



## How to apply for enrolment in a study programme

### BEFORE YOU START

---

This step by step instruction manual is intended for international students who have not yet obtained a diploma in the Netherlands and who wish to apply for a study programme at Utrecht University (UU).

First you have to apply via Studielink, the joint online application tool for higher education in the Netherlands. Using Studielink means that you need to enter your personal details only once.

In each Studielink screen you find instructions on how to enter the required details. Should you have any doubts and or questions, you can unfold the help screen on the right side of the page.

These instructions are *additional* to the ones given on the Studielink website. They are based on frequently asked questions. Note that the steps you need to take *after* your online application via Studielink differ from university to university. These instructions only describe the procedure for Utrecht University.

#### Questions?

If you experience any difficulties using *Studielink*, Please go to the Studielink Knowledge base for the frequently asked questions. Click on "I have a question"

For questions about the admissions *procedure for international students*, please go to [www.uu.nl/internationalstudents](http://www.uu.nl/internationalstudents)

---

For new users, applying via Studielink is a 3-step process:

- A. Applying for a user name and password<sup>\*)</sup>
- B. Entering your personal details
- C. Enrolment application

<sup>\*)</sup> If you are an official resident of the Netherlands (i.e., if you are registered with a Dutch municipality), you have to log in using a DigiD. If you do not yet have a DigiD, go to [www.digid.nl/english](http://www.digid.nl/english). It takes about five working days before you receive your DigiD.

Known User?

You only need to do add a new enrolment. Please make sure that you previous education and personal details are updated.

---

## HOW TO START

- Go to [www.uu.studielink.nl](http://www.uu.studielink.nl).
- In the welcome window of Studielink, you can change the language to English by clicking on the appropriate flag. It could be that you need to minimize the 'help' screen before you see the flags.

Please note that when you select German, you will still be asked some questions in Dutch and Utrecht University will communicate with you in English.

---

## LOG IN – FOREIGN ADDRESS

If you are not registered with a Dutch municipality and only have a foreign address you need to log in as follows:

- Click on 'apply for username and password' under the button 'log in via Studielink' to create a Studielink account.
- When entering your personal details please consider the following:
  - First names: in the field 'first names', please enter all first names that are mentioned on your passport (ID-card). If you do not have a official first name on your passport enter a full stop (.) only.
  - Our administration system only recognizes the following accents: the grave accent, the acute accent, the umlaut, the tilde and the cedilla (as in é, è, ë, ñ and ç). When your name contains any other character, such as 'ă', please leave out the accent (just enter 'a').
  - Preferred name: The name by which you are generally called and want us to refer you by.
  - If you can not find your country of birth this could mean that the country did not exist officially on the date of birth that you entered. Please select the official name of the country *in the year you were born* (e.g., Yugoslavia instead of Bosnia and Herzegovina)
  - A number of nationalities are listed under 'Citizen of ....'
  - Enter your *official* address, i.e., the address at which you are registered. If you wish to receive your mail on a different address you can tick the box 'my mail address is not the same as my home address'.
  - Please enter your street, street number and any addition in this order (e.g., *Mallow Street 22 E*). By addition is meant any addition to the *street number*. You can give any other *necessary* additions under 'Province'.
  - If the entry fields above don't allow for the *necessary* additions to the street name/number or to the place, enter them in the field 'Province'.
  - Please do not forget to enter your postal code (if applicable) and the city/town where you live as well! Without entering a complete and correct postal address, important mail may not reach you.

Read the 'General conditions', tick the box 'I have read and approved the general conditions' and click on 'Confirm'.

When you have created your account you will receive a password for Studielink by email. This email will be sent to the email address you have entered when creating your account.

You can return to [www.uu.studielink.nl](http://www.uu.studielink.nl) and choose the option 'log in via Studielink'.

---

## **LOG IN – DUTCH ADDRESS**

If you are an official resident of the Netherlands (i.e., if you are registered with a Dutch municipality), you have to log in using a DigiD. If you do not yet have a DigiD, click on request DigiD username. It takes about five working days before you receive your DigiD.

DigiD is a collective system with which government institutions can verify your identity online. DigiD enables you to access the electronic services of an increasing number of government institutions with a single username and password.

- Make sure that you have your Citizen Service Number (BSN) at hand.
- We advise you to apply for your DigiD about 1 month before the official deadlines for enrolment set by your study programme. Are you planning on applying for a Bachelor's programme with a lottery procedure? In that case, you should make sure you have applied for and activated your DigiD before the deadline set by either our Admissions office (international students) or the 15<sup>th</sup> of May if you have a Dutch previous education!
- Do you already have a DigiD username ('gebruikersnaam') and password ('wachtwoord')? If so, you can choose the option 'log in with DigiD'.

---

## **Your Studielink page**

On your personal page, you can view, modify and complete your personal details. In addition, on your personal page, you can view all the messages Studielink has sent you.

---

## **PREVIOUS EDUCATION**

Once you are logged in to your Studielink account, you will first have to add your previous education.

- Click on "Add previous education".
- Indicate whether you have already received your previous education diploma by clicking either 'yes' or 'not yet'.
- Choose your (expected) diploma
- Select the country where you obtained your diploma.
- Select the diploma. If your previous education diploma is not listed, select 'Other'.
- Enter the name of the study program (if you have selected '-overige-').
- Check whether your data is correct, and click on 'Confirm'.

---

## **NEW ENROLMENT**

- Click on "Add new enrolment".

In the enrolment application window, you can select the academic year in which you wish to start your Utrecht University studies. Note: a Dutch academic year runs from September 1 until August 31. Therefore, if you wish to apply for a programme that starts in February you should select the correct academic year. For example, if you wish to apply for a programme that start in February 2013, you will have to select Academic year 01-09-2012 / 31-08-2013.

- Select the correct academic year.
- Select University when you need to choose a institution of Higher Education.

- Select a Bachelor's or a Master's programme.
- Select Universiteit Utrecht as your Educational institution.
- Select the UU study programme for which you wish to apply.
  - Each programme is registered under a specific name. In the list, the name of the programme is mentioned first. Some programmes have 'Re-registration' after the name. These programmes are only open to students who have been enrolled at Utrecht University for that same programme.
  - Some programmes are available under more than one registration name. In that case, you should select the name that best matches your qualifications and under which you wish to be enrolled. When in doubt, please get in touch with the contactperson for your Master's degree programme.
  - Please note that some of our Master's programmes are privately funded and have a different application procedure. More information about those programmes can be found on [www.uu.nl/masters/admission/privatelyfunded](http://www.uu.nl/masters/admission/privatelyfunded).
- Once you have selected 'study programme name (institution)' you will see that the 'study programme name (national)' is also filled in. This is the name of the programme. Please note that the name of the programme there is a good indication of the language of instructions. The language of the instructions will be mentioned on the Utrecht University website.
- If the chosen programme is available in full and part-time, you will get the chance to select one. A number of (mostly Dutch-taught) programmes can be taken part-time. If you have the Dutch nationality, please note that as a part-time student you are not entitled to receive a Dutch government study grant.
- Check your data and click on 'Confirm study programme'.
- The start date is 1 September. Some programmes have a second start date: 1 February. To see the start dates, go to the relevant programme. Please note the deadlines involved. If you have chosen a programme that has 2 starting dates, you will be given the chance to select one.
- If this will be your first year at Utrecht University, we advise you not to change the starting month.
- The enrolment format for all Utrecht University applicants is 'student'.
- If this will be your first year at Utrecht University, we advise you to select 'yes' for the start in the first year.
- Click 'Confirm starting date'.
- If you apply for more than one Master's programme in the Netherlands, you may get the message '*You have already applied for the selected study programme. Select another study programme*'. If that happens, log out from Studielink and contact the Admissions Committee of your programme (see [www.uu.nl/masters/admission/contact](http://www.uu.nl/masters/admission/contact)).
- Studielink can only verify information of Dutch residents. If the remark '*not verified by an institution or DUO*' appears, you need to verify the information you provide.

---

## **PAYMENT DETAILS**

Now Studielink will ask you a few questions about the payment of the tuition fees. Note: at the moment, UU does not make use of the payment details that are entered in Studielink. After you have been accepted for a programme, you will receive a payment form by post.

- Therefore, click on 'I don't know yet who will pay'.
- Then click on 'Continue to next step'.

Return to your personal page. When you click on 'My study programmes' on the left-hand side, you can view the details of the study programme you have applied for. Click on the study programme to view the status of your submitted enrolment application or to withdraw your enrolment application.

---

### **SPECIFIC QUESTIONS**

Depending on your situation (nationality, qualifications, your chosen degree), you will be asked a number of specific questions. Some of these are explained below. You will not necessarily be asked all the questions.

Read these questions carefully and tick the box of the situation that applies to you. If you have any questions, please do not hesitate to contact the International Office (see last page for contact details).

However, if you obtained your relevant degree at a Dutch university or HBO institute, contact the Graduate School Admissions Committee (see [www.uu.nl/masters/admission/contact](http://www.uu.nl/masters/admission/contact)).

You can download the necessary forms via [www.uu.nl/masters/admission/forms](http://www.uu.nl/masters/admission/forms).

If you haven't graduated yet, you need to send in a certified copy of your most recent transcript. A transcript is a list of all the subjects you have taken during your programme of study, with the results obtained and often also the credit value of each subject.

For more information on proof of proficiency in English and Dutch, see [www.uu.nl/masters/admission/language](http://www.uu.nl/masters/admission/language). Either send us a copy of the test results or indicate on the 'Cover Letter' which test you will take and when.

For more information about the cost of studying in Utrecht, see [www.uu.nl/financialmatters](http://www.uu.nl/financialmatters). This question does not apply if you have a Dutch passport OR if you are an official resident of the Netherlands (i.e., if you are registered with a Dutch municipality).

**Applicants from China** must also apply for a Nuffic Certificate. The Dutch Immigration and Naturalisation Service (IND) will *not* process Chinese visa applications without this document.

Apply for the Nuffic Certificate at the same time you apply for admission at Utrecht University, otherwise your application cannot be processed. You can find more information and apply for a Nuffic Certificate online at [www.nuffic.nl/nuffic-certificate](http://www.nuffic.nl/nuffic-certificate)

---

### **AFTER YOUR ONLINE APPLICATION**

On the next pages, you find an overview of everything you have to do after your online application. Please follow the instructions carefully.

#### **NOTE**

If you obtained your *relevant* degree at a *Dutch* university or HBO institute, the instructions on the following pages do not apply to you:

1. you do not have to pay the application fee
2. you send in *all* the required documents and forms as *hardcopy*

3. you send your documents and forms directly to the Graduate School Admissions Committee (see [www.uu.nl/masters/admission/contact](http://www.uu.nl/masters/admission/contact)).

We can only process your application if we have received payment of the application fee and all of the requested documents.

The deadline is the date on which we must have *received* everything (application fee and documents) in good order.

To process your application as quickly as possible, we ask you to send all forms and copies by e-mail. However, to verify the authenticity we need to receive a number of documents as hardcopy *as well*.  
If you have no means to make good scans, you can send the required documents in as hardcopy. However, this may delay the processing of your application.

You can download the forms at [www.uu.nl/masters/admission/forms](http://www.uu.nl/masters/admission/forms) and complete them in Word. Name each file as follows: start with your Utrecht University student number, then, after a dot, enter the type of document. For example: 1234567.motivationletter.doc.

<b>CHECK</b> √	<b>ACTION</b>
<b>1.</b> <b>APPLICATION FEE</b>	Go to <a href="http://www.uu.nl/masters/admission/applicationfee">www.uu.nl/masters/admission/applicationfee</a> and pay the application fee.

CHECK ✓	ACTION
<p><b>2. DIPLOMA AND TRANSCRIPT OR ANTICIPATED DEGREE FORM AND TRANSCRIPT</b></p> <p><i>BACHELOR'S AND MASTER'S?</i></p> <p><i>CERTIFIED COPY</i></p> <p><i>TRANSCRIPT</i></p> <p><i>WHEN IS A TRANSLATION REQUIRED?</i></p> <p><i>WHAT IS AN OFFICIAL TRANSLATION?</i></p> <p><i>DON'T FORGET THE STAMP!</i></p>	<p>If you have graduated, arrange:</p> <ul style="list-style-type: none"> <li>- a <i>certified</i> copy of your diploma;</li> <li>- a <i>certified</i> copy of your transcript;</li> <li>- and - if required - <i>official</i> translations.</li> </ul> <p>If you haven't graduated yet:</p> <ul style="list-style-type: none"> <li>- print the 'Anticipated Degree Form' and take it to your university to complete, sign and stamp it;</li> <li>- arrange a <i>certified</i> transcript (or a <i>certified</i> copy of the transcript);</li> <li>- -and - if required - an official translation of your transcript.</li> </ul> <p>Do you have a Bachelor's AND a Master's degree? Then you also have to send in certified copies of your diploma and transcript of your Bachelor's degree.</p> <p>A copy is certified if the copy carries both an original stamp and an original signature of the university that issued the document. (So a document with a <i>copied</i> stamp and signature is <i>not</i> a certified copy and will not be accepted.)</p> <p>A transcript is a list of all the subjects you have taken during your programme of study, with the results obtained and often also the credit value of each subject. We need a transcript that is drawn up for the purpose of your application by an authorized staff member of the university. An internet print-out will <i>not</i> be accepted. The transcript or the copy of the transcript must carry an <i>original</i> stamp and <i>original</i> signature of the university.</p> <p>If your diploma and transcript or your transcript is <i>not</i> in Dutch, English, German, Spanish or French, you must send in two documents: a <i>certified</i> copy of the original document <i>plus</i> a translation in one of the above languages. However, if your university is able to issue the documents directly in one of the aforementioned languages, this is also acceptable.</p> <p>Translations must be made by a <i>sworn</i> translator. Translations by other parties, for example a lawyer, are <i>not</i> accepted. In exceptional cases, we accept translations from the British Council, but always check first with the International Office (<a href="mailto:admissionoffice@uu.nl">admissionoffice@uu.nl</a>).</p> <p>If the stamp certifying your copies is <i>not</i> in Dutch, English, French, German or Spanish, make sure that any text in the stamp is also translated!</p>
<p><b>3. RECOMMENDATION LETTERS</b></p>	<p>Ask two relevant persons to write a recommendation letter for you. Download the 'Recommendations Letter Form' for instructions.</p>
<p><b>4. LANGUAGE TEST</b></p>	<p>If required, take the required language test or schedule a date to take one. You find more information on <a href="http://www.uu.nl/masters/admission/language">www.uu.nl/masters/admission/language</a>.</p> <p><b>NOTE</b></p> <p>If you need a visa, we must have <i>received</i> proof of proficiency in English and/or Dutch <i>before</i> 15 May for a start in September and before 1 November for a start in February. If you do not need a visa, you have respectively until 1 September and 1 February.</p>

CHECK √	ACTION
<b>5. CURRICULUM VITAE/RESUMÉ</b>	Write or update your curriculum vitae (resumé).
<b>6. MOTIVATION</b>	Download the 'Instructions for the Motivation Letter' and write one.
<b>7. FINANCIAL RESOURCES</b>	Download and complete the 'Statement of Financial Resources'. You find more information on financial matters at <a href="http://www.uu.nl/financialmatters">www.uu.nl/financialmatters</a> .
<b>8. COVER LETTER</b>	Download and complete the 'Cover Letter'.

CHECK ✓	ACTION
<p><b>9. SCAN THE DOCUMENTS YOU NEED TO SEND IN</b></p> <p><i>FORMATS</i></p> <p><i>LEGIBLE</i></p> <p><i>SIZE</i></p> <p><i>RESIZE</i></p> <p><i>FILE NAMES</i></p>	<p>Scan:</p> <ol style="list-style-type: none"> <li>1. The certified copies of your diploma and transcript or the signed and stamped 'Proof of anticipated degree form' and the certified copy of your transcript. <b>Note:</b> If you get the transcript in a sealed envelop from the university, send this to us by regular mail. Mind: do not open the envelop yourself!</li> <li>2. The official translations of your diploma and transcript or your transcript, if required.</li> <li>3. The page(s) of your passport with your personal information and the expiration date of the passport.</li> <li>4. Your residence permit for the Netherlands, if you have one.</li> <li>5. The result of your language test, if you already have it.</li> <li>6. The recommendation letters, if possible. <ul style="list-style-type: none"> <li>▪ Your reference may also e-mail the recommendation letter directly to us.</li> <li>▪ If you get your recommendation letter in a sealed envelop, send this to us by regular mail. Mind: do not open the envelop yourself!</li> </ul> </li> </ol> <p>We only accept documents in one of the following file formats:</p> <ul style="list-style-type: none"> <li>▪ .pdf</li> <li>▪ .jpg</li> <li>▪ .doc</li> </ul> <p>Make sure your scans are legible!</p> <p>In general, a scan should not be larger than 2 Mb. Refer to your scanner's software documentation for ways to reduce file size and see the general suggestions on the next page.</p> <p>In general, you may try the following:</p> <ul style="list-style-type: none"> <li>- Lower the resolution when initially scanning your document. The lower the resolution, the smaller the file size.</li> <li>- Remove unnecessary colors to reduce file size. Whenever possible, save the picture in black and white.</li> <li>- Reduce the height and the width of the image.</li> <li>- Save the image in a high compression picture format such as jpeg. You can do this by choosing "Save As" and selecting the ".jpg" extension as the file type.</li> <li>- Image editing programs such as MS Paint and IrfanView can further reduce the overall size of your images. See <a href="http://www.uu.nl/masters/admission/resizing">www.uu.nl/masters/admission/resizing</a> for instructions using MS Paint.</li> </ul> <p>Name each scan as follows. Start with your Utrecht University student number, then, after a dot, enter the type of document. For example: 1234567.diploma.jpg.</p>

CHECK ✓	ACTION
<p><b>10.</b> <b>E-MAIL THE SCANS AND COMPLETED FORMS</b></p>	<p>E-mail all scans and forms to the <i>documents</i> mailbox of Admissions Office: <a href="mailto:admissiondocuments@uu.nl">admissiondocuments@uu.nl</a>.</p> <p>Checklist:</p> <ol style="list-style-type: none"> <li>1. The cover letter.</li> <li>2. The scan of the relevant pages of your passport.</li> <li>3. If applicable: the scan of your residence permit.</li> <li>4. The scan of the certified copy of your diploma or a scan of the completed 'Anticipated Degree Form' signed and stamped by the university.</li> <li>5. If required, the scan of the official translation of your diploma.</li> <li>6. The scan of the certified copy of your transcript.</li> <li>7. If required, the scan of the official translation of your transcript.</li> <li>8. The scan of the results of your language test</li> <li>9. Your curriculum vitae (resumé).</li> <li>10. Your motivation letter.</li> <li>11. Two recommendation letters.</li> <li>12. The completed Statement of Financial Resources Form.</li> <li>13. Any other documents requested (e.g. your thesis or research proposal).</li> </ol> <p><b>NOTE</b></p> <p>Use the e-mail address <a href="mailto:admissiondocuments@uu.nl">admissiondocuments@uu.nl</a> <i>only</i> to send in documents. We will <i>not</i> respond to questions or remarks in any mail to this address.</p> <p>Send questions or remarks to <a href="mailto:admissionoffice@uu.nl">admissionoffice@uu.nl</a>.</p> <p>In all mail correspondence enter your student number in the 'Subject' line.</p>
<p><b>11.</b> <b>SEND IN THE REQUIRED HARDCOPIES BY MAIL</b></p> <p><i>DOCUMENTS WILL NOT BE RETURNED</i></p>	<p>In addition to the e-mail, send in the following hardcopies by regular mail as well:</p> <ul style="list-style-type: none"> <li>▪ the <i>certified</i> copies and - if required - translations of your diploma and transcript or</li> <li>▪ the <i>original</i> completed, signed and stamped 'Anticipated Degree Form' and the <i>certified</i> copy and – if required – translation of your transcript.</li> </ul> <p>Mark them clearly with your student number in the top left corner.</p> <p>Send your documents to:</p> <p>Utrecht University International Office Graduate Admissions Heidelberglaan 8 3584 CS Utrecht The Netherlands</p> <p><b>NOTE</b></p> <p>All documents you send to us become the property of Utrecht University and will not be returned to you! So do not send originals. Make extra copies for yourself, if necessary.</p>

## COMMUNICATION AFTER SENDING IN YOUR DOCUMENTS

We will communicate with you using the addresses you have entered in Studielink. So if you move to a different address (temporarily or permanently) or change your e-mail address, do not forget to inform us by changing these details in Studielink.

When we have received your documents by e-mail, we will confirm whether they are in order and whether we have received payment of your application fee. When we have received your hardcopies by mail, we will check and let you know whether your file is complete and in order.

We realise that you are anxious to know whether we have received your hardcopies. However, please be patient! Under normal circumstances, you should hear from us within two weeks of sending your documents. If you send in your application close to a deadline, allow for four weeks. When we have received your application fee and all the required documents in good order, the Graduate School will let you know when to expect a decision.

From Studielink you may receive a message about not having paid your tuition fee ([www.uu.nl/tuitionfees](http://www.uu.nl/tuitionfees)). Please note that your tuition fee is not the same as your application fee ([www.uu.nl/masters/admission/applicationfee](http://www.uu.nl/masters/admission/applicationfee)). You can ignore this message about the tuition fee.

---

## CONTACT

### Utrecht University International Office:

E-mail: [admissionoffice@uu.nl](mailto:admissionoffice@uu.nl)

Tel: + 31 (0) 30 253 7000

Fax: + 31 (0) 30 253 2627

(Monday to Friday 10-12 am and 1-3 pm)

Visitors' address:

Bestuursgebouw, Heidelberglaan 8, de Uithof, Utrecht

(Monday to Friday 11 am - 4 pm)

**Exception:** If you obtained your relevant<sup>\*\*\*</sup> degree at a *Dutch* university or HBO institution, contact the Graduate School Admissions Committee ([www.uu.nl/masters/admission/contact](http://www.uu.nl/masters/admission/contact)).

### Admissions Committees of the Graduate Schools:

See [www.uu.nl/masters/admission/contact](http://www.uu.nl/masters/admission/contact)

---

<sup>\*</sup>) Studielink does not yet cover all Master's programmes in the Netherlands, so you may also come across some other online application tools.

<sup>\*\*</sup>) Central European Time

<sup>\*\*\*</sup>) Your relevant degree is the degree based on which you expect to be admitted for this Master's programme.