



## Enrolment in a Master's programme

INTERNATIONAL OFFICE

Your UU adventure starts here!

### Introduction

#### page 2 | **Part 1. Application via Studielink**

- Step A. Username, password and personal details
- Step B. Previous education
- Step C. Add new enrolment

#### page 5 | **Part 2. Application at Utrecht University**

- Step A. Osiris Online Application
  - > Step A. Uploads checklist
- Step B. Pay the application fee

#### page 7 | **Frequently Asked Questions**

- > What is a certified copy?
- > Can Utrecht University process my application based on just my digital documents?
- > What is an official translation?
- > When should I hand in my language test results?
- > When must I apply for the Nuffic certificate?
- > Can I get my documents back?
- > Any other questions?

#### page 8 | **Contact Information**

Utrecht University International Office  
Visitors' address

# Enrolment in a Master's programme

## Introduction

We are pleased that you have decided to apply for a Master's programme at Utrecht University (UU). With this manual, we guide you through the necessary steps to complete your application at Utrecht University. This instructions manual is intended for students who have obtained their relevant degree outside the Netherlands<sup>1</sup>.

The application procedure is divided into two parts:

**Part 1. Application via Studielink** (the joint online application tool for higher education in the Netherlands);

**Part 2. Application at Utrecht University.**

---

<sup>1</sup> If you obtained your relevant degree at a Dutch university or HBO institute, please contact the Graduate School Admissions Committee (see [www.uu.nl/masters](http://www.uu.nl/masters) > choose the name of your programme > Admission and application).

## Part 1. Application via Studielink

### Getting started in Studielink

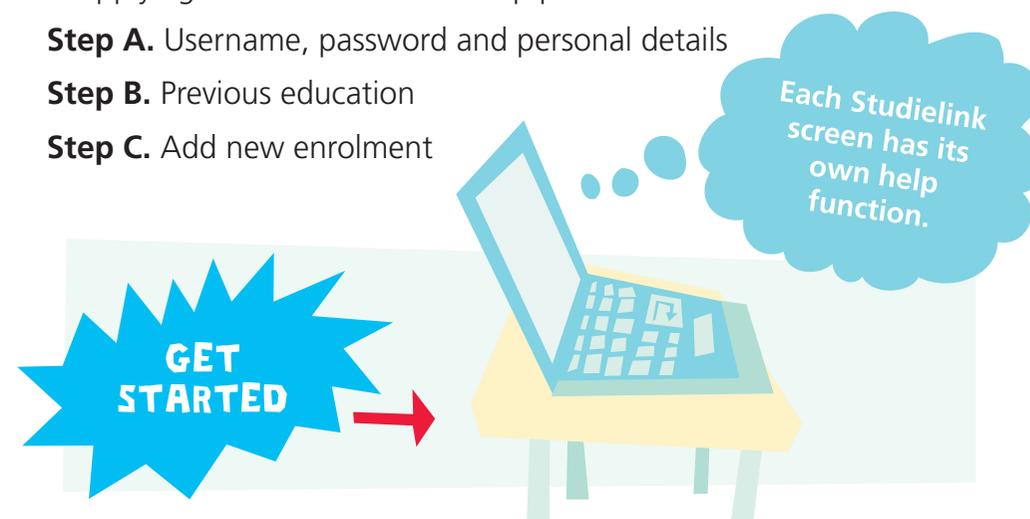
Go to [www.uu.studielink.nl](http://www.uu.studielink.nl). To change the language settings, minimize the Help-menu and select the language of your choice. When selecting German, some questions are asked in Dutch and Utrecht University will communicate with you in English.

> Applying via Studielink is a 3-step process:

**Step A.** Username, password and personal details

**Step B.** Previous education

**Step C.** Add new enrolment



## Step A. Username, password and personal details

### Foreign or Dutch address?

If you 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.

If you are registered with a Dutch municipality, you have to log in using a DigiD:

- > Go to [www.digid.nl](http://www.digid.nl), click on *'Request DigiD username'*. It takes about five working days before you receive your DigiD. Apply for your DigiD about one month before the official deadlines for enrolment set by your Master's programme.

### Personal details

Enter your personal details, keeping the following in mind:

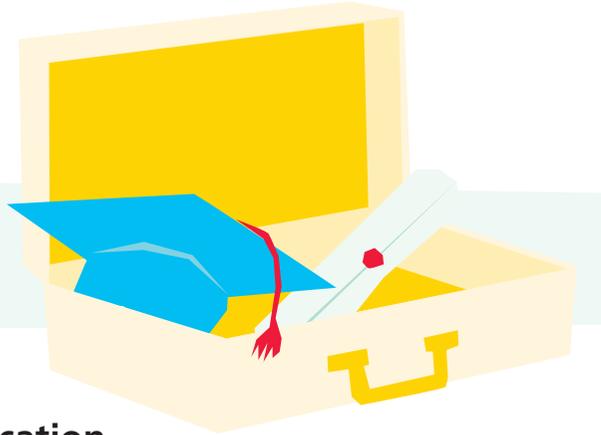
- > First (given) names: please enter all first names that are mentioned in your passport or ID-card. If you do not have an official first name in your passport enter a full stop (.) only.
- > First name (as you are called by family/friends): please enter the first name that we can use in all further correspondence (e.g.

Tom, for Thomas).

- > Our administration system only recognizes 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').
- > A number of nationalities are listed under *'Citizen of ...'*
- > Enter the address at which you are registered at the municipality. 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.
- > If you have any other additions apart from the street number, they can be entered in the field *'Other address details'*.

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.





## Step B. Previous education

Log in to Studielink and add information about your previous education:

1. Click on 'Add previous education'.
2. Indicate whether you have already received your previous education diploma by clicking either 'yes' or 'not yet'.
3. Choose your (expected) diploma.
4. Select the country where you obtained your diploma.
5. Select the diploma. If your previous education diploma is not listed, select 'Other'.
6. If you have selected 'Other', please enter the name of your study programme.
7. Check whether your entered information is correct, and click on 'Confirm'.

## Step C. Add new enrolment

1. Click on "Add new enrolment".
2. Select the correct academic year. Each academic year runs from September 1st until August 31st.
3. Select University when you need to choose an institution of Higher Education.
4. Select 'Master's programme' when you need to choose a Study programme.
5. Select Universiteit Utrecht as your educational institution.
6. Select the Master's programme for which you wish to apply.
7. Check your data and click on 'Confirm study programme'.
8. If this will be your first year at Utrecht University, we advise you not to change the starting month.
9. The enrolment format for all Utrecht University applicants is 'student'.
10. Select 'yes' for the start in the first year.
11. Click on 'Confirm starting date'.

## Part 2. Application at Utrecht University

After you have completed part one of the application via Studielink, you will receive an email with login details for OSIRIS Online Application. On this page, you find an overview of the steps you need to take to complete your application at Utrecht University. Please follow the instructions carefully. We strongly recommend that you complete your application as early as possible. The sooner you complete your application, the sooner you will receive a decision on your admission.

Please take a look at the animation about the application procedure: [www.uu.nl/masters/admission](http://www.uu.nl/masters/admission)

### Step A. Osiris Online Application

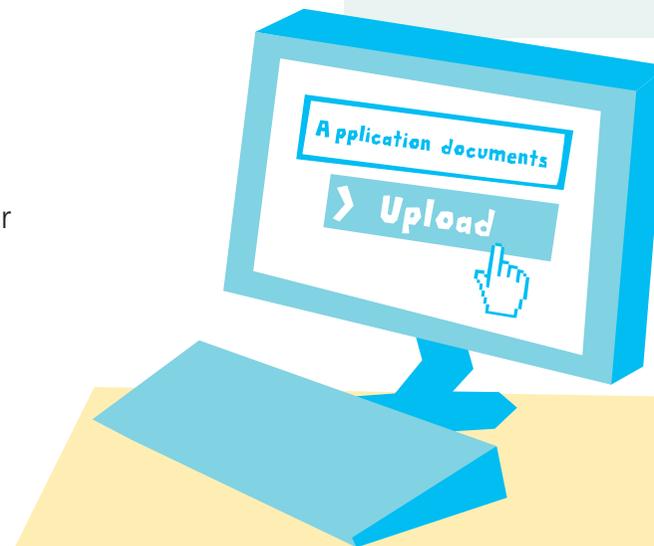
Complete your online application and upload your documents (see uploads checklist and formats in Osiris Online Application).

#### Step A. Uploads checklist

- Your passport copy
- A scan of your original diploma  
OR a completed and stamped 'Proof of Anticipated Degree' Form
- A scan of your original transcript
- Official translations of your diploma and transcript (if documents are not in Dutch, English, French, German or Spanish)
- Proof of your proficiency in English
- Your curriculum vitae
- Your motivation letter
- Two reference letters

#### Important:

- > Name your files as follows: student number.type of document. For example: 1234567.diploma.pdf
- > Please use the following file format: .pdf



## Step B. Pay the application fee

Go to [www.uu.nl/masters/applicationfee](http://www.uu.nl/masters/applicationfee)  
and pay the application fee.



Check out the

**FAQ**



## Frequently Asked Questions

### Can Utrecht University process my application based on just my digital documents?



YES. After you have been accepted, we will ask you to submit certified hardcopies by post to check the authenticity of your diploma and transcript.

### What is a certified copy?

A certified copy is a photocopy of your original diploma or transcript, carrying an official stamp and signature from the university that issued the original document. Please take a look at the animation about certification:

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

### What is an official translation?

Translations must be made by a sworn translator and carry an official stamp and signature from the translator.

Translations by other parties, for example a lawyer, are not accepted. In exceptional cases, we accept translations from the British Council, but always check first with the International Office ([admissionsoffice@uu.nl](mailto:admissionsoffice@uu.nl)).

### When should I hand in my language test results?

If you need a visa, we must have received proof of proficiency in English and/or Dutch (if applicable) before June 1st for a start in September and before November 1st for a start in February. If you do not need a visa, you have until the starting date of the programme.

### When must I apply for the Nuffic certificate?

Applicants from China must 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)



## Can I get my documents back?

Unfortunately not. 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. Please note that incomplete application files will be kept in our archives for a maximum of one year.

## Any other questions?

If you experience any difficulties using Studielink, please go to the Studielink Q&A for answers to frequently asked questions. Click on *"I have a question"*.

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

## Contact information

### Utrecht University International Office

In all email correspondence enter your student number in the 'Subject' line.

Email: [admissionsoffice@uu.nl](mailto:admissionsoffice@uu.nl)

Tel: + 31 (0) 30 253 7000

Fax: + 31 (0) 30 253 2627

**Telephone hours:** Monday to Friday  
between 10.00-12.00 and 13.00-15.00

### Visitors' address

Administration Building  
Heidelberglaan 6  
De Uithof  
3584 CS Utrecht

**Opening hours:**  
Monday to Friday  
between 10.00-16.00

