



**Graduate school of Social Sciences**

**THINGS YOU NEED TO KNOW BEFORE APPLYING**

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This guide is meant for students wishing to apply for one of the Master's programmes (including preparatory programmes) offered by the Graduate School of Social Sciences. It explains the application procedure in detail.

## Contents

This guide is meant for .....	1
Preparing your application .....	3
Planning your application .....	3
Application deadlines .....	3
Start programmes .....	3
Timelines .....	4
Early notification needed? .....	4
Late applications.....	5
Applying for a second track.....	5
Applying for a pre-Master's programme.....	5
Applying for a scholarship .....	6
Before applying .....	7
1. Apply for your DigiD (Dutch students only).....	7
2. Register in Studielink .....	7
3. Receive your UvAnetID.....	9
Before submitting.....	9
Saving a draft.....	9
Is your application complete? .....	9
About your family name.....	9
After submitting .....	9
If incomplete .....	9
If complete .....	9
Notification.....	10
After admission .....	10
Confirm within 2 weeks.....	10
Receive practical information.....	10
Visa .....	10
Housing.....	10
Tuition fees.....	10
Fulfilling outstanding conditions .....	10
If your Bachelor's diploma will not be issued in time.....	10
Deferring your application.....	11
Questions and contact .....	11
Technical support whilst filling in the application form or uploading your documents .....	11
Questions about the programme(s) and application procedure.....	11
Disclaimer.....	12

## Preparing your application

You have chosen one of our Master's programmes and you are about to apply. We look forward to receiving your application!

As selection may be highly competitive, admission cannot be guaranteed. A well prepared application will give you the best possible start. Please make sure your application gives the Admissions Committee the best and most complete picture of your academic background and motivation.

Also, please make sure that your application is complete before you submit. Documents cannot be added afterwards by you or the Admissions Office. Everything that the Admissions Committee will need to assess your application should be filled in and uploaded before you submit (exception: your BA diploma, if not yet obtained, and English test score report).

To make sure your application is complete, please take note of:

Quick reference:

- [Submit your application in 7 steps](#)
- [Programmes and deadlines](#)

For more comprehensive guidance:

- The information presented in this guide
- [Documents explained](#)

## Planning your application

### *Application deadlines*

Please refer to our elaborate overview of [Programmes and deadlines](#). Please submit your online application on the day of the deadline at the latest, or on the day of the early deadline if you are in need of a visa and/or scholarship.

### *Start programmes*

All Master's programmes start in September. The only Master's programme that also starts in February is our MSc programme Cultural and Social Anthropology (general track and Visual track only).

### *Pre-Master's programmes*

Depending on the Admissions Committee's assessment of your academic background you may be offered enrolment at an earlier or later date, starting with a pre-Master's programme.

If your academic background is relevant but lacking in social sciences research methodology, it is recommended that you allow for a possible early start in July/August (or January for second semester enrolment) as we offer the Comprehensive Introduction to Research Methodology and Design in July and August, and January.

If your academic background is not entirely relevant, it is recommended that you allow for the possibility of having to follow a pre-Master's programme of 4 to 13 months prior to the start of the Master's programme.

Please refer to our [website](#) for more information on pre-Master possibilities per Master's programme. See also the section *Applying for a preparatory programme* below.

## Timelines

Below are the timelines for application and admission: in general and when needing a visa. Depending on the assessment by the Admissions Committee you may be offered enrolment at an earlier or later date in which case the timeline needs to be adjusted accordingly. See also section *Early notification needed?*

### Timelines in general September 2020 and February 2021

#### September 2020

Apply for your DigiD (Dutch only)	Register in Studielink	Submit your application in MyInfo	Receive notification	Confirm	Meet all outstanding conditions	Enroll
12 February 2020	26 February 2020	3 March 2020, 17h00 (CET)	4 May – 29 May 2020	Within 2 weeks	1 August 2020	1 September 2020

#### February 2021

Apply for your DigiD (Dutch only)	Register in Studielink	Submit your application in MyInfo	Receive notification	Confirm	Meet all outstanding conditions	Enroll
18 August 2020	8 September 2020	11 September 2020, 17h00 (CET)	23 Oct – 3 Nov 2020	Within 2 weeks	1 January 2021	1 February 2021

### Timelines when needing a visa (MVV) or scholarship September 2020 and February 2021

#### September 2020

Register in Studielink	Submit your application in MyInfo	Receive notification	Confirm	Meet all outstanding conditions	Start visa procedure	Enroll
10 January 2020	15 January 2020 17h00 (CET)	4 – 16 March 2020	Within 2 weeks	1 May 2020	1 May 2020	1 September 2020

#### February 2021

Register in Studielink	Submit your application in MyInfo	Receive notification	Confirm	Meet all outstanding conditions	Start visa procedure	Enroll
13 July 2020	16 July 2020 17h00 (CET)	16 – 28 September 2020	Within 2 weeks	1 October 2020	1 October 2020	1 February 2021

## *Early notification needed?*

Students who are in need of a visa or are applying for a scholarship (that is not offered by the University of Amsterdam) or other funding and therefore in need of an early notification of admission, are advised to apply as soon as possible and at least 2,5 months before the desired date of notification, and before applying for the scholarship or other funding. Timely handling will be aimed for, but cannot be guaranteed.

If you wish to apply for one of the University of Amsterdam scholarships, please note that the application deadline is 15 January 2020. See also section *Applying for a Scholarship*.

Please also note that an early notification may not be possible at all if applying for a highly competitive Master's programme. Your application may need to await comparison with the other applications before a final decision can be made. See the overview of [Programmes and deadlines](#) for an indication of expected selectivity.

#### *Late applications*

Late applications will not be possible unless explicitly stated on the [Programmes and deadlines](#) overview on our website. Late applications for these programmes will be processed on a first come, first served basis after all applications received before the deadline have been processed. Timely handling of late applications will be aimed for, but cannot be guaranteed.

For students needing a visa, late applications will not be possible.

Please note that selection may close after late submission and before the application can be processed and considered. If processing in time for the desired moment of enrolment is unachievable, then the application will be processed for the next available moment of enrolment (if any).

Please also note that submitting a late application form will be at your own risk. We may not be able to process your application in time or at all. Hard copy documents cannot be returned.

#### **Applying for a second track**

You may apply for a maximum of two tracks (within one programme), selected from the tracks offered by the GSSS. If you wish to do so, you can select a second track in the application form. Please note that we will start by processing your first track. Only if you are not admitted to your first track, we will continue to process your second track. If you are admitted to your first track, your second track will be cancelled.

#### **Applying for a second programme**

You may also apply for a maximum of two programmes, selected from the programmes offered by the GSSS. If you wish to do so, please submit two separate applications in MyInfo.

Please see [here](#) for more information on how to register in Studielink when applying to a second track or programme.

In Studielink, students can apply to a maximum of 4 programmes outside the GSSS, so offered by another faculty of the UvA or even by another university in the Netherlands.

If accepted for more programmes or tracks (with us or other institutes), we recommend you choose just one. Our programmes need to be studied full-time, each representing a minimum 40-hour workload per week.

### **Applying for a preparatory programme**

If you do not meet the entry requirements of the programme yet (e.g. if you are a Dutch HBO student or a student from a different academic field), it may be possible to complete a pre-Master's programme (schakelprogramma) first.

Please check the information of the Master's programme on our [website](#) to see whether your academic background meets the entry requirements and whether there is a suitable pre-Master's programme on offer.

Application for a pre-Master's programme is not needed or even possible: you just need to register and apply for the Master's programme itself. The Admissions Committee will assess your application for the Master's programme and decide if a pre-Master's programme or course is indeed needed and if it will sufficiently prepare you for entry to the Master's programme.

Please adhere to the application deadline of the Master's programme. To avoid delay in enrolment, however, it may be advisable to adhere to an earlier application deadline. Depending on the estimated workload of the pre-Master's programme: one to two semesters earlier is advised.

Please note that tuition fees for pre-Master's programmes may differ substantially from tuition fees for Master's programmes.

Please also note that admission to a pre-Master's programme is as competitive as admission to the corresponding Master's programme. If and when accepted to a pre-Master's programme, you will have guaranteed access to the Master's programme starting in the semester following the timely completion of the pre-Master's programme.

### **Applying for a scholarship**

For updated information on the availability of scholarships and how to apply for one, please check our [website](#). It is also recommended to consult:

- The study abroad office at your (previous) university
- The Dutch embassy or consulate in your country of residence
- The Netherlands Organisation for International Cooperation in Higher Education (NUFFIC): [www.nuffic.nl](http://www.nuffic.nl)  
[www.grantfinder.nl](http://www.grantfinder.nl)

Please note that the application for a scholarship will require an additional and separate application procedure with the funding organisation itself, this

with its own application form, requirements and application deadline. It may require an early notification of admission by us. See the section *Early notification needed?* above. An application for the scholarship without having (timely) applied for the study programme (and vice versa) will be rendered invalid.

### **Before applying**

Before submitting your application in MyInfo, you will need to register in Studielink first. Please take the following steps:

1. *Apply for your DigiD (Dutch students only)*

Dutch students will need their Dutch civil number DigiD when registering in Studielink. All other students can register in Studielink without DigiD. Dutch students are strongly recommended to apply for their DigiD 3 weeks before registering in Studielink at the latest.

Please refer to: [www.digid.nl](http://www.digid.nl)

2. *Register in Studielink*

Register in Studielink for the Master's programme(s) of your choice. Please follow the instructions Studielink will give you.

Please refer to: [www.studielink.nl](http://www.studielink.nl)

If you wish to apply for a pre-Master's programme, please register and apply for the corresponding Master's programme.

If you wish to apply for a specialization/track, please choose the study programme name first. After confirming the study programme and starting date you will be asked to indicate the specialization/track.

Our programme names may differ from the ones in Studielink. An overview of the current programme titles and the corresponding Studielink names is given below:

<b>GSSS MSc programme name</b>	<b>Studielink name in Dutch</b>	<b>Studielink name in English</b>	<b>Studielink track name</b>
Conflict Resolution and Governance	Conflict Resolution and Governance	Conflict Resolution and Governance	N/A
Cultural and Social Anthropology, general track	Culturele Antropologie en Sociologie der niet-westerse samenleving	Cultural and Social Anthropology	N/A
Cultural and Social Anthropology, Applied Anthropology	Culturele Antropologie en Sociologie der niet-westerse samenleving	Cultural and Social Anthropology	Applied Anthropology
Human Geography: Economic Geography	Sociale Geografie	Human Geography	Economic Geography
Human Geography: Environmental Geography	Sociale Geografie	Human Geography	Environmental Geography
Human Geography: Political Geography	Sociale Geografie	Human Geography	Political Geography
Human Geography: Urban Geography	Sociale Geografie	Human Geography	Urban Geography
International Development Studies	International Development Studies	International Development Studies	N/A
International Development Studies (research)	International Development Studies (research)	International Development Studies (research)	N/A
Medical Anthropology and Sociology	Medische Antropologie en Sociologie	Medical Anthropology and Sociology	N/A
Political Science: European Politics and External Relations	Politologie	Political Science	European Politics and External Relations
Political Science: Political Economy	Politologie	Political Science	Political Economy
Political Science: Political Theory	Politologie	Political Science	Political Theory
Political Science: Public Policy and Governance	Politologie	Political Science	Public Policy and Governance
Political Science: International Relations	Politologie	Political Science	International Relations
Social Sciences (research)	Social Sciences (research)	Social Sciences (research)	N/A
Sociology (general track)	Sociologie	Sociology	Sociology
Sociology: Comparative Organisation and Labour Studies	Sociologie	Sociology	Comparative Organisation and Labour Studies
Sociology: Cultural Sociology	Sociologie	Sociology	Cultural Sociology
Sociology: Gender, Sexuality and Society	Sociologie	Sociology	Gender, Sexuality and Society
Sociology: Migration and Ethnic Studies	Sociologie	Sociology	Migration and Ethnic Studies
Sociology: Social Problems and Social Policy	Sociologie	Sociology	Social Problems and Social Policy
Sociology: Urban Sociology	Sociologie	Sociology	Urban Sociology
Urban and Regional Planning	Planologie	Urban and Regional Planning	N/A
Urban Studies (research)	Urban Studies (research)	Urban Studies (research)	N/A

### 3. *Receive your UvAnetID*

If you are not a University of Amsterdam student yet, you will receive your UvA student number by email within 1 to 2 working days after registering in Studielink. You will need the UvA student number for your application in MyInfo. Please register in Studielink 2 working days before the application deadline at the latest. After receiving your student number you will be invited to complete your application through MyInfo.

#### **Before submitting**

##### *Saving a draft*

You can save a draft of your application to continue at a later time by selecting 'Save changes' at the bottom of the form.

##### *Is your application complete?*

For more guidance, please refer to [Documents explained](#). Please make sure that your application is complete before you submit it.

Documents cannot be added afterwards by you or the Admissions Office. Everything the Admissions Committee will need to assess your application should be filled in and uploaded before you submit. Hard copy documents that are required to be sent by regular mail will not be added and are requested for verification purposes only.

Please also note that submitting an incomplete or late application will be at your own risk. We may not be able to process your application in time or at all. Fees and hard copy documents cannot be returned.

##### *About your family name*

You will be registered under the name as indicated in your passport or other proof of identity. Please also use this name in all correspondence. Please inform us if important documents such as your transcripts and diplomas indicate a different (e.g. maiden) name.

#### **After submitting**

You can check the status of your application online. The Admissions Office will communicate with you about your application by email.

##### *If incomplete*

If your application is found to be incomplete, it will not be forwarded to the Admissions Committee. We will inform you about the missing documents and will request you to complete your application as soon as possible. Please be informed that all complete applications received before the deadline will be processed first. Timely handling cannot be guaranteed in case of an incomplete application file.

##### *If complete*

If your application is complete, your educational background will be assessed by trained diploma evaluators. After that, your application will be forwarded to the Admissions Committee. The committee will evaluate your application carefully, check whether or not all entry requirements have been met, whether your academic background is sufficient and in the case of a (highly) competitive Master's programme, compare your application with the other applications received. Once the committee has reached a decision, you will be notified by email.

### *Notification*

The procedure takes approximately 2,5 months. Students can expect to be notified before the notification deadline as listed on [Programmes and deadlines](#).

### **After admission**

#### *Confirmation within 2 weeks*

If admitted, you will be asked to accept or decline our offer online within 2 weeks after receiving your letter of acceptance. If you have any doubts or questions, you can also indicate this on the online form. Please note that the UvA will only continue with other procedures for you, e.g. housing, registration as a student, course registration, after you have accepted our offer and submitted your confirmation.

#### *Receiving practical information*

After admission and confirmation of acceptance, you will receive more information on practical matters such as visa, housing, (payment of) tuition fees. The study adviser will provide you with extensive information on courses and schedules.

#### *Visa*

Applying for a visa and residence permit for the purpose of studying is only possible through the university. After admission, students with a nationality whereby a visa will be needed, will receive more information on the visa procedure. It is recommended however that you start preparing the visa application procedure as early as possible and start collecting the necessary documents before admission (even though admission cannot be guaranteed).

For current information, please refer to our university's website: [Visas and permits](#)

It is also recommended to consult the [NUFFIC's website](#).

Please note that the visa procedure will take several months and can only be started after having met all requirements for admission which will be stipulated in the letter of acceptance.

#### *Housing*

After admission, international students will receive more information on student accommodation possibilities. For current information, please refer to our university's website: [Housing](#)

#### *Tuition fees*

After admission, you will receive more information on tuition fees and payment thereof. For current information, please refer to our university's website: [Tuition fees](#)

Fees are raised annually to reflect the rate of inflation.

Some students will be required to complete pre-Master courses involving extra tuition fees before starting the Master's programme. Please note that tuition fees for pre-Master's programmes may differ substantially from tuition fees for Master's programmes.

#### *Fulfilling outstanding conditions*

If accepted, you will need to make sure that all outstanding conditions (such as the completion of your Bachelor's studies or language test score) are fulfilled one month prior to enrolment or, if you are in need of a visa, 3 months prior to enrolment.

*If your Bachelor's diploma will not be issued in time*

*Non UvA students*

You cannot start the Master's programme without having completed your Bachelor's studies. If you have completed your studies, but the diploma itself will not be issued until after the start of the Master's programme, please provide the Admissions Office with an official statement of graduation by your university declaring that you have fulfilled all requirements for graduation and also stating the date that the diploma will be issued.

*UvA students*

If you are a UvA student, your Bachelor's diploma needs to be recorded in SIS as completed. You cannot start with the Master's programme without having met this condition. It is therefore recommended that you apply for your Bachelor's diploma in SIS well in advance.

**Deferring your application**

If you need to defer your studies you will need to re-apply before the next application deadline.

*Admission not guaranteed*

If you were accepted the first time you applied, please note that admission may not be guaranteed for the subsequent year: it will depend on that year's specific entry requirements. In the case of a highly competitive programme (see overview of [Programmes and deadlines](#)), it will also depend on the quality and number of applications received.

*Submit a new application*

If you wish to re-apply, you will first need to register again on Studielink and submit a new and complete application in MyInfo. The hard copy documents that were sent by regular mail can be used again if you restart the application procedure no later than one year after your first application.

**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 application procedure, please contact the Admissions Office.

**Graduate School of Social Sciences (GSSS)**

GSSS Admissions Office

Email: [apply-gsss@uva.nl](mailto:apply-gsss@uva.nl)

Website: [www.gsss.uva.nl](http://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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