



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 a place in one of the Master's programmes (including preparatory programmes) offered by the Graduate School of Social Sciences. It explains the application procedure in detail.

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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. Make sure it gives the Admissions Committee the best and most complete picture of your academic capabilities 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.

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

Quick reference:

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

For more comprehensive guidance:

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

Planning your application

Application deadlines

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

Start programmes

All Master's programmes start in September. See the overview of [Programmes and deadlines](#) to find out which programmes also start in February.

Preparatory 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 preparatory 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 August (or January for second semester enrolment).

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

Please refer to our [website](#) for more information on preparatory 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 2016

Apply for your DigiD (Dutch only)	Register in Studielink	Submit your application in Embark	Receive notification	Confirm	Meet all outstanding conditions	Enrol
5 February at the latest	1 March 15.00 hrs (CET) at the latest	As soon as you have received your UvA student number, 4 March at the very latest	17 May at the latest	Within 2 weeks	1 August at the latest	5 September

February 2016

Apply for your DigiD (Dutch only)	Register in Studielink	Submit your application in Embark	Receive notification	Confirm	Meet all outstanding conditions	Enrol
12 August at the latest	6 September 15.00 hrs (CET) at the latest	As soon as you have received your UvA student number, 9 September at the very latest	27 October at the latest	Within 2 weeks	4 January at the latest	1 February

Timelines when needing a visa

September 2016

Register in Studielink	Submit your application in Embark	Receive notification	Confirm	Meet all outstanding conditions	Start visa procedure	Enrol
Preferably before 29 January	Preferably before 2 February	15 April if possible	Within 2 weeks	13 May at the latest	1 June at the latest	5 September

February 2017

Register in Studielink	Submit your application in Embark	Receive notification	Confirm	Meet all outstanding conditions	Start visa procedure	Enrol
Preferably before 13 July	Preferably before 15 July	15 September if possible	Within 2 weeks	14 October at the latest	1 November at the latest	1 February

Early notification needed?

Students who are in need of a visa or are applying for a scholarship 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. If the application form for the intended year is not available yet, the current form should be used with the correct intended date of enrolment stated in the closing remarks.

Timely handling will be aimed for, but cannot be guaranteed.

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.

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 on time or at all. Fees and hard copy documents cannot be returned.

For students needing visa and/or housing after admission, late applications will not be possible.

Applying for a second programme

You may apply for a maximum of two programmes. If you wish to do so, you will need to submit two separate complete application files. You will need to create a second user account in Embark requiring a different email address.

The second application will be processed after your first application has been rejected. You may expect to be notified of the admission decision for the second programme 2 to 4 weeks later.

If accepted for the programme of your first choice, we will close your second application without further notice.

Choosing tactics

If applying to a highly competitive programme (see the [Programmes and deadlines](#) overview for an indication on expected selectivity), it is recommended that you apply for a second less competitive, though equally interesting programme. This will keep your options open as much as possible and safeguard you from having no study alternatives left at all.

Please note that highly competitive programmes may only accept first choice applications.

If accepted for more programmes (with us or other institutes), we recommend you choose just one. Our programmes are full-time studies, 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 preparatory 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 preparatory programme on offer.

Application for a preparatory programme is not needed: 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 preparatory 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 preparatory programme: one to two semesters earlier is advised.

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

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

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

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

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:

GSSS MSc programme name	Studielink name in Dutch	Studielink name in English	Studielink track name
Conflict Resolution and Governance	Conflict Resolution and Governance	Conflict Resolution and Governance	N/A
Contemporary Asian Studies	Contemporary Asian Studies	Contemporary Asian Studies	N/A
Cultural and Social Anthropology	Culturele Antropologie en Sociologie der niet-westerse samenleving	Cultural and Social Anthropology	N/A
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 UvA student number*

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 Embark. Please register in Studielink 2 working days before the application deadline at the latest. Whilst awaiting your student number, you can already start working on your online application. After receiving your student number you will be able to submit your completed application.

4. *Create an Embark user account*

First time users of Embark will need to create a user account first.

Before submitting

Save your application regularly

When working on your application, do not forget to hit the Save button regularly.

Is your application complete?

Before you submit your application it is recommended that you check the quick reference overview [Required documents](#). 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 post will not be added and are requested for verification purposes only.

Please note that the Embark Application Inspector tool will not report all omissions. You may be able to submit your application even though it is still considered to be incomplete. You will need to do a thorough check yourself to ensure that you have uploaded all required documents and provided all necessary information.

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

About your family name

Your family name/surname is the name under which your file will be registered. Please make sure that this is the same 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.

About your email address

Please make sure to enter a valid email address that you check regularly, as this is how we will be communicating with you regarding your application. Please check your spam filters and add noreply@embark.com and apply-gsss@uva.nl to your email safe list.

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 be unsubmitted in the Embark system. Depending on the date of application, the number of applications already received and places available, your application file may be submitted again. Timely handling however cannot be guaranteed. All complete applications received before the deadline will be processed first.

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 others 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.

Receiving practical information

After admission, you will receive more information on practical matters such as visa, housing, tuition fees and payment. 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 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. 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 preparatory courses involving extra tuition fees before starting the Master's programme. Please note that tuition fees for preparatory 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 earlier if you are in need of a visa.

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 expected 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, your online documents may not be accessible any longer. In most cases you will need to submit a new application. You may have to create a second Embark user account requiring a different email address. 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 Embark Application Support. For more information click on Help within Embark or go to <http://embarksupport.zendesk.com>

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

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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