

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 offered by the Graduate School of Social Sciences. It explains the required documents in detail and how to submit them in MyInfo.

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, PIP) 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.

Complete applications

Please note that the admissions committee will only evaluate complete applications. A complete application means that you have filled in the application form and have uploaded all the required documents. Incomplete applications will not be forwarded to the admissions committee and your application will be cancelled.

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). Please 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 not in Dutch, English, 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.

If you are not from a majority English speaking country, you are required to submit an English language test score prior to enrolment. Please see [our website](#), under each Master's programme, which English tests we accept and for possible exemptions of the English language test requirement.

Please upload a test score **at the time of applying**. An English test score report is a required document. We

can only evaluate your application if you have submitted all the required documents (see: *Complete applications*).

Please also note that tests tend to be fully booked and the testing organizations also tend to take quite a while before they send the test results, so it is strongly recommended that you book a place with the testing organisation well in advance.

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.

Sample of academic writing

Please refer to the table below to find out for which programmes a sample of academic writing in English needs to be uploaded and what kind of writing sample it will need to be. The writing sample is used to assess whether you can identify and produce quality academic writing in English, whereby the criteria of clarity and coherence stand central.

Programme name	What kind of writing sample
Conflict Resolution and Governance International Development Studies Political Science (all tracks) Sociology (all tracks) Human Geography (all tracks) Urban and Regional Planning (all tracks) Cultural and Social Anthropology (all tracks)	Your best academic writing sample in English of 2 to 5 A4/Letter size pages maximum. If you do not have any writing sample 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 writing sample 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 if your thesis is not finished yet: a substantial piece of academic writing in English (more or less 5 A4 pages). If your thesis is not written in English: the introduction of your thesis and a summary of your thesis translated to English, or a substantial piece of academic writing in English (more or less 5 A4 pages).

Portfolio

Students need to submit a portfolio for **our track Visual Anthropology** only. It is important that you make your portfolio (which can be photographs or film material) available in your online application in MyInfo. In order to do this you will have to upload your (audio-)visual material to a website. You can then add the link(s) to your online application for Visual Anthropology, **in your motivation letter**, so that the admissions

committee can view your work. You cannot send this portfolio separately via email.

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 the names and 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. If you already have reference letters at your disposal, you may upload them to 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 see below for the address (*Questions and contact*).

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

University of Amsterdam
Graduate School of Social Sciences
Admissions Office
P.O. Box 15725
1001 NE Amsterdam
The Netherlands

Visit & courier mail

University of Amsterdam
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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