



Recognition of your UvA doctorate diploma abroad

If you are planning an international career with the doctorate diploma you have attained at the University of Amsterdam, it is advisable to have your diploma legalised.

You can start the process of legalisation only *after* you have defended your doctorate dissertation and have received your doctorate diploma, since it is the actual diploma and the additional *extract* from the Doctorate Registry that will be legalised.

However, since the procedure may consume a considerable amount of time, you should plan your legalisation well ahead.

If you are going to leave the Netherlands shortly after the defense, it is necessary to start preparations of the legalisation *at least two weeks before the defense date*.

Step 1 is to contact the secretariat of the Doctorate Board and inform them of your plans to have your doctorate diploma legalised. Please supply by e-mail your full name and date of birth, as well as the planned defence date. The secretariat will arrange that on the day of your defense, you will be handed 3 additional documents:

- **Official translation** of the doctorate diploma to English. The original diploma is in Latin.
- **PhD/Doctorate statement** which, among other details, will explain that your diploma is equivalent to a PhD.
- **Letter** for the 'Dienst Uitvoering Onderwijs' (DUO) of the Nederlandse Ministry of Education, containing a statement on the signatories of your *diploma*, *extract* and other documents.

Step 2 is to inform yourself about the details on legalisation for the country of your destination. If you will be using the diploma in a member state of the European Union, you may not even need to legalise the diploma. It depends on the requirements of the employer or the governmental administration you will be dealing with.

For most countries outside the European Union, it is advisable to have your documents legalised. Even if you choose not to legalise, it is wise to apply for the PhD statement and the translation since they fulfill the role of academic transcript for the UvA Doctorate.

Verification/recognition by Ministry of Education (DUO)

The first thing to do is to get proof that the Dutch Ministry of Education recognises your doctorate diploma. The recognition is being done by the DUO. You may do it by regular mail or you can visit their office in Groningen.

<https://www.duo.nl/particulier/international-student/your-qualifications/legalization-of-your-dutch-educational-documents.jsp>



If you go to Groningen to have your document legalised, take the original document and the extract with you. Address: Kempkensberg 12, open on weekdays from 10 a.m. to 4 p.m. You do not need an appointment.

Legalisation by means of an apostille

Subsequently you may need a so-called *apostille*. This is a special stamp and signature that proves the document is acceptable for legal use in all countries that have signed the Apostille treaty. For information on the signatories of the Apostille treaty and how to make sure whether the country of your destination accepts the apostille check the following website:

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

If the destination country does appear on the list of apostille countries, you go to the Groningen District Court (Guyotplein 1) to make the legalisation definitive. The District Court closes at 04.00 p.m. You do not need an appointment.

If your destination country does not appear on the list of apostille countries you do not need to go to the District Court. You will then continue the legalisation process via the Ministry of Foreign Affairs:

<https://www.government.nl/topics/legalising-documents/question-and-answer/how-can-i-have-dutch-documents-legalised-for-use-abroad>

Further legalisation?

After additional recognition by the Dutch Ministry of Foreign Affairs, verification by the foreign representation in the Netherlands (an embassy or consulate), and sometimes a legalisation by government authorities in the country (e.g. the Ministry of Education or Foreign Affairs) may be necessary. You can enquire with the embassy of your country of destination.

For information on where to find the Netherlands diplomatic representation in the country you are going to, visit: <http://www.minbuza.nl/cccd/>