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## Graduate School of Social Sciences

### CERTIFIED DOCUMENTS

Last updated: 29 September 2023

## Submitting certified official documents

After you have been conditionally admitted to one of our Master's programmes, you must send us a number of official documents, or rather certified copies of your official documents.

### What is a certified copy of an official document?

A certified copy is an official copy of the original document with an original stamp and signature of a representative of your home university or a notary.

Please note that:

- This is not the same as a photocopy of a certified document.
- The language should be English, Dutch, German, or French. Documents in other languages must be submitted in their original language along with an official translation made by a sworn translator.
- Please do not send us the original documents as we are not responsible if any documents get lost in the mail.
- We are not able to return the documents you sent to us.
- Please check this video: [https://www.youtube.com/watch?v=KM\\_hYYxTzQ](https://www.youtube.com/watch?v=KM_hYYxTzQ)

### What types of official documents do you need to send us?

#### 1a. Bachelor's (or Master's) diploma obtained at the UvA or other Dutch university

If you will obtain your diploma from the University of Amsterdam (UvA) or another Dutch university, we can check your graduation in SIS. As it can sometimes take some time before SIS is fully updated, you may ask your Education Desk to send us a certified graduation statement in order to speed up the process (see section 1c below).

#### 1b. Bachelor's (or Master's) diploma obtained outside the Netherlands

If you have obtained your diploma outside the Netherlands, we need to receive a certified copy of your official diploma. If your diploma is not yet available, a graduation statement will suffice (see section 1c below).

### **1c. Graduation Statement**

If you have not yet obtained your diploma, your university can send us a graduation statement in which they confirm that you have fulfilled all the graduation requirements and have graduated from the Bachelor's or Master's programme. It should also state your exact graduation date. This graduation date cannot be later than the start date of the (pre-)Master's programme. The statement needs to be signed and stamped by your home university, and must be printed on official headed paper and be sent to our P.O. Box by your home university, or be sent by e-mail to us directly by your home university. Please see below for the exact wording of the graduation statement, and what information it must contain. Please note that we do not accept graduation statements which confirm that a student is "expected" to graduate on a certain date.

### **2. Transcripts**

We also must receive your final transcripts, which includes your name and the signature and stamp of your university.

## **How to submit your certified documents**

We prefer that you submit your certified documents by asking a representative of your home university to send us the certified documents digitally. If that is not feasible, hard copies can be sent by regular mail. Please note that in the case of hard copies the processing time takes longer. You can track the status of your documents in your Personal Information Page (PIP) in MyInfo.

### **Documents submitted digitally by your home university representative (preferred method)**

Please ask a representative of your home university to send us an e-mail with your certified documents or a graduation statement to: [apply-gsss@uva.nl](mailto:apply-gsss@uva.nl), or through a secure portal, for example, via Parchment, Hear, or Gradintelligence.

### **Hard copy documents (longer processing time)**

If your home university cannot send us your certified documents digitally, they can send us your certified documents by regular mail, in a closed envelope sealed by the university. We cannot accept hard copies that have been sent by yourself.

**Use this address if your documents are sent via non-registered (regular) mail:**

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

**Use this address and phone number if your documents are sent via registered mail (e.g.**

**DHL/UPS/FedEx):**

University of Amsterdam  
Graduate School of Social Sciences  
Nieuwe Achtergracht 166  
1018 WV Amsterdam  
The Netherlands

**Drop off your certified documents at the University**

If you happen to be in Amsterdam, you can drop off your certified documents at the Admissions Office – Building B, 7th Floor (B7.12), Nieuwe Achtergracht 166, Amsterdam, on Mondays between 9 am and 11 am and 3 pm and 4 pm.

**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.

The University of Amsterdam cannot be held responsible for the content of the information presented here or for any consequences resulting from its use. No rights can be obtained from the information presented here.

(This statement must be printed on official headed paper.)

## **Statement of graduation in the Bachelor's programme [name]**

Date:

Student name:

DOB:

Place of birth:

Dear madam/sir,

This letter certifies that the above named student has successfully completed the Bachelor's programme **[name]** at **[university]** and has graduated with a Bachelor's degree.

Student has fulfilled all of the requirements for the Bachelor's degree.

**[Student]**'s official date of graduation is **[date]**. Degree certificate and diploma supplement are still being processed.

Kind regards,

Signature

Official stamp

**[Name & office]**