

If you, as a PhD candidate, need to take BSc / MSc courses as part of your TSP:

1. Contact your Graduate School to inform them about the specific BSc / MSc course(s) (including the course code(s)) you need to or wish to follow.
2. The graduate school enters the course(s) in Promis, the PhD registration system of Wageningen University, and sends you the WUR Student Registration Form.
3. You are asked to check the details (particularly the yellow marked parts) and complete missing data. The physical address mentioned in the form is the address where you live, (not the address of your chair group) and where you will receive the physical copy of the proof of enrolment as a student at WUR.
4. Sign the form and e-mail it back (pdf-format) to the graduate school.
5. The graduate school forwards the form to PhD services.

If you, as a PhD candidate, need to take BSc / MSc courses as part of a Qualifying Exam approved by the Academic Board:

1. Send an e-mail to PhD.services@wur.nl to inform them that you need to be registered as a student at WUR in order to take BSc / MSc courses as part of your QE.
2. PhD Services will check whether or not the QE courses have already been entered in Promis, the PhD registration system of Wageningen University (and if not enters the courses into Promis).
3. PhD Services sends you the WUR Student Registration Form.
4. You are asked to check the details (particularly the yellow marked parts) and complete missing data. The physical address mentioned in the form is the address where you live, (not the address of your chair group) and where you will receive the physical copy of the proof of enrolment as a student at WUR.
5. Sign the form and e-mail it back (pdf-format) to PhD.services@wur.nl.

Next steps in both processes:

1. PhD Services forwards the form to the Student Service Centre of Wageningen University (SSC), who in turn will process the registration.
2. Finally, a formal proof of enrolment as a student at Wageningen University will be send to the PhD candidate by regular mail to the physical address listed on the registration form you've entered (this generally takes approximately 1 week).
One day after the completed form has been processed by SSC, the PhD candidate can obtain access to the Learning Management System. The document "[Access to Blackboard and MyPortal for PhD-candidates](#)" describes the steps a PhD candidate has to take to get access to Blackboard in order to follow (or teach) a BSc/MSc course properly.

Notes:

- Registration as a student at Wageningen is only necessary if one wishes to follow an entire BSc / MSc course, including the exam.
- In case of partial participation in a course, it often suffices to directly contact the course coordinator and request to join in on parts of the course, without being formally registered for that course.
- Registration as a student at Wageningen University does not influence the rates you pay for sports at Sports Centre De Bongerd. This depends on your type of PhD registration, which is checked at the Bongerd.
- If you did not receive your proof of enrolment after 6 working days, please contact ssc@wur.nl.
- For questions about the Learning Management System, Blackboard, Brightspace or MyPortal contact helpdesk.EDUsupport@wur.nl.