

Admission for PhD students with a foreign diploma

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Contact: www.uantwerpen.be/helpdesk-international

Reserved for the registrar's office

Datum ontvangst:	Datum verzending naar de faculteit	Opmerkingen:
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Het formulier is enkel geldig met de stempel van de centrale studentenadministratie

Important information for the applicant

This form should be completed **with Acrobat Reader** by applicants with a master's diploma obtained at an educational organisation **outside** of the Flemish community* or the Netherlands* and who wish to obtain the degree of doctor at the University of Antwerp. Send a printed and signed form **with all the required documents** (see instructions) through **regular mail** to Universiteit Antwerpen, Registrar's office-international PhD students, City campus, building S, Lange St. Annastraat 7, B-2000 Antwerp, Belgium. Or **make an appointment** with the Registrar's Office through www.uantwerpen.be/helpdesk-international to submit the documents in person. There is no deadline to submit the application.

Supervisors sometimes have the possibility to award tax-exempted scholarships to PhD students. In that case, an additional application 'Application file for doctoral grant' should be submitted to the Human Resources Department. For more information, contact dpo@uantwerpen.be

** applicants from Flanders or the Netherlands should use the Dutch form "Toelating doctoraat" available on the website of the Antwerp Doctoral School*

Identification and contact details of the applicant

Surname: _____ First name(s): _____
Date of birth (dd/mm/yyyy): _____ Official gender: Male Female
Nationality: _____
Telephone: _____
E-mail: _____

Information regarding the requested PhD

I wish to obtain the degree of doctor in the following discipline:

Name and faculty of the supervisor of the Universiteit Antwerpen:

Options:

Check the box and choose a second discipline if the application is about an interdisciplinary PhD. The second discipline should be in a different study area from the first discipline selected (please consult the PhD regulations concerning study areas and disciplines)

Name and faculty of the supervisor of the Universiteit Antwerpen of the second discipline:

Check the box if this application is about a change in discipline (the change will start in the next academic year after re-enrolment).

Information regarding the relevant master's degree for the requested PhD

I hold the following master's (or equivalent) degree:

issued by (university, country): _____

on (dd/mm/yyyy): _____

Verification authorisation and confirmation

I hereby consent to the University of Antwerp to contact the institution(s) written above or in my curriculum vitae in order to verify my educational, professional and/or academic degree(s) and diploma(s). Such institution(s) may release to the University of Antwerp any information concerning my attendance at and/or graduation from the institution(s). I hereby release the institution(s) from any liability and responsibility for loss that may result from the degree verification

I confirm that all information and documents given in this application are true and authentic.

I confirm that I have read and understood the instructions.

Date (dd/mm/yyyy): _____

Signature applicant _____

INSTRUCTIONS

for the

Application form “Admission for PhD students with a foreign diploma”

These instructions apply to future students who

- wish to enrol as a PhD student at the University of Antwerp *and*
- have obtained a master’s degree **outside of Flanders and the Netherlands**

Obtaining a PhD at the University of Antwerp is always the result of research, in combination with a doctoral study programme, under the supervision of a staff member of the university. Therefore, **before** the application procedure can be started, it is **essential to find a staff member who accepts to act as the supervisor** of your PhD dissertation. Please note that PhD students in medicine who do not hold a master’s degree in medicine are only allowed to do medical research. They are not permitted to do any clinical work. The degree of doctor of medical sciences does not lead to a recognition as a specialist.

In order to find a supervisor, consult the research pages of the University of Antwerp (<https://www.uantwerp.be/en/research-and-innovation/research-database/>), which show the current topics. If you find one or more professors who are involved in the type of research you wish to pursue, please **contact them directly**. **The application is only possible after** an agreement is reached between the professor and yourself. If this is the case, you can then **submit this application form together with the required documents to start** the procedure to obtain permission to enrol as a PhD student at the University of Antwerp.

The required documents are defined on the next pages. An incomplete application file will not be accepted.

Please send your **complete** application file **by regular mail** to the following address:

Universiteit Antwerpen
Registrar’s office – international PhD students
Stadscampus – gebouw S
Lange Sint-Annastraat 7
B-2000 Antwerpen
Belgium

You will be informed by email within six to eight weeks after receiving your complete file about the result of your application. If permission to enrol has been granted and you need to apply for a visa you can request for a letter of acceptance through e-mail.

The approval of your application needs to be presented upon enrolment.

Always use our helpdesk/FAQ for any enquiries or questions: <http://www.uantwerpen.be/helpdesk-international>

Please consult the link (the website of the Belgian Ministry of Foreign Affairs) regarding the procedure which applies to you for the **legalisation** of your documents:

http://diplomatie.belgium.be/en/services/legalisation_of_documents/

You wish to register for a master program? The admission procedure can be found on <https://www.uantwerpen.be/admission>

The following documents should be present in your application file:

1. a completed and signed **application form** "Admission for PhD students with a foreign diploma" (see page 1). Use a Word processor to complete the form.
2. a copy of your **passport** or **identity card**
3. a **curriculum vitae** (CV), written in Dutch, French, English or German, indicating at least the following data:
 - full official address and, if different from the official address, your contact address
 - overview of all previous studies in higher education
 - if applicable: overview of previous academic and/or professional activities (including published articles, previous research activities, possible references...)
 - your motivation to start or to pursue PhD studies at the Universiteit Antwerpen
4. a short **description** of the research project (min 200 – max 400 words).
Add to the description a **typed overview of your supervisors, mentioning their full name, faculty and university**. The document should be **signed by the supervisor(s)** of the Universiteit Antwerpen. The name and signature should be preceded by the word "Approved".
5. **in the case of an interdisciplinary PhD, a substantial motivation** why this research project leads to an interdisciplinary PhD. This motivation should indicate how the research project will fulfil the three criteria of an interdisciplinary PhD:
 - a. The study areas and the expertise that each discipline brings to the PhD research, are far enough apart;
 - b. The input of expertise, knowledge and methodologies from each discipline is substantial and strictly necessary for carrying out the research proposal correctly. The research is not a combination of monodisciplinary lines of research that is carried out under the supervision of different researchers. Not one of the study areas is an 'additional' study area.
 - c. The insights gathered from carrying out the research proposal, result in new scientific insights in both study areas or extends the knowledge in a new (emerging) study area.

The document should be **signed by each supervisor of the involved disciplines**.

6. a, if applicable legalised (see page 2), copy of the **master's diploma (or equivalent)** that gives access to the PhD studies. If the diploma has been issued in another language than Dutch, English, French or German, a translation into one of these languages, executed by a sworn translator and legalised needs to be added.
Applicants that are enrolled in the final year of their academic master program should submit an official letter in English from their university confirming that the student is expected to finalize his/her program at the end of the current academic year, and submit up-to-date authenticated transcripts with the results of the previous years.
7. a copy of other university degrees
If the diploma has been issued in another language than Dutch, English, French or German, a translation into one of these languages needs to be added (no legalisation and no sworn translator necessary).
8. a full overview of the **attended master courses ('academic transcript')**
The 'academic transcript' contains at least the following data:
 - all attended courses;
 - the study load (indicated in credits);
 - the examination results;
 - the title of the dissertation;
 - the final evaluationThe courses have to be written in Dutch, English, French or German (not translated by a sworn translator). The documents have to be provided with the stamp of the distributing college or university.
9. a **one-page summary of the dissertation**.

Important information for Chinese students:

Students from the P.R. China have to obtain a certificate of academic screening issued by the Academic Evaluation Centre (APS) of the German Embassy in Beijing before being allowed to **enrol** at a higher education institution in Flanders. The APS certificate is also required for **obtaining a student visa** to enter Belgium.

Chinese students planning to study in Flanders are advised to contact the Academic Evaluation Centre in Beijing (e-mail : info@aps.org.cn) as soon as possible in order to make the necessary appointments and this before applying for a visa. More information on APS can be found at their website www.aps.org.cn

The APS procedure consists of a document screening and an interview. PhD students can be exempted from the interview if they are accepted by the university after the admission application. Please always inform the Registrar's Office when you submit your application if you need this exemption. In that case, the university will notify the Academic Evaluation Centre through the Flemish Government so you will only have to submit your documents for screening.

Please note that submitted documents are never returned. Always make copies of documents before submitting your application file.