



Graduate school of Social Sciences

DOCUMENTS EXPLAINED

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This guide is meant for students wishing to apply for one of the Master's programmes (including pre-Master's programmes) offered by the Graduate School of Social Sciences. It explains the required documents in detail and how to submit them in MyInfo.

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Working with MyInfo

MyInfo application form

To apply for admission to one of the Master's programmes of the Graduate School of Social Sciences, you will first need to enrol for your Master's programme in Studielink. Within a few working days, you will receive your UvAnetID and the link to MyInfo (personal information page) where you can submit your application. Please, submit your application by clicking 'submit a request'.

Which browser

We advise you to use Google Chrome as your browser when working with MyInfo.

Save your work

To prevent losing your work, please save your pages regularly by clicking the save button.

Uploading your documents

You can upload your documents one by one per instruction page. Please refer to [Required documents](#) for a quick reference overview of documents. Please make sure to give your documents a clear name that explains the contents of the document. For instance, your transcripts should be named 'academic transcripts'. Please note that you can only upload 1 document per instruction page. If you have several scans or documents, put them together into one document before uploading.

If you come across a document that you do not need to upload, please make sure to upload an empty document.

Formats allowed: .pdf (preferred), .docx, .doc, .bmp, .jpg, .gif

Maximum size: 2 MB

Updating your documents

If your documents need to be updated, you will need to delete the uploaded file and replace it with the new version that you have edited on your computer. Do this before submitting your application.

Documents

You will need to submit a variety of documents along with your application. Please refer to our website for a quick reference overview of [Required documents](#). We will explain the documents in more detail here below:

Curriculum vitae

Please submit an extensive CV, preferably based on the [Europass CV](#) format.

Statement of motivation

Please describe in about 500 words why you wish to attend the programme. Please make sure to include your research questions (see: *Research questions*).

Transcripts of all higher education grades and credits obtained

The Admissions Committee will need to have a clear idea of all higher education grades and credits you are aiming to obtain before enrolment in the intended Master's programme.

UvA students

Please upload a print-screen of your results listed in SIS, mentioning the course names, credits and grades already obtained.

Non-UvA students

Please upload higher education transcripts (intermediate or final if already available), listing course names, credits and grades obtained.

After admission, you will need to send official higher education transcript(s) (final) in an envelope, sealed (closed and stamped) by the issuing institute(s). Send this by regular post.

Courses currently enrolled in

Courses you are currently enrolled in but are not listed on the transcripts, should be mentioned in your CV, indicating the credits to be obtained.

Study abroad transcripts

If the results are not mentioned on the transcript of the home university itself, you must submit additional transcripts of the results obtained during a semester or year of studying abroad.

Explanation of the local grading and credit system

If you follow(ed) non-Dutch higher education and if an explanation of the local grading and credit system is not mentioned on the transcript, please upload this in addition.

Higher education diploma(s)

UvA students

If you have already graduated and you have the diploma at your disposal: please upload a scan. If you have not graduated yet: your degree will be checked in SIS after (conditional) admission. It needs to be recorded in SIS as completed before the start of the Master's programme.

Non-UvA students

If already obtained and not mentioned on the transcripts with degree title and date of graduation, please upload scans of all higher education diplomas already obtained. After (conditional) admission and if the degree is not mentioned on the transcript, you will need to send a certified (stamped and signed) photocopy of the diploma in an envelope, sealed (closed and stamped) by the issuing institute. Please send this by regular post.

Translation(s)

If the transcripts and diploma(s) mentioned above are in any other language than English, Dutch, German, or French, they should be submitted along with official translations in English, made by a sworn translator. Self-translated documents cannot be accepted.

After (conditional) admission, you will need to send the same translation(s) on paper in an envelope sealed (closed and stamped) by the issuing institute/translator. Please send this by regular post.

Course descriptions

Literature, theory and practice vary considerably around the world. What is exactly meant with "political theory" at your university for example, might differ considerably from the theory teachings at our university. To be able to assess whether or not your educational background will be optimal enough for direct entry to our Master's programme, detailed course descriptions will be quite helpful for the Admissions Committee.

If you are not a student of the UvA College of Social Sciences: please upload detailed course descriptions (in English or Dutch) of all courses you have done or will be completing in:

- Social sciences research methodology
- Field related theory
- The same field as the Master's programme that you are applying for.

The course descriptions should give the Admissions Committee an idea of the contents of the course, literature studied, credits and learning outcomes.

You can find the course descriptions in the course catalogue.

Please copy and paste only the descriptions of the courses you have done or will be completing into one document. Do not upload complete course catalogues and do not upload links to external websites.

If you have any other (hands-on/field) experience with social sciences research methodology, please include this information in your CV.

Research questions

Please make sure to include in your motivation letter: examples of research questions and fields of interest you have and wish to address during the Master's fieldwork or thesis seminar. The purpose of the research questions is that the academic staff gets an idea of the topics of research their future students are interested in. Please formulate 3 or 4 research questions related to the subject of the Master's programme.

Language test

All students must be able to read textbooks, understand lectures, take part in classroom discussions and undertake extensive written work. All Master's programmes are taught entirely in English, and some are taught in English with the possibility of handing in written work in Dutch.

Non-native speakers (as proven by the identity papers submitted) are required to submit an English language test score prior to enrolment. This should meet the entry requirements specified on our [website](#).

Please see our website for possible exemptions of the English language test requirement.

Please upload a test score, at the time of applying. If not available yet, you will need to arrange for a paper test score report to be sent directly by the testing organisation to the Admissions Office. Do this after admission and one month before enrolment at the latest or earlier if you are in need of a visa. So you can submit your application without an English test score (but please make sure to do an English test as soon as possible).

Please note that in case of applying to a highly competitive Master's programme, it is strongly recommended that you submit a good/high test score along with your application and not to await admission. This will make your candidacy stronger in comparison to other candidates who have not yet submitted a test score.

Please also note that tests tend to be fully booked in the two months preceding a semester. It is strongly recommended that you book a place with the testing organisation well in advance and not to wait for admission first. Please allow at least two weeks before the test score is available and some extra time for us to process your score. Without having met the language requirements, you will not be allowed to start the Master's or preparatory programme.

Chinese students are strongly recommended to take either the IELTS test or the TOEFL IBT test, as one of these tests is also required for their visa application.

Description of relevant language experience

If a language test score is required and you have a test score older than two years, please upload a description of any relevant experience, showing that you have been practicing your English since the time the test was taken. The Admissions Committee will then decide whether a waiver of this requirement can be granted or whether a new score needs to be submitted before enrolment.

Written work

Please refer to the table below to find out for which programmes written work needs to be uploaded and what kind of written work it will need to be.

Programme name	What kind of written work
Conflict Resolution and Governance International Development Studies Political Science (all tracks) Sociology Human Geography (all tracks) Urban and Regional Planning	Your best academic written work in English of 2 to 5 A4/Letter size pages maximum. If you do not have any written work in English, we advise you to write a paper especially for application purposes. The paper should not exceed 5 pages and you may choose your own subject matter. You may want to write about the subject you wish to explore for the Master's thesis. If your written work exceeds the maximum number of pages, please submit a part of it, such as the opening or concluding chapter, together with a summary and the table of contents of the paper.
Medical Anthropology and Sociology	A social sciences essay in English of 400 words maximum about a current subject in the field of health and health care.
International Development Studies (research) Social Sciences (research) Urban Studies (research)	A detailed summary in English and your complete Bachelor's thesis. If your Bachelor's studies were not concluded with a thesis or your thesis is not finished yet: a substantial piece of academic written work in English.

Letters of reference

If the admissions committee deems it necessary to receive reference letters, we will contact the referees, which is why we ask for contact details of two referees. It might be that we do not need to contact them at all. So you do not need to upload the letters of reference when submitting your application.

Certificates of awards and honours

Please mention relevant awards and honours in your CV (and send hard copies by regular mail). These will not be added to your MyInfo file and will be used for verification purposes only. Please mention all relevant information that the Admissions Committee might need for assessing your application in your CV.

If you attend(ed) more than one higher education institute

You will need to submit transcripts and diplomas of all higher education that you completed. Please ensure that you mention all relevant information that the Admissions Committee might need for assessing your application in your CV.

Sending documents by regular mail

Documents sent by regular mail need to be addressed to the Admissions Office of the Graduate School of Social Sciences.

Please note that the documents sent by regular mail will not be added to your online application file. Everything the Admissions Committee will need for assessing your application should be filled in and uploaded before you submit. Hard copy documents that are required to be sent by regular mail are requested for verification purposes only.

Please note that hard copy documents will not be returned, even if you are not accepted.

Hard copies kept on file for 12 months

After submitting your application, the Admissions Office will keep your hard copy documents on file for 12 months, and longer if you enroll.

Questions and contact

Technical support whilst filling in the application form or uploading your documents

If you are in need of technical support whilst filling in the application form or uploading your documents, you can contact the Student Service Desk. For frequently asked questions and the SSD contact information, please see: <http://uva.nl/faq>

Questions about the programme(s) and application procedure

If you have any questions about the programme(s) and/or the application procedure, please contact the Admissions Office.

Graduate School of Social Sciences (GSSS)

GSSS Admissions Office

Email: apply-gsss@uva.nl

Website: www.gsss.uva.nl

Mail

Graduate School of Social Sciences

Admissions Office
PO Box 15725
1001 NE Amsterdam
The Netherlands

Visit & courier mail

Education Desk Social Sciences, room B7.00
Nieuwe Achtergracht 166
1018 WV Amsterdam
The Netherlands

Disclaimer

We have tried to make the application form and instructions as accurate as possible. Nevertheless the information may not be exhaustive. Please check our [website](#) regularly for updates. Please [notify](#) us if the information seems to be incorrect or incomplete.

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