

Instructions Grade Average

Selection and Placement Procedure 2024-2025

Political Science



Universiteit
Leiden
The Netherlands

Instructions grade average

These instructions are meant for candidates who applied for the Bachelor Political Science programme specialisation International Relations and Organisations.

Dutch or non-Dutch education

The procedure to submit your grade average in the online application portal uSis, depends on whether you have a Dutch or non-Dutch previous education. It also depends on whether you need to make a request for admission or not. Please check the required documents and follow the instructions carefully.

Required documents Dutch previous education (PDF files)

To verify your grade average, we would like to receive an official grading list from your previous education. This can be a final exam grading list, an extract or a certified grading list with stamp, date and signature.

6 VWO	<ul style="list-style-type: none">• Your 5 VWO transition transcript up to 15 January 2024• Let the administration of your school fill in this transcript (please find more information in this FAQ)• Confirmation of submitting the online form
VWO diploma	<ul style="list-style-type: none">• Your final transcript of your VWO diploma (DUO extract)• Confirmation of submitting the online form
WO	<ul style="list-style-type: none">• Your final transcript of your HBO or VWO diploma (DUO extract)• Confirmation of submitting the online form
HBO	<ul style="list-style-type: none">• Your HBO transcript (DUO extract)• Confirmation of submitting the online form
HBO propaedeutic year	<ul style="list-style-type: none">• Your HBO transcript (grades obtained so far)• HAVO diploma with your final transcript (DUO extract)• Confirmation of submitting the online form
Adult general secondary programme (VAVO)	<ul style="list-style-type: none">• Please contact the selection and placement team via selectiepol@fsw.leidenuniv.nl
Other	<ul style="list-style-type: none">• Please contact the selection and placement team via selectiepol@fsw.leidenuniv.nl

Submitting your grade average Dutch previous education

1. Request a certified list of marks or an extract of your grades at the administration of your school, DUO, or the educational institution of your previous education.
2. Fill in the [online formulier cijfergemiddelde](#).
3. Save the confirmation of the online form (which you receive by email) as a PDF file.
4. Go to uSis and follow the instructions in this document to upload the requested documents in the submenu 'Selection and Placement'.

Required documents non-Dutch previous education (PDF files)

International high school	<ul style="list-style-type: none">• Certified diploma(s) and transcript(s)• Passport/European ID/Dutch residence permit• Curriculum vitae
International Baccalaureate (IB)	<ul style="list-style-type: none">• Certified IB diploma(s) and transcript(s)• Passport/European ID/Dutch residence permit• Curriculum vitae
European Baccalaureate (EB)	<ul style="list-style-type: none">• Certified EB diploma(s) and transcript(s)• Passport/European ID/Dutch residence permit• Curriculum vitae
Other	<ul style="list-style-type: none">• Certified diploma(s) and transcript(s)• Passport/European ID/Dutch residence permit• Curriculum vitae

Submitting your grade average

1. Request a certified list of grades or an extract of your (predicted) grades at the administration of your school or the educational institution of your previous education.
2. Collect the requested documents (copy passport/European ID/Dutch residence permit and Curriculum vitae).
3. Go to uSis menu 'Application Study Program' and follow the steps of the application process.
4. Follow the instructions in this document to upload your grading list and submit the requested documents in the submenu 'Admission'.
5. Submit a request for admission and pay the application fee before 31 January 2024.

Please note! If you have a registration for a Dutch university, it is possible you also must upload your grading list in the submenu 'Selection and Placement'.

The **deadline** for submitting your grade average is **31 January 2024**.

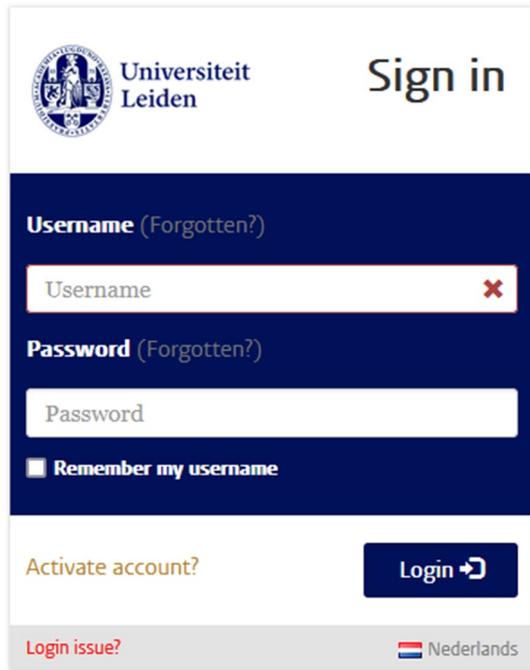
Submitting your grade average and complete the application process

Use your login details, which you received by email, to login for uSis. Did you not receive an email? Please check your spam folder first. If you still have not received your login details you can contact the Student Affairs Front Office. If you are unable to log in or if your account has been blocked, please contact the ISSC Helpdesk at: heldesk@issc.leidenuniv.nl.

Follow the instructions in this document (11 pages) to submit your grade average.

Step 1: Log in to uSis

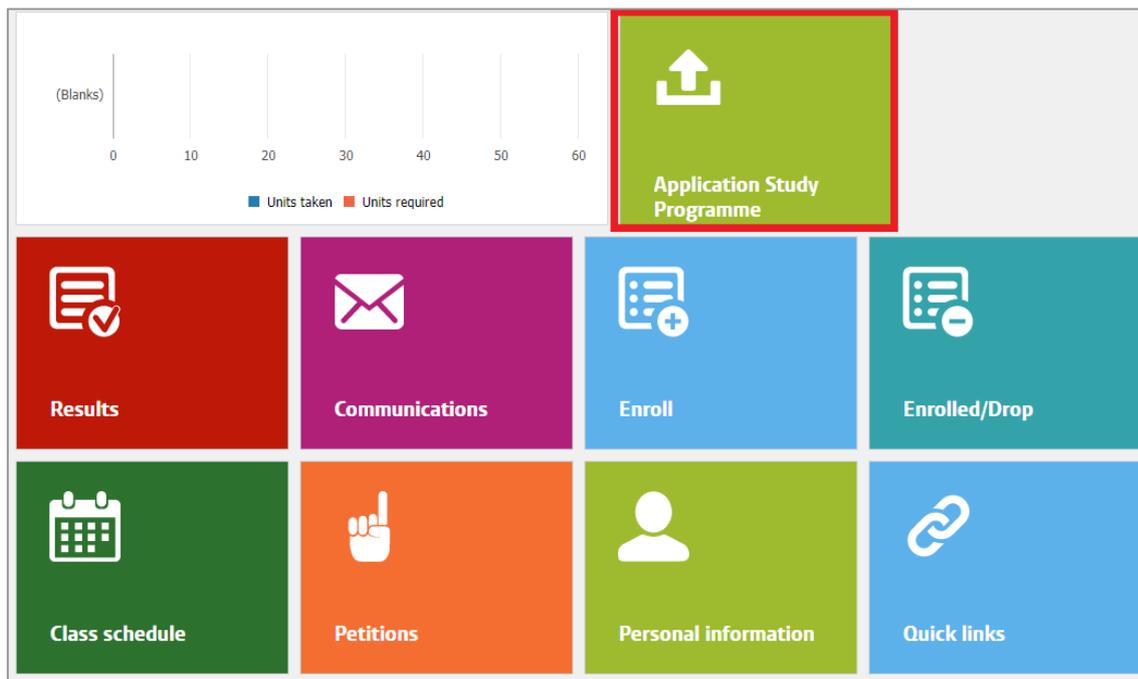
- Fill in your 'Username' and 'Password' and click on 'login'.



The screenshot shows the 'Sign in' page for Universiteit Leiden. At the top left is the university's logo and name. The main heading is 'Sign in'. Below this, there are two input fields: 'Username (Forgotten?)' and 'Password (Forgotten?)'. The 'Username' field contains the text 'Username' and has a red 'x' icon on the right. Below the password field is a checkbox labeled 'Remember my username'. At the bottom left, there is a link 'Activate account?'. At the bottom right, there is a dark blue button labeled 'Login' with a right-pointing arrow. At the very bottom, there is a link 'Login issue?' and a language selector showing the Dutch flag and the word 'Nederlands'.

Step 2: Submit your application and grade average

- **To all applicants:** click on the menu 'Application Study Programme'.
- **Non-Dutch previous education:** you need to follow the application process step-by-step before you can submit a request for admission.



The screenshot shows a dashboard menu with a grid of colorful buttons. At the top left, there is a progress bar labeled '(Blanks)' with a scale from 0 to 60. Below the scale are two small colored squares: a blue one for 'Units taken' and a red one for 'Units required'. The main menu consists of a grid of buttons: 'Results' (red), 'Communications' (purple), 'Enroll' (blue), 'Enrolled/Drop' (teal), 'Class schedule' (green), 'Petitions' (orange), 'Personal information' (light green), and 'Quick links' (light blue). The 'Application Study Programme' button, which is green with an upward arrow icon, is highlighted with a red border.

- Click on the application Bachelor Political Science.

Applications

Academic year/ Start date	Programme type / Full time or Part time	Programme name / Specialisation
2022 - 2023 09/01/2022	Bachelor Full-time	Political Science

- Check your 'Personal Details'. If necessary, upload a copy of your passport or ID and submit.

Apply

Complete the following steps. You can only continue to the next step after submitting the previous step.

You can close your session partway through; your details will be saved automatically.

 Personal Details	View
 Selection and Placement	Submit
 Admission	Submit
 Housing	View
 Enrollment	View
 Payment	View

Step 3: Selection and Placement

- **Dutch previous education:** Go to 'Selection and Placement' and click on 'Submit' and upload your transcript of grades and the confirmation of the online formulier cijfergemiddelde.
- **HBO propaedeutic year:** after submitting your transcripts of grades, please continue to the next step 'Admission'.
- **Non-Dutch previous education:** If you have a non-Dutch previous education and the option 'Selection and Placement' is not available for you, please go to the next step 'Admission'. If you have applied with a non-Dutch previous education but you have a registration or enrolment for a Dutch university, please upload your transcript of grades of your previous education in the menu 'Selection and Placement' first before you continue to the next step 'Admission'.

Apply

Complete the following steps. You can only continue to the next step after submitting the previous step.

You can close your session partway through; your details will be saved automatically.

 Personal Details	View
 Selection and Placement	Submit
 Admission	Submit
 Housing	View
 Enrollment	View
 Payment	View

Selection and Placement

For the selection procedure of this study programme we request you to upload the documents below. Documents with an asterisk (*) are mandatory. The deadline for uploading these documents is January 31st. The documents must be uploaded in pdf-format.

You can upload extra documents if you think these are relevant for the selection and placement committee of the study programme.

Upload the [transcript\(s\)](#) of your Dutch previous education and the confirmation of the [online formulier cijfergemiddelde](#). (You will receive the confirmation of the online form by email.)

Please note: If your education is not listed, please upload the transcript(s) of your previous education anyway.

My Uploads

Item	Status	File Name	Action
<input type="checkbox"/> *Confirmation of receipt	Upload needed		Upload
<input type="checkbox"/> *Transcript of grades	Approved	XXXXXXXXXXXXXXXXXXXX	Change
<input type="checkbox"/> Transcript of grades (HAVO)			Upload

[<< Previous](#)

[Next >>](#)

Step 4: Admission

- **Non-Dutch previous education and HBO-P:** continue to the next step 'Admission' and click on 'Submit'.

Apply

Complete the following steps. You can only continue to the next step after submitting the previous step.

You can close your session partway through; your details will be saved automatically.

 Personal Details	View
 Selection and Placement	View
 Admission	Submit
 Housing	Submit
 Enrollment	View
 Payment	View

- Click on 'Add Previous Education' to upload your diploma and/or transcripts of grades.

Previous Education

First check the admission requirements on your [study programme page](#), under the section 'Admission and application'. Do you want to be admitted on the basis of a non-Dutch diploma? Check the [requirements for non-Dutch diplomas](#).

Then enter here the details of your previous education and upload the necessary documents as follows:

- Have you already obtained your diploma? Upload both your diploma and transcript.
- Have you completed your study programme but not yet received your diploma? Upload a statement of graduation and transcript.
- Have you not yet graduated? Upload an official transcript showing the grades you have obtained to date, plus a list of the courses you are currently following.
- If your documents are not in Dutch, English, French or German, also upload a translation.
- Your documents must be in pdf format and the file name may not exceed 60 characters.

▼ Secondary/High school Education

[Add Previous Education +](#)

I would also like to add a higher education

[<< Previous](#) [Next >>](#)

- Fill in the details of your previous education and your grade average.
- Click on 'OK'.

Previous Education ✕

Education type	Secondary/Post-Secondary
*Institute country	<input type="text" value="Belgium"/>
*Institute name	Britisch School Brussels Change
*Diploma	International Baccalaureate - Diploma Change
*Start date	<input type="text" value="09/02/2020"/>
*(Expected) graduation date	<input type="text" value="07/01/2023"/>
*(Provisional) average grade	<input type="text" value="45"/>
*Diploma obtained?	<input type="text" value="Not yet"/>

Cancel OK

- Upload your transcripts of grades, click on 'upload'.

Secondary/High school Education

Add Previous Education +

British School Brussels - Belgium , 02-09-2020 - 01-07-2023 - International Baccalaureate - Diploma
Diploma received? Not yet Average - 45

Change
Delete

+

*Upload Transcript ! Upload needed ➔ **Upload**

- To upload your diploma or Graduation Statement, click on the 'plus button (+)'.

Secondary/High school Education

Add Previous Education +

British School Brussels - Belgium , 02-09-2020 - 01-07-2023 - International Baccalaureate - Diploma
Diploma received? Not yet Average - 45

Change
Delete

➔ +

*Upload Transcript Saved Transcript_pre-education.pdf **Change**

- If you would like to add another previous education, click on 'Add Previous Education'. After you have uploaded all the documents of your previous education, click on 'Next'.

Secondary/High school Education

Add Previous Education + ➔

British School Brussels - Belgium , 02-09-2020 - 01-07-2023 - International Baccalaureate - Diploma
Diploma received? Not yet Average - 45

Change
Delete

+

*Upload Transcript Saved Transcript_pre-education.pdf **Change**

Graduation Statement Saved Graduation_Statement.pdf **Change**

↓

<< Previous **Next >>**

- If information is missing, you will be notified. Please submit the missing information by clicking on 'Change'.

Submit

You must complete all sections before you can submit this step. Add the missing information.

Item	Remark
Previous Education	One or more required fields missing for this item. 

 [Change](#)

[<< Previous](#) [Submit](#)

Step 5: Submit your application and grade average

- By submitting your transcript of grades and if necessary the required documents to make a request for admission, you have completed the steps for the selection and placement procedure.

Submit

By clicking on submit you declare that the information you have entered is accurate and the documents you have uploaded are authentic.

All documents submitted will remain the property of Leiden University. You also grant Leiden University permission to request information from third parties in the interest of processing your application.

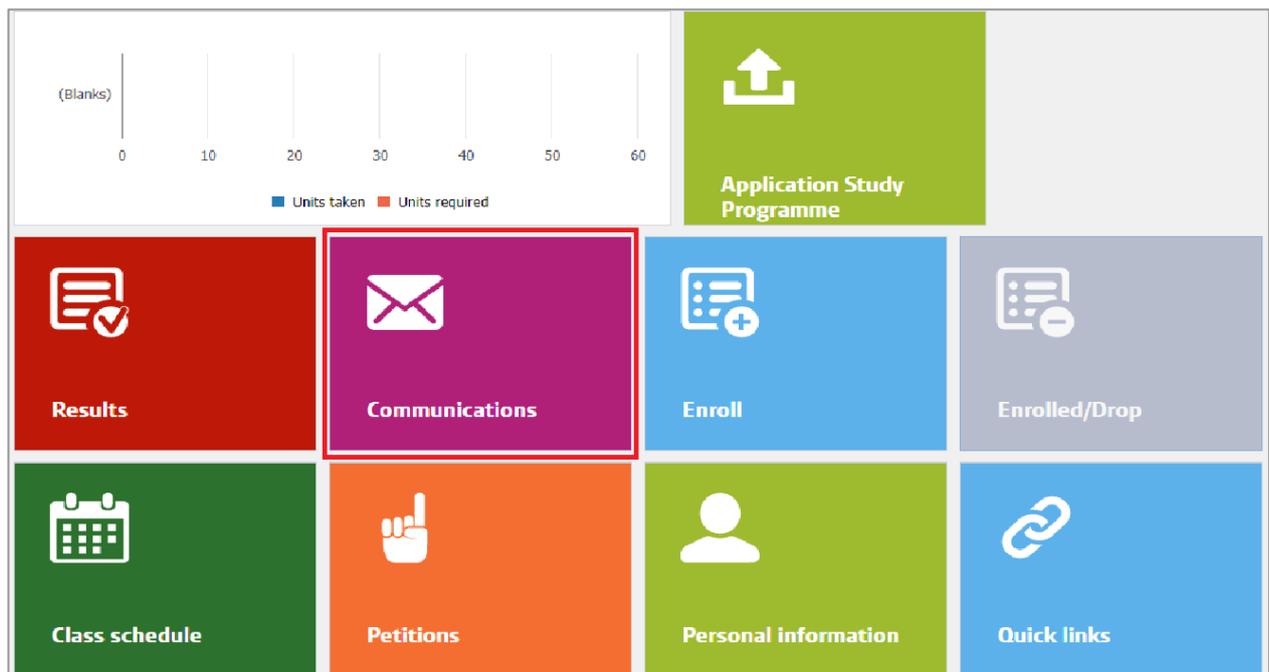
[<< Previous](#)  [Submit](#)

Step 6: Request for admission

- **Non-Dutch previous education and HBO-P:** please make sure to complete and submit your request for admission **before 31 January 2024:**
 - check your personal details
 - upload your passport/ID if necessary
 - upload the requested documents
 - upload your diplomas, transcripts and grade average
 - pay the application fee
 - **submit your request for admission**
- You will receive an email notification if:
 - You have uploaded the wrong document
 - The document is not readable
 - The Admissions Office needs more information

Step 7: Communication

Please check your mailbox on a regular basis. All communication about the admission, selection and placement procedure will be sent by email. Email notifications and formal decisions from Leiden University (Admissions Office) will lead you back to the online uSis portal and can be found in the menu 'Communication' on the home page.



Contact

Do you still have questions about uploading your grade average or the selection and placement procedure? Please contact the selection and placement team via selectiepol@fsw.leidenuniv.nl.

Do you have any questions about the Admissions procedure? Please contact the [Student Affairs Front Office](#).