a copy of your MA thesis or of other research related work which offers proof that you have the competence and skills for PhD research. If your thesis was not written in English, French, German or Dutch, please enclose a short summary and a translation of the title of your thesis in one of these languages.
- 0 a curriculum vitae
- 0 if you already have found a PhD supervisor a statement from your PhD supervisor that he has accepted you as a PhD candidate (this can be a letter or an E-mail)
- 0 a description of the proposed PhD research (400 - 600 words)
- 0 two letters of recommendation, including one from your MA thesis supervisor

IF STILL ATTENDING UNIVERSITY

If you are still attending university without having concluded your MA, you are requested to enclose official transcripts of your results to date, and information on the courses you are currently attending or intend to follow.

CERTIFYING COPIES OF YOUR ORIGINALS

The required copies of school certificates and / or degrees should be certified by the issuing school or university as genuine copies of the original; you can also have your copies certified at any public notary office or Town Hall. This service, free of charge, is also available at our International Office, Pieterskerkhof 6 in Leiden; apart from copies of your diploma's and transcripts do not forget to bring the originals as well. Please note that *any admission statement is subject to the condition that you can provide the Graduate School of Humanities with certified copies of the diploma's and transcripts you submitted.*

OFFICIAL TRANSLATIONS

The diplomas and transcripts, if not in English, German, French or Dutch, should be officially translated by an accredited translator (or the issuing university); the translation should be attached to the original by the translator. If you do not know where to find an accredited translator, you may try looking in the Yellow Pages or to find a translator in the Netherlands: <http://www.ngtv.nl/>.

VISA AND RESIDENCE PERMIT APPLICATION

IMPORTANT: Leiden University will take care of your visa and residence permit application. Please note the following

In case you are NOT hired as an employee in a PhD research position by the university, but have your own financial means (your own savings, salary, scholarships, etc.) the Graduate School of Humanities will take care of visa and permits. More information about visa-requirements can be found here: <http://www.leidenuniv.nl/en/staff/index.html>.

Please be already informed that upon formal admission you will further be requested to submit the following documents:

- A copy of all your passport pages, even the empty ones;
- Original legalized birth certificate (including translation), legalized by the Dutch embassy in the country where the person concerned was born.

Proof of sufficient financial means: either an official scholarship letter or original bank statement covering at least € 13,021 for a year of study/research. Please note that the statement should be in English, on company paper and in Euro's, and should also mention your name, data of birth (date, place, country) and your address and that it should be clear that the money is readily and unconditionally at your disposal (bank statement, scholarship letter)

Please note that the legal fees for the visa/residence permit application is approximately € 650 for first arrival.

APPENDIX II: ADDITIONAL DOCUMENTS AND/OR INFORMATION FOR VISA-APPLICATION

Please keep in mind that the MVV-visa application procedure can take up to four weeks. You will need to be in your home country in order to pick up the visa. You should contact phd-admissions@hum.leidenuniv.nl if you are planning to travel to the Netherlands before the outcome of the MVV-visa application. In order for us to apply for your visa as soon as you get accepted as a PhD candidate, please tick the boxes that apply to your situation and provide us with the following information and/or documents:

- I would like to travel to the Netherlands with my husband/wife and/ or ___ children;
- I would like to stay in the Netherlands from:/..../..... (dd/mm/yyyy)
until:/..../..... (dd/mm/yyyy)
- The (working) title of my research project is: _____
- I will receive a scholarship and I will attach a letter which proves this, or;
- I will receive a monthly salary amounting to a total of at least €13.021 per annum and attach an employer's statement regarding income and a copy of the contract, or;
- I do not receive a scholarship nor a monthly salary and I will pay for my stay in the Netherlands myself. I will attach a bank-statement, which:
 - states my own full name;
 - states the amount (i.e. at least €13.021 or equivalent) and currency
 - is recent (i.e. not older than one month);
 - states that the funds are readily available to me;
- I would like to pick up my MVV-visa at the Dutch Embassy/Consulate in²:
_____ (city) _____ (country)

² To find a Dutch Embassy in your region please check: <http://www.mfa.nl/en/>