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 2019-2020</td>
<td>1 January, 2019 (Early Bird)*</td>
</tr>
<tr>
<td></td>
<td>1 April, 2019 (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 2019*</td>
<td>January/February/March</td>
<td>Before April</td>
</tr>
<tr>
<td>1 April 2019</td>
<td>April/May</td>
<td>Before July</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 log in using the second option 'Log in without DigiD'.

In Studielink you can arrange your (re-)enrolment at institutions of higher education in the Netherlands. More information about specific enrolment procedures and admission requirements can be found on the website of the educational institution. More information about Studielink can be found here.
Studielink will request your contact details after you have logged in with your DigiD. Fill in the requested information. You are strongly advised to use your personal email address and not a school email address.

You will see the following message.

Details have been successfully saved.

Your details have been sent to Studielink successfully. Within a few minutes you will receive an e-mail with activation link at jolande.vrijmook@yahoo.com

Open this e-mail and activate your account by clicking the link. If you have not received an e-mail, please check your spam folder.

Did you not find it there either? Send the verification e-mail again.

Go back to the home page.

Go to your email for the activation code.

Activate your Studielink account / verify your e-mail address

Click the link below to activate your account / verify your e-mail address:

Activate account / Verify email address

If the link does not open, then copy and paste the link below into your internet browser's address bar:

After clicking on the activation link you will see the following and you are automatically redirected to the log in page. Log in again.
You are now requested to enter your address details.

You can now start with submitting your enrolment request for Liberal Arts and Sciences: Global Challenges at Leiden University College The Hague.

At the bottom of the page, after checking the information stated under Previous education, you can click on ‘Next’ to go to step 2. Choose a study programme.

Select the following information in the menu on the left to find the programme.

Study programme: Liberal Arts and Sciences: Global Challenges
Educational institution: Leiden University
Type of study programme: WO Bachelor
Academic load: Full-time

When you have found the correct programme click on Select.
You have now progressed to step 3. Study programme details

Enter as Start date September 1, 2019 (LUC The Hague does not have a February intake). The other information should not be changed. Click on ‘Next’.

You will see a couple of questions, which you have to go through in order to be able to submit your enrolment request for the programme. After answering a question, click on ‘Next question’ to proceed.
Information about your rights and obligations can be found in the Student Charter.

☑ Approved

The Student Charter consists of a section concerning your study programme, which can be found in the e-prospectus, and a section concerning the institution. The institution section can be found at http://www.regulations.leidenuniv.nl/education-students/student-charter.html

Back to previous question  Next question

Do you object to the University passing on information concerning your study results and progress to your secondary school?

☐ Yes
☐ No

Back to previous question  Next question

Do you wish to receive information about studying with a disability?

☐ Yes
☐ No

Back to previous question  Next question

After answering the questions, you have to confirm your answers once more.

You can now proceed to the last step 5. Confirm by clicking on ‘Next’.

On this page, you see all the information you have entered in the Studielink application process. Check all information carefully. If you need to adjust some information, you can click on this icon and it will direct you back to that page.

If all information is correct, check the final box below and click on ‘Confirm’ that you wish to submit your enrolment request for Liberal Arts and Sciences: Global Challenges.
Leiden University will receive your enrolment request and will provide you with the information on how to submit your application documents through the Leiden University application portal (see 3. Start application online in application portal).

If you encounter a problem during the registration in Studielink, 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 the Leiden University application portal. You will receive a welcome email from Leiden University and an email with the request to activate your account for this portal.

After you have activated your account, you can log into your application portal and upload the required documents.

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

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 section 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 2018-2019
   - 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 Application form Liberal Arts and Sciences: Global Challenges
   - 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:

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’
and upload the document by clicking on ‘Upload’.

### 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 document. You can upload a new document if you click on “Change”.

The Admissions Committee can also request an additional document. If you do not upload a proof of the €50 application fee payment and you are required to transfer this to LUC, the Admissions Committee will add a new item under which you need to upload the requested document.

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>Item</th>
<th>Status</th>
<th>File Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload other</td>
<td>Rejected</td>
<td>ACCEPTANCE_FORM_EU.pdf</td>
<td>Change</td>
</tr>
</tbody>
</table>

Your copy is not acceptable. For further explanation click on 🌐.