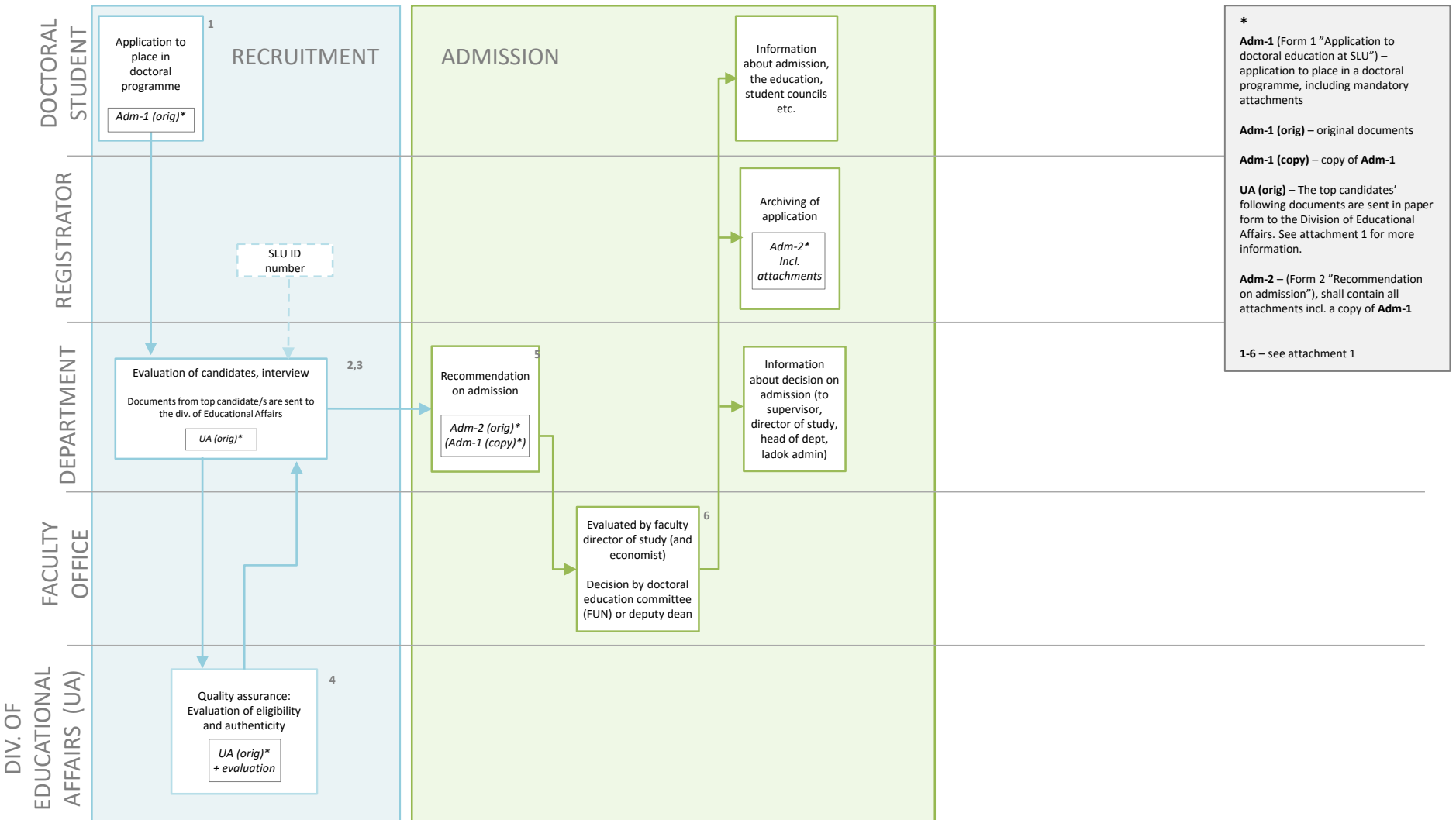


Admission of doctoral student (not advertised position)



Adm-1 (Form 1 "Application to doctoral education at SLU") – application to place in a doctoral programme, including mandatory attachments

Adm-1 (orig) – original documents

Adm-1 (copy) – copy of **Adm-1**

UA (orig) – The top candidates' following documents are sent in paper form to the Division of Educational Affairs. See attachment 1 for more information.

Adm-2 – (Form 2 "Recommendation on admission"), shall contain all attachments incl. a copy of **Adm-1**

1-6 – see attachment 1

Attachment 1

Admission process at SLU (no advertised doctoral student position)

More on recruitment and admission can be found on the pages for [doctoral education at the SLU Staff web](#).

If you have any questions – please contact the [education officer for doctoral education at your faculty](#).

Recruitment and selection

1. Application education place is sent from the candidate to the department.
2. The department evaluates the candidate and performs an interview.
3. The top candidates' following documents (**application to doctoral education**, admission form 1) are sent in **paper form** to the Division of Educational Affairs:
 - [Certified copies](#) of master diploma, master transcript, bachelor diploma and bachelor transcript
 - Proof that the candidate meets the requirement of English 6
 - Application form, signed by the applicant
 - Information about contact person and department (usually included in the application form)
 - SLU ID-number (usually included in the application form, same as the reference number for the advert)
 - Copy of passport

Please note that applicants with Swedish qualifications and applicants with foreign qualifications have different routines for the certification of copies, see link above.

The documents are sent to:

Division of Educational Affairs

Box 7010

750 07 Uppsala

Mark the envelope "***Doctoral applications for evaluation***".

4. The Div. of Educational Affairs checks the authenticity of degree certificates and language certificates and checks the eligibility of the top candidates. The Div. of Educational Affairs

returns applications with appendices to the department, together with an evaluation of the applicant's eligibility and the authenticity of the certificates (within 10 days).

Admission

5. The form "**Recommendation on admission** (admission form 2) can be found at the SLU webpage for [forms and checklists in doctoral education](#). The form is filled in and signed by the head of department and the applicant. Mandatory attachments are stated on page 3 of this form. Template for the individual study plan (ISP) can be downloaded from the webpage for forms and checklists and is attached to the application as a paper copy. At the **NJ, S and VH faculties** the complete application is sent to the [education officer for doctoral education](#) at each faculty office. At the **LTV faculty** the complete application is sent to the [faculty director of study](#). For the **LTV and S faculties** a SLU ID number shall be requested from the registry office (registrator) before the application is sent to the faculty.
6. The director of study at the faculty examines the application (at some faculties it is also examined by the faculty economist). FUN (or the vice dean depending on faculty) comes to a decision. Estimated time of handling is approx. 2-4 weeks depending on faculty and planned meeting dates. When the decision is made a copy of the decision is sent to supervisors, department contact person for doctoral education, head of department and Ladok administrator. An e-mail letter of welcome is sent to the doctoral student containing a link to education information.

A definitive version of the individual study plan (ISP) shall be established no later than 3 months after admission.