Enrolment for a Master’s programme

**Step 1: Create an account**

> Go to www.uu.studielink.nl.
> To change the language settings, select the language of your choice. When selecting German, some questions are asked in Dutch and we will communicate with you in English.
> If you are registered with a Dutch municipality, you have to log in using a DigiD. Apply for your DigiD via www.digid.nl about one month before the official deadline for enrolment.
> If you 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 Studielink will request your data from the Municipal Personal Records Database (GBA) and you will only have to enter your First (given) names, contact details and the correspondence language.
> If you have a foreign address you need to enter your personal details, keeping the following in mind: First (given) names: please enter all first names that are mentioned in your passport or identity card. If you do not have an official first name in your passport enter a full stop (.) only. 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... 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.
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 2. Previous education**

> Click on Add previous education.
> In principle, your Dutch previous education information will be automatically added in Studielink by DUO. In that case, the previous education information have also been automatically verified. If this is not the case:
> 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.
> If you have selected Other, please enter the name of your study programme.
> Check whether your entered information is correct, and click on Confirm.

**Step 3. Add new enrolment**

> Click on Add new enrolment.
> Select the correct academic year. Each academic year runs from 1 September until 31 August. If you want to start in February 2017, you will have to select 2016-2017.
> Select University when you need to choose an institution of Higher Education.
> Select Master’s programme when you need to choose a Study programme.
> Select Universiteit Utrecht as your educational institution.
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> Select the Master’s programme for which you wish to apply.
> Check your data and click on Confirm study programme.
> 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.
> Select yes for the start in the first year.
> Click on Confirm starting date.

**Step 4: Upload the required documents**
> After you have completed the application via Studielink, you will receive an email with login details for OSIRIS Online Application. In Osiris Online Application, you find an overview of the steps you need to take to complete your application at Utrecht University. Please follow the instructions carefully.

**After your enrolment request**
> In Studielink you can see for which programme you applied.
> Click on the name of the Master’s programme to change your enrolment application, or withdraw your enrolment application.
> If you applied for more than one programme, please withdraw your enrolment request(s) for any other programme you do not wish to be enrolled in.