



## Doctorate Board

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[www.uva.nl/phd](http://www.uva.nl/phd)

# Memo

Date

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Subject

Recognition of your UvA doctorate diploma abroad

If you are planning to go abroad with your doctorate diploma of the University of Amsterdam, you want your diploma to be easily recognized. Therefore it is advisable to have your diploma legalised.

You can start the legalisation process only *after* you have defended your doctorate dissertation and have received your *bul* (doctorate diploma). It is the *bul* and/or the additional *extract* (A4 sized diploma) of the diploma register that will be legalised.

Since the procedure may consume some time, you should plan your legalisation well ahead of the conferral of your diploma. If you wish to legalise your diploma immediately after the thesis defense, it is wise to start preparations of the legalisation *at least two weeks before the defense*.

**Step 1:** Contact the secretariat of the Doctorate Board and inform them of your plans to have your doctorate diploma legalised. Please supply by e-mail ([CvP-secretariaat-bb@uva.nl](mailto:CvP-secretariaat-bb@uva.nl)) your full name and date of the defense. The secretariat will arrange that on the day of your defense, you will be handed 3 additional documents, along with your *bul* and *extract*:

- **Translation** of the doctorate *bul*. The *bul* is in Latin and will be translated to English.
- **PhD statement** which clarifies the legal status of the doctorate degree in the Netherlands.
- **Letter** for DUO (see below) with a statement concerning the signatories of your *bul*, *extract* and other documents. You need this to have your documents verified by DUO.

**Step 2:** The exact procedure of legalisation depends on the country you are going to. If you are using the diploma in a member state of the European Union, you may in practice not even need to legalise the diploma. Requirements depend on the country and the (prospective) employer you are dealing with. In any case it may be wise to engage in legalization of your documents since it may become useful at some point in the future.

For most countries outside the European Union, it is advisable to have your documents legalised. Furthermore, the PhD statement is often required for job applications abroad since it fulfills the role of academic transcript.

### Verification/recognition by Ministry of Education

**Step 3:** This is in order to proof that the Dutch Ministry of Education recognises your doctorate diploma. The recognition is being done by DUO in Groningen or at the DUO Service Desk in Utrecht. If you are in a hurry,

you may visit them yourself (it takes a bit more than 2,5 hours by train from Amsterdam to Groningen to get there. From Amsterdam to Utrecht takes less than half an hour).

The alternative to visiting one of the service desks is to arrange legalisation by post.

Please check the up to date opening hours, visiting address and postal address on the website of DUO. In case you visit, make sure you have all the documentation with you, including the letter of the Doctorate Board stating who signed your documents.

<https://www.duo.nl/particulier/dutch-diploma-abroad/diploma-legalisation.jsp>

### **Legalisation by means of an apostille**

**Step 4:** 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. Within Europe an *apostille* is not mandatory but you may need an *apostille* in the country of your destination<sup>1</sup>. The apostille can be obtained from:

The Court of Justice in Groningen  
Rechtbank Groningen: Guyotplein 1, 9712 NX Groningen  
Open: working days 8.30-17.00  
Telephone: 050-316 6166

The Court of Justice in Utrecht  
Rechtbank Utrecht: Vrouwe Justitiaplein 1, 3511 EX Utrecht  
Open: working days 8.30-17.00  
Telephone: 088-3620000

### **Step 5: Further legalisation?**

In many cases, verification by DUO and an apostille are sufficient to have your doctorate degree recognized in the country of destination. In some cases you may need an additional legalisation process, in addition to or instead of the apostille by the court of law. Please enquire in the country itself (the prospective employer or government authorities should be able to inform you) or at the embassy of the country in question. You may need verification by the foreign representation in the Netherlands (an embassy or consulate), and/or legalisation by government authorities in the country (e.g. the Ministry of Education or Foreign Affairs).

For information on where to find the embassy or consulate of the country you are going to (phone for an appointment and to check if they are indeed the nearest representation):

<https://www.rijksoverheid.nl/contact/contactgids/ministerie-van-buitenlandse-zaken-consulair-diensten-centrum>

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<sup>1</sup> [https://en.wikipedia.org/wiki/Apostille\\_Convention#States\\_that\\_are\\_party\\_to\\_the\\_convention](https://en.wikipedia.org/wiki/Apostille_Convention#States_that_are_party_to_the_convention)