Please read the information below carefully before you submit your enrolment request in Studielink and upload the required documents in the online application portal.

1. Deadlines and important dates

Application deadlines:

<table>
<thead>
<tr>
<th>Intake</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2018-2019</td>
<td>1 January, 2018 (Early Bird)*</td>
</tr>
<tr>
<td></td>
<td>1 April, 2018 (Regular)</td>
</tr>
</tbody>
</table>

Please note that applications can be submitted at any time before and in between deadlines.

Interviews:

<table>
<thead>
<tr>
<th>Application complete before</th>
<th>Interview period</th>
<th>Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January 2018*</td>
<td>January/February</td>
<td>March</td>
</tr>
<tr>
<td>1 April 2018</td>
<td>April/May</td>
<td>June</td>
</tr>
</tbody>
</table>

* The January deadline is recommended for visa requiring students.

2. Submit enrolment request in Studielink

All students who wish to study at LUC first need to submit an enrolment request in Studielink. If you have an official home address in the Netherlands you will have to log in with your DigiD. Students with a home address outside of the Netherlands have to apply for a username and password first.

Welcome to Studielink

You can enrol in a study programme at an institution of higher education via Studielink. Additional admission requirements may apply to a study programme. Read the relevant information on the educational institution’s website before submitting an enrolment application via Studielink.

Log in with DigiD

PLEASE NOTE: always use your own DigiD and never the DigiD of someone else.

I live in the Netherlands

If you officially live in the Netherlands (you are registered in a Dutch municipality) you are required to use DigiD to log in to Studielink.

I do not live in the Netherlands

If you do not, or do not yet, live in the Netherlands, then you cannot use DigiD and you are required to log in with a Studielink username and password.

Log in with DigiD

Log in via Studielink

Request DigiD username

Apply for username and password

Once you have your login details you can create your own account. Non-Dutch students may need to enter information which cannot be directly verified by the Municipal Personal Records Database (BRP). Please enter all information requested. An example is below.
Create account

Your personal details (name and address) are currently being requested from the Municipal Personal Records Database (MRP, previously SRA). Your official home address registered with the municipality will be also be used in Studielink as your home address and correspondence address.

The institution of higher education to which you are submitting an enrolment application will in many cases use the correspondence address registered in Studielink to send any mail to. As soon as you are logged in you can change the correspondence address to another one if you wish.

Please enter below the contact details that the Municipal Personal Records Database is unable to supply.

* First name (as you are called by family/friends):

Contact details

Mobile phone country code: NETHERLANDS +31
Mobile number:
Country code landline: NETHERLANDS +31
Home telephone number:
* E-mail address:
* Confirm e-mail address:
* Correspondence language: English

[ ] I have read and approved the [general conditions]

[ ] Cancel [ ] Confirm

Create Studielink account

Please provide the personal details listed below. Enter these details as they appear in your passport or identity card.

Studielink account

To create a Studielink account you can enter a username of your choice. We will send you your password by e-mail.

* Username: demostudielink3

Personal details (as stated in your passport)

* Surname: Studielink
Surname prefixes:
* First (given) names: Demo
Initials: D
* First name (as you are called by family/friends):
Gender: Female
I only know a year of birth:
* Date of birth: 15 January 1990
* Place of birth: Paris
* Country of birth: FRANCE
* Nationality: FRENCH
2nd Nationality:
To log in you will receive two emails: one with your username and another with your password. Make sure you check your spam folder in case you do not receive these emails in your inbox. Afterwards it is possible to log in to Studielink and to change the password.

At the top of your homepage you will see “My Studielink (your name)” and several options. Under your “To do list” you can see what you need to do first. In most cases you will need to add your previous education before you can submit an enrolment request.

Enter here the education on which you can be admitted to the programme (example below)

Add previous education

Add at least one previous education programme based on which you can be admitted to the study programmes you applied for. This includes previous education programmes in which you are currently enrolled.

After this you will be able to submit an enrolment request. Please click on “Enrolment application”
Or choose “Add new enrolment”

Please fill in the following information:

Academic year: Academic year 09-01-2018/ 08-31-2019
Institution of higher education: University
Type of study programme: Bachelor’s or other non master programmes
Starts in the first year: Yes
Educational institution: Leiden University

When choosing for which programme you want to register, make sure you fill in:

Liberal Arts and Sciences: Global Challenges (Leiden University College The Hague)

Confirm the study programme and Studielink will automatically fill in the rest. Confirm the starting date.
After this you will receive a list with study programme-specific questions.

**Study programme-specific questions/statements (Leiden University)**

The section below contains a number of questions/statements from the institution of higher education with regard to your chosen study programme.

* Your name, study programme and e-mail address will be included in the University Directory on internet. Do you consent to this?
  - Yes
  - No

  *Other personal details, such as address and telephone number will not be made available on internet.*

* Do you object to the University passing on information concerning your study results and progress to your secondary school?
  - Yes
  - No

* Do you wish to receive information about studying with a disability?
  - Yes
  - No

* Information about your rights and obligations can be found in the Student Charter.
  - Approved

  *The Regulations for Students Registration, Tuition Fees and Examination Fees consists of a section concerning your study programme (to be found in the e-prospectus). The institution section can be found at:*  
  [http://www.regulations.leiden.edu/education-students/student-charter.html](http://www.regulations.leiden.edu/education-students/student-charter.html)

Membership of the University Sports Centre is great value for money.  
More information [here](http://www.regulations.leiden.edu/education-students/student-charter.html).

*The USC is more than just sport and action. Its the mix of sociability, fitness, strength, dance, sports and games that gets you working out every week.*

* Please note: We will keep you up to date on the status of your (re-)registration through the email address that is registered in Studielink. Therefore it is very important to check if you filled in the correct email address in Studielink and of course to check your email regularly.
  - Yes, I correctly filled in an email address in Studielink that I check regularly.

☐ I confirm that I wish to submit an enrolment request for this study programme

[Cancel] [Confirm]
If you encounter a problem during the registration, please do not hesitate to contact us. You can also contact the Front Office Student Affairs or check the following website.

### 3. Start application in online application portal

After you have successfully submitted your application in Studielink, you will need to submit your documents for admission through an application portal. You will receive an email with the request to activate your account. After you have activated your account, please wait with uploading your documents until you receive the official ‘welcome message’ from Leiden University stating that the application portal is ready. After this message, you can log into your application portal and upload the required documents.

All data which you have entered in Studielink will be visible in the application portal.

You will first see your home page

On this page, you need to click on 'Application Study Programme’ and you will be able to see for which programme you have requested enrolment in Studielink.
Under ‘My communications’ you will be able to see the messages which have been sent to you.

Click on the programme for which you need to upload documents for admission. You will see the following overview.

You will first need to submit your personal details. Please do so by clicking on “Submit”.

We kindly ask you to always fill out the “Emergency Contact Details” section.

After you have completed the “Personal Details” section you can proceed to “Admission” and upload the other required documents.
4. Upload required documents in application portal (PDF only)

There are four sections where you need to upload documents:

1. **Personal Details**
   - Upload copy of your valid passport/ID card
2. **Previous Education**
   - Upload a copy of your most recent transcript that includes grades of 2017-2018
   - Upload a copy of your grades of the last two years at secondary school
   - AP/SAT/ACT results if obtained need to be uploaded here as well
3. **Language Test**
   - Upload a copy of your language test if obtained already
4. **Uploads**
   - Upload your Curriculum Vitae following the requirements set by LUC
   - Upload your Motivation letter following the requirements set by LUC
   - Upload the filled out LUC Admissions requirement form Liberal Arts and Sciences
   - Upload a proof of the €50 application fee transfer; print screen is sufficient (if applicable)

In order to upload a proof of the application fee transfer or any other additional document, you will need to add an item by clicking on this sign which you can find directly under the ‘My uploads’ section:

![Uploads](image)

Please note that you can only upload PDF documents. All other types of documents cannot be uploaded.

For the proof of payment, please select the item ‘Upload other’

![Add Document](image)

and upload the document by clicking on ‘Upload’.

![File Attachment](image)
5. Submit application in application portal

After you have uploaded all required documents, you can submit your application. If an item is not filled out yet, you will not be allowed to submit your application and the application documents.

In the application portal you can track the status of your application and whether the Admissions Office is processing your application. Therefore, it is very important that you log into the application portal regularly to see if a document needs to be uploaded again and where in the selection process your application is.

It will not be possible to change any of the uploads after you have submitted the application. The Admissions Office of LUC will process your application and will inform you whether your application is complete or if you still need to upload another document.

If a document is disapproved you will receive an email with this notification. When you log into your application portal you will see the following

Click on “Change” and go to the required section.

If you click on the red exclamation mark, you will see the reason for the Admissions Committee to reject your
6. How to submit your recommendation letter and when an application is complete

There is one item, which is required, but you cannot upload in the application portal. The recommendation letter from one of your teachers. Please read the information regarding the recommendation letter on our website and provide your teacher with the recommendation form.

Your teacher will need to send the filled out recommendation form directly to the Admissions Office from the school's email address. The Admissions Office will add it to your file under a section that is not accessible to students as the recommendation letter is a confidential document.

You can submit your application in the application portal without knowing whether your teacher has already sent her/his recommendation letter to LUC. If the recommendation letter is not received yet and the Admissions Committee is checking your application, you will be notified via email that this item is missing. You do not need to upload a recommendation letter yourself.

After we have received a recommendation letter and you have uploaded all required documents, you will receive a confirmation from the Admissions Office that your application is complete and it will be reviewed by the Admissions Committee.

Until you receive this confirmation your application is not being reviewed by the Admissions Committee. Make sure that all documents are submitted and received before the deadline.

6. Decision regarding application

As soon as the Admissions Committee has reached a decision regarding your application, you will be informed via email and through the application portal.

You can view the admission decision in the “Admission Decision” section. You will be required to sign an LUC acceptance form if a place is offered to you and you need to upload this under the “Admission Decision” section.

After signing this form and uploading it in the application portal, you can confirm your place in the programme by submitting your decision in the section “Confirm”.
<table>
<thead>
<tr>
<th>Section</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Details</td>
<td>View</td>
</tr>
<tr>
<td>Admission</td>
<td>View</td>
</tr>
<tr>
<td>Admission Decision</td>
<td>Submit</td>
</tr>
<tr>
<td>Confirm</td>
<td>Submit</td>
</tr>
</tbody>
</table>