

Routines for application and admission for doctoral education are presented below. For a more detailed description of the process, please have a look at the [admission regulation for doctoral students](#).

Procedure for admission of doctoral students:

1. The department advertises the doctoral education place in ReachMee.
2. The department chooses top candidates which are being interviewed.
N.B.! The top candidate/s should be encouraged to bring [certified copies](#) of the following documents when she/he arrives for the interview:
 - certificates and diplomas from previous studies at an internationally recognized higher education institution (university or university college) as well as transcripts of completed courses and grades for each semester
 - [Proof that the candidate meets the requirement of English 6*](#)
 - If the applicant is a foreign citizen, we require a copy of the page in your passport with your personal data and photograph

**For admission after July 1 2018, the following is needed to meet the English B/6 requirements:*

Applicants with 60 higher education (HE) credits from a course/programme where the language of instruction of the course was English, from an EU/EEA country/Switzerland or English-speaking country.

3. The top candidates' certified copies mentioned in point 2 are sent from the department in paper form to the Division of Educational Affairs.
Please also mention the specific project ID in ReachMee and a contact person at the department.

The documents are sent to:

Division of Educational Affairs
Box 7010
750 07 Uppsala

Mark the envelope "Doctoral applications for evaluation". After the evaluation, the Division of Educational Affairs returns the application and the evaluation to the contact person at the department by regular post.

4. The department sends a [recommendation on admission](#) including copies of attachments, to the faculty board.

N.B.: The doctoral student can't apply for residence permit before the the faculty board has decided to admit him/her. Please see [Criteria for residence permit - Swedish Migration Agency](#)

5. In order to prepare a proposal for employment to a doctoral position, the Division of Human Resources needs the following:

- a proposal for employment;
- the certified copies from the top candidate;
- assessment of qualifications for candidates;
- comment on choice of candidate;
- economic information about the employment (konteringsuppgifter).

FAQ – Frequently Asked Questions

1. The position has not been advertised – is an SLU ID-number still needed?

Yes! All applications need an SLU ID-number. If the position hasn't been advertised there are two different ways to get an SLU ID-number:

A. Supervisors at NJ- and VH- faculties will be given a SLU ID-number upon request by the respective education officer at each faculty office.

B. Supervisors at LTV- and S-faculties will get a SLU ID-number for the admission by contacting the Registry Office in Alnarp or Umeå, respectively.

2. Why do the Division of Educational Affairs need certified copies?

According to SLU's Admission Regulations for doctoral education the Division of Educational Affairs should verify the authenticity of the degree diploma and the language certificate.

To do so, the Division of Educational Affairs needs to be able to certify that no changes have been made between an original document and the copy of which the assessment is made.

3. Will digital copies be accepted?

No. A digital copy of a certified copy or an original will not be accepted. The Division of Educational Affairs cannot certify the authenticity of a digital copy since there is no way of telling if any changes have been made from the original documents.

Do you have questions? Below you will find contact information.

LTV-faculty: [Cecilia Alsved](#)

NJ-faculty: [Eva Andersson-Björkman](#) or [Johanna Nilsson](#) or visit the [NJ-faculty contact page](#)

S-faculty: [Eva Andersson](#) or [Charlotta Bergström](#)

VH-faculty: Fredrik Granberg (fun-vh@slu.se)

General information: [Lotta Hansson](#) or [Lotta Jäderlund](#)