



Graduate School of Social Sciences

CERTIFIED DOCUMENTS

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Submitting certified official documents

After you have been conditionally admitted to one of our Master's programmes, we ask you to send us 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.

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 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 your certified documents digitally.

Through a secure portal:

We accept certified documents sent to us through a secure portal, such as: CSSD, Digitary Core, E-script, GradIntelligence, HEAR, E-Script, My eEquals, National Student Clearinghouse, OpenCerts, Parchment, Smart Certificate, UCD InfoHub.

Via email:

We accept certified documents sent to us by an authorised department at your home university (such as the Registrar's Office). Please ask the authorised department to send us your certified documents to: apply-gsss@uva.nl

We do not accept digital documents sent to us by students and/or from a student email address.

If it is not possible to send the certified documents digitally, please ask us by e-mail (to apply-gsss@uva.nl) how we wish to receive your documents. It may take up to 3 weeks to process your documents.

Drop off your certified documents at the University

If you happen to be in Amsterdam, you can drop off your certified documents at our Education Desk. Please note that your certified documents must be presented in a closed envelope stamped and sealed by your university. We cannot accept your documents without this closed and sealed envelope.

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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(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]