

Application Manual Master Epidemiology Postgraduate Online

Start: 1st September 2018

We are pleased that you have decided to apply for our Master Epidemiology Postgraduate Online. With this manual, we guide you through the necessary steps to complete your application at Utrecht University. To help you along with your application, we provided **in bold** what to answer or ***in bold cursive*** when there is a multiple choice option. Extra information about the application procedure can be found on the website of the [Utrecht University](#).

The application procedure is divided into two parts.

Part 1: Application via OSIRIS Incoming Students

Part 2: Application at Utrecht University

Part 1: Application via OSIRIS

Getting started in OSIRIS

Applying via OSIRIS Incoming Students is a 4-step process:

Step A: Personal details, username and password

Step B: Add new enrolment

Step C: Previous qualifications

Step D: Send in application

Step A: Personal details, username and password

Go to www.uu.nl/osirisapplication

1. Go to "select you preferred language" and opt for **English**
2. Create a new account by clicking on "If you don't have a username/password, click here" or use an existing account (and continue with step B).
3. Enter your personal details exactly as they are printed in your passport or in your identity card.
4. Leave "Burger Service Number" blank (for Dutch students fill in your BSN)
5. Enter your phone number
6. By "Request for", opt for "**Privately funded Master**".
7. Click on "Create account". An email with your login information will be sent to your email address.

IMPORTANT: You need to confirm your account by clicking on the link in the email. **Please confirm your account before continuing your application.** Please note: It may take some time for this email to arrive. Also, this email may have been automatically forwarded to your spam folder.

IMPORTANT: This email will provide you with your student ID number that you need further on in your application.

Step B: Add new enrolment

1. Enter your Address details
2. Request for: **Privately Funded Master**
3. Select Degree programme:
Epidemiology Postgraduate (M Master in Health Sciences)
4. Select Programme type:
Part-time
5. Select city:
UTRECHT
6. Select academic year for which you wish to apply:
September 2018 to 31 August 2019 (Start 1 September 2018)
7. Select the starting date:
1 September

Step C: Previous qualification

1. Select the country in which you studied
2. Select Previous Qualifications
3. The town/city in which you studied
4. Select the name of your educational institution
5. Qualifications gained
6. Enter your exam date as dd/mm/yyyy
7. Click the button: "Add previous qualification"
You can add a second qualification by filling in the same block again.
8. Click "Continue"

Step D: Send in application

After you have completed step C, you will be asked a number of questions. Please respond to them and/or tick the appropriate box. After completing the questions, you need to send in your application.

Additional information

1. Confirm which master you will attend.

Online programme

2. Send in certified* copies of your higher education certificates and transcripts. This does not apply to current UU students. UCU & RA students only need to send in their grade list/transcript.

Make a choice

If you have not yet graduated, download the 'Proof of Anticipated Degree Form' from the [instructions](#). Send in this form together with a certified copy of your transcript.

3. If your certificate, diploma and/or transcript is not in English, French, German, Spanish or Dutch, include an official translation** of the document(s) in one of these languages.

Make a choice

If you have chosen 'Other' as your previous qualification, please indicate here what type of qualification you obtained, the name of the institution and your starting and graduation date.

4. Please send in a copy of your passport or identity document. If you have a current Dutch residence permit, please include a copy of both sides.

Make a choice

5. Send in a letter in English outlining your motivation for the Master's programme of your choice.

I will send in a motivation letter

6. Send in your curriculum vitae. In your CV, please include information about your education, knowledge of languages, work experience and any relevant courses and activities. Describe any job duties and your activities and courses (as listed in the (under)graduate prospectus).

I will send in a curriculum vitae

7. Send in 2 recommendation letters. Are you a current student at UU / UMC Utrecht? In that case, send in 2 references instead. The references and recommendation letters (one of these must be from your employer) must include the referee's full name, position, academic title, address, telephone and fax numbers and e-mail address.

Make a choice

8. One of the admissions requirements is having a sufficient command of English. Please select the language test you have taken or are going to take. Submit a copy of your results. An English language test is not required for applicants who have completed three years of study at a university in the Netherlands. You can find more information in the [instructions](#).

Make a choice

9. Enter the date and results of your English language test. If you have not taken a test yet, enter the date on which you plan to take the exam. If an English language test is not required for you, please state the reason why.

Fill in your answer

10. Only for students who obtained their degree outside the Netherlands: Please indicate here how you intend to fund your studies and living costs. Download the 'Statement of Financial Resources' form from the instructions section, complete it and send it to Utrecht University along with your other documents.

Make a choice

11. Current Utrecht University students only: If you have not yet graduated, include in your (motivation) letter the courses you are taking or will be taking. Make sure you provide their names and codes.

Make a choice

12. Have you applied for admission to a Master's degree at any other institution? If yes, at which institution(s)?

Fill in your answer

13. What is your first language?

Fill in your answer

14. Upon receiving your application, Utrecht University will send you your student number. Please quote this number on any document(s) you send in. This will avoid serious delay in processing your application! Also keep this number at hand when contacting the University.

I will quote my student number on all documents

If you have used the shortened application process (because you already have a student number), please check your address details in Osiris Student (<http://www.uu.nl/osirisstudent>). If you do not have a Solis account, ask Qdesk (qdesk.uu.nl) to check your address details.

15. Are there any other documents you wish to send to Utrecht University? Perhaps you wish to submit documents other than those required. If you do, please indicate here which documents you want to submit and why.

Fill in your answer

16. Please send the requested documents as soon as possible to:

If you obtained your degree outside the Netherlands: Utrecht University/Admissions Office, Heidelberglaan 8, 3584 CS Utrecht, The Netherlands.

If you obtained your degree in the Netherlands: Utrecht University/Biomedical Sciences (UMC Utrecht)/Graduate School of Life Sciences, HB 1.06, Postbus 85500, 3508 GA Utrecht

Use the same address if you wish to send documents by registered mail or courier.
Please note: all documents submitted become the property of Utrecht University and will not be returned to you.

Make a choice

Sending in your application:

1. Check whether all details are correct.
2. Check whether all requested answers and/or documents were added.
3. Click "Next".
4. Click on "Send Application"

**) Certified copy*

A certified copy is a photocopy of your original diploma or transcript, carrying an official stamp and signature from the university that issued the original document. A photocopy of a certified copy does *not* suffice.

****) Official translation*

Translations must be made by a sworn translator. Translations by other parties, for example a lawyer, are not accepted.

Part 2: Application at Utrecht University

Here you find an overview of the steps you need to take to complete your application. Please follow these instructions carefully. We strongly recommend that you complete your application as early as possible.

Step A: Email digital documents

Send all application documents by e-mail to:

- Email address:
 - ***If you obtained your degree outside the Netherlands:*** admissiondocuments@uu.nl
 - ***If you obtained your degree in the Netherlands:*** infobms@umcutrecht.nl
- You can download the formats on the website of the [Utrecht University](https://www.uu.nl).

Checklist Step A

- Passport copy
- A certified copy of your diploma or 'Proof of Anticipated Degree' statement
- A certified copy of your transcript
- Official translations of your diploma and transcript (if documents are not in Dutch, English, French, German or Spanish)
- Proof of your proficiency in English (this can be send at a later stage***) if needed
- Your curriculum vitae (English)
- Your motivation letter (English)
- Two reference letters (English) (or two references if you are a student at UU / UMC Utrecht)

IMPORTANT: Name your files as follows: student number.type of document.

(Example: 1234567.diploma.pdf)

- In all email correspondence enter you student number in the subject line.
- Please use the following file formats: .pdf, .docx or .doc

***) Deadline Proof of your proficiency in English

We must have received proof of proficiency in English and/or Dutch (if needed) before the starting date of the programme.

Step B: Send in certified documents by post

If you obtained your degree outside the Netherlands: Utrecht University/Admissions Office, Heidelberglaan 8, 3584 CS Utrecht, The Netherlands.

If you obtained your degree in the Netherlands: Utrecht University/Biomedical Sciences (UMC Utrecht)/Graduate School of Life Sciences, HB 1.06, Postbus 85500, 3508 GA Utrecht

Checklist Step B

- A certified copy of your diploma or 'Proof of Anticipated Degree' statement
- A certified copy of your transcript
- Official translations of your diploma and transcript (if documents are not in Dutch, English, French, German or Spanish)