**Procedure for application for the PhD training certificate of the Graduate School of Life Sciences**

The application must be made at least 2 months before the thesis defense (to be downloaded from the GS-LS site [GSLS Training Certificate - Graduate School of Life Sciences - Utrecht University (uu.nl)](https://www.uu.nl/en/education/graduate-school-of-life-sciences/phd/finishing-your-phd/gsls-training-certificate) or the CTO PhD programme website.

- The PhD-student fills in the form (in Word format) and send this to the secretariat of the CTO PhD programme ([ctoncology@umcutrecht.nl](mailto:ctoncology@umcutrecht.nl)). In a separate (1) PDF file the PhD student sends the certificates of the participated courses/seminars/congresses or confirmations of participation.

- The programme coordinator CTO checks the data.

- The secretariat sends the form (as a Word document, not a pdf file!, with the certificates of the participated courses/seminars/congresses):

By email to Ms. Bianca Zomer (course coordinator PhD Course Centre ([pcc@uu.nl](mailto:pcc@uu.nl)), tel.: 088-7569467.

- The programme coordinator GSLS has the certificate signed by the Chair of the Graduate School of Life Sciences, Prof.dr. S.J.L. van den Heuvel (Kruyt Building, O507; m.fiechter@uu.nl).

- The programme coordinator/secretariat is notified when the certificate is ready.

- The programme coordinator GSLS sends a copy of the certificate to the secretary.