



**Universiteit  
Leiden**

Leiden University College  
The Hague

Leiden University College The Hague

Admissions Office

admissions@luc.leidenuniv.nl

## Application Manual Liberal Arts and Sciences: Global Challenges Intake September 2021

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

- [Studielink instructions](#)
- [Application portal instructions](#)

### 1. Deadlines and important dates

On a yearly basis there is only one intake at LUC The Hague. The upcoming deadlines are stated below. Applications can be submitted at any time before and in between deadlines.

Intake	Deadline
September 2021	1 December, 2020 (Early Bird)* 1 April, 2021 (Regular)

\* If you are interested in applying for LUC Financial support or the Holland Scholarship you need to apply by the Early Bird Deadline.

Interviews are held from January until the end of May. Below you can find an overview with the dates which you need to take into account when you apply.

Application submitted by	Interview period	Decisions
1 December 2020	January - March	Before the end of March
1 April 2021	April - May	Early June

Students requiring a visa and/or residence permit to study in the Netherlands need to apply by the Early Bird deadline or well before the Regular deadline.

### 2. Submit enrolment request in Studielink

1. 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 without a DigiD need to create an account first and log in using the second option 'Log in without DigiD'.

Welcome to Studielink

My studielink

**DigiD** Log in with DigiD >

Do you not have a DigiD?

Log in without DigiD >

[Create Studielink-account 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](#).

More information on how Studielink treats your personal data, can be found [here](#).

2. 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.

Applicants without a DigiD need to create an account in Studielink first. Here you enter your contact details while you create an account.

### Your contact details

Your personal details (name and address) are currently being requested from the Municipal Personal Records Database (BRP, previously GBA). 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.

Do you already have a Studielink account, but did your citizen service number (BSN) change or did something else go wrong? Then please contact your educational institution.

**First name**  ⓘ

**Email address**  ⓘ

**Confirm Email address**

**Telephone number**

**Telephone number 2**   Optional

**Language preference**   ⓘ

I agree with the [general terms and conditions](#) of Studielink.

>

3. After you have entered the requested information, you will see the following message.

## ✔ Details have been successfully saved

Thank you for submitting your details. A confirmation email will be sent within the next few minutes to [lucetheague.admissions@gmail.com](mailto:lucetheague.admissions@gmail.com).

Open this email and click the link to activate your account. You will now be able to log in. Did you not receive an email, please check your spam folder.

Didn't receive an email? [Resend confirmation e-mail](#).

4. Go to your email inbox of the email address you used for registration in order to activate your account.

### Activate your Studielink account / verify your e-mail address

Dear LUC,

You receive this e-mail for one of the following reasons:

- you have created a Studielink account;
- the educational institution has done this for you;
- you logged into the new Studielink for the first time;
- you have changed your email address;
- the educational institution has changed your email address;

If you don't have a password yet, you will receive a separate email about this.

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:

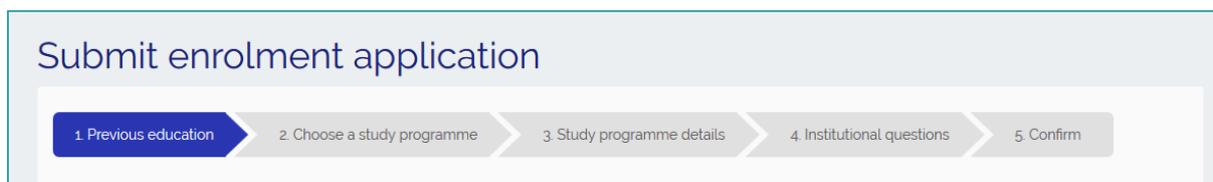
5. After clicking on the activation link, you will see the following and you are automatically redirected to the log in page. Log in again using either your DigiD or the email address and password you entered when creating an account.

## ✔ Your account has been activated.

Your email address and your account have been activated. In case you didn't have a password yet, you will receive a separate email about this. Did your educational institution change your email address for you? In that case you will also receive a separate email to create a new password.

[You will automatically go to the login page in 5 seconds.](#)

6. A) You are now requested to enter your address details if you have signed in with your DigiD. At the bottom of the page, after checking the information stated under Previous education, you need to click on 'Next' to go to step 2. Choose a study programme.



B) Applicants who signed in with their username and password are first required to enter their previous education. Answer the questions one by one and when you are finished click on 'Next'.



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

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

Submit enrolment application

1. Previous education 2. Choose a study programme

🔍 Fill in study programme and/or location

Educational institution ▼

Type of study programme ▼

Academic load ▼

8. When you have found the correct programme click on Select.

The screenshot shows the 'Submit enrolment application' interface. At the top, a progress bar indicates five steps: 1. Previous education, 2. Choose a study programme (current step), 3. Study programme details, 4. Institutional questions, and 5. Confirm. Below the progress bar, there is a search bar containing 'Liberal Arts and Sciences: Global Challenges'. To the right, a blue bar displays '1 RESULT'. On the left, three dropdown menus are visible: 'Leiden University', 'WO Bachelor', and 'Full-time'. On the right, a card for the selected programme is shown with the following details: 'LIBERAL ARTS AND SCIENCES: GLOBAL CHALLENGES', 'Full-time' (highlighted in orange), 'Type of study programme: WO Bachelor', 'Educational institution: Leiden University', and 'Location: 'S-GRAVENHAGE'. A 'Select' button is located at the bottom right of the card.

9. You have now progressed to step 3. Study programme details

The screenshot shows the 'Submit enrolment application' interface at step 3. The progress bar now highlights '3. Study programme details'. The search bar still contains 'Liberal Arts and Sciences: Global Challenges'. The dropdown menus on the left remain the same. The programme card on the right is more detailed, showing the 'Full-time' status and the same programme details as in step 2.

Enter as Start date September 1, 2021 (LUC The Hague does not have a February intake) and 'Start as': First-year. Students with a non-Dutch diploma will need to check the box regarding the verification of their education first. Click on 'Next'.

The screenshot shows the 'Liberal Arts and Sciences: Global Challenges' page. The 'STUDIELINK' logo is in the top left. The page title is 'Liberal Arts and Sciences: Global Challenges'. Below the title, there is a 'Full-time' tag. The following details are listed: 'Type of study programme: WO Bachelor', 'Name of study programme (national): Liberal Arts and Sciences: Global Challenges', 'Educational institution: Leiden University', 'Place: 'S-GRAVENHAGE', 'Website: <https://www.universiteitleiden.nl/en/education/study-programmes/bachelor/liberal-arts--sciences-global-challenges>', 'Start date: September 1, 2021', 'Type of enrolment: Student', and 'Start as: First-year'. At the bottom right, there are links for 'Back to previous page' and a 'Next' button.

The screenshot shows a checkbox question:  I am aware that previous education obtained outside the Netherlands, has to be verified by the educational institution.

10. 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.

## Submit enrolment application

1 Previous education

2 Choose a study programme

3 Study programme details

4 Institutional questions

5 Confirm

**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.

Next question

[Back to previous page](#)

Next >

### 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.leiden.edu/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

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

## Overview and confirm

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.

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

Approved

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

No

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

No

[Back to previous question](#)

[Save answers](#)

You can now proceed to the last step 5. Click on 'Save answers' followed by 'Next'.

## Submit enrolment application

1. Previous education

2. Choose a study programme

3. Study programme details

4. Institutional questions

5. Confirm

12. 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  or 'back to previous 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.

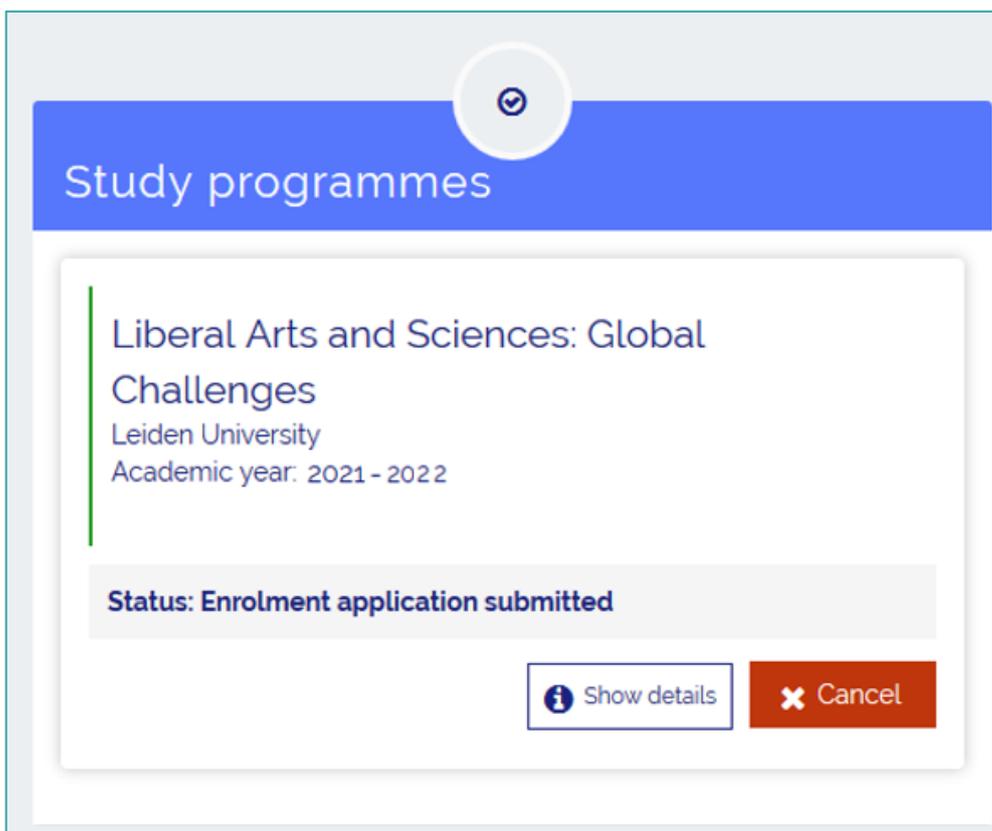
I have checked all the details and they are correct.

[Back to previous page](#)

[Confirm](#) 

13. Your enrolment request will be confirmed by email. You are automatically directed to your Studielink homepage where you can find the information you have entered. On the left, you see the programme for which you have applied.

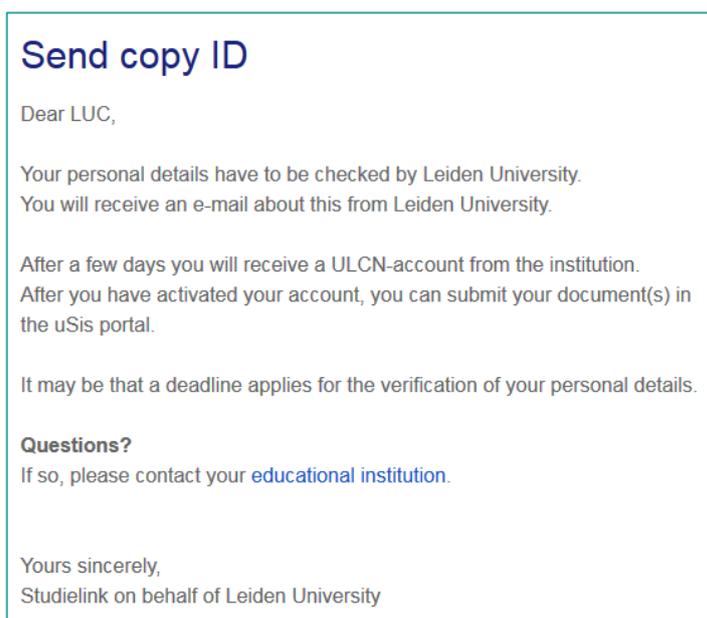
Leiden University will receive your enrolment request and will provide you with the information on how to submit your application documents through the Leiden University application portal (see [Application portal instructions](#)).



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. Upload the required documents in the application portal

1. You need to submit your documents for admission through the Leiden University [application portal](#). The next message you receive on the email address you provided Studielink, is the request to submit a document in order to verify your personal details. This document needs to be uploaded in the uSis portal. The UCLN account information to log in to the application portal will be provided within 24 hours.



2. You receive a confirmation that the enrolment application is sent to the institution (Leiden University)

## Enrolment application sent to institution

Dear LUC,

Your enrolment application for the study programme shown below was submitted on 01/04/2021, 3:45:43 PM (CET) and was forwarded to the educational institution. **What do you need to do now?**

- Keep an eye on To Do action items in Studielink for additional action items necessary to complete your enrolment.
- Regularly check the progress of your application. You can do so by going to your Studielink Dashboard and looking under 'Study Programmes'.
- Check the website of the educational institution for any follow-up steps required to complete your enrolment.
- Regularly check the inbox and the spam folder of the email address that is registered in Studielink.

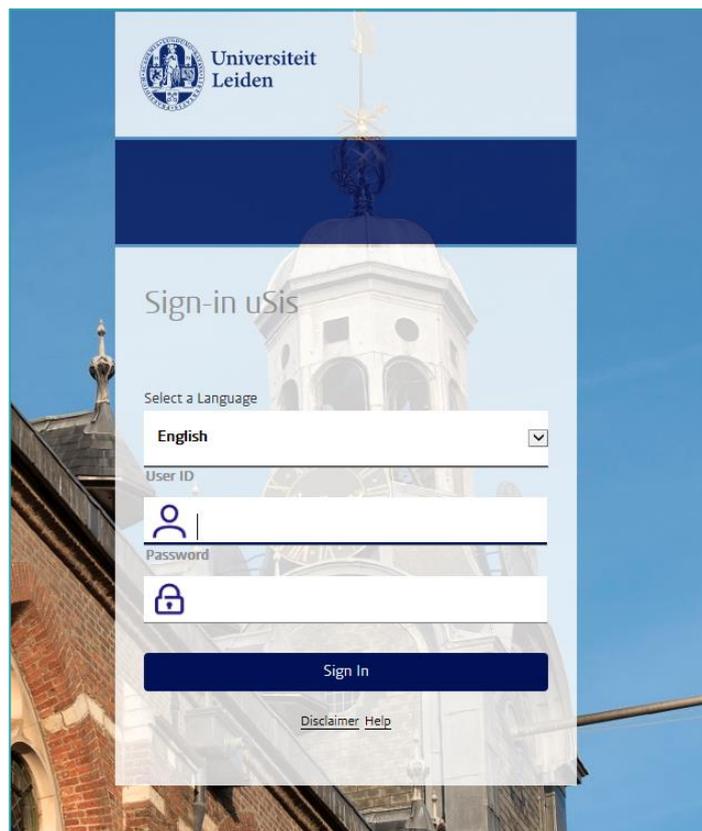
### Questions?

If so, please contact your [educational institution](#).

This message relates to the following study programme:

Name of programme (institutional):	Liberal Arts and Sciences: Global Challenges
Name of programme (national):	Liberal Arts and Sciences: Global Challenges
Educational institution:	Leiden University
Location:	'S-GRAVENHAGE
Type of study programme:	WO Bachelor
Type of enrolment:	Student
Form of study programme:	Full-time
Period:	09/01/2021 - 08/31/2022

3. You 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](#).



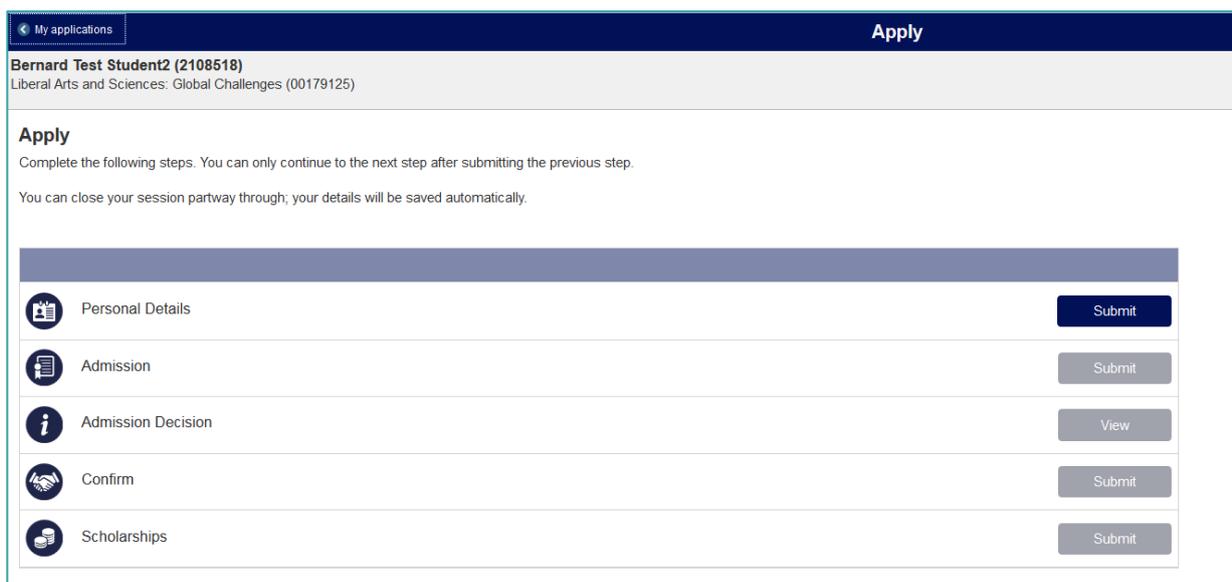
4. On your 'home page' click on 'Application Study Programme' and you will be able to see for which programme you have requested enrolment in Studielink. Under 'My communications' you will be able to see the messages which have been sent to you.



5. Click on the programme for which you need to upload documents for admission.



6. Submit your personal details and a copy of your valid passport/ID card. Please do so by clicking on 'Submit'.



7. We kindly ask you to always fill out the "Emergency Contact Details" section.

My Details	<b>Emergency Contact Details</b>
Proof of Identity	Who should we contact in case of emergencies? Enter his or her contact details here.
Residence Permit	<input type="checkbox"/> I do not wish to provide emergency contact details
<b>Emergency Contact</b>	*Name <input type="text"/> First Name <input type="text"/> Last Name *Relationship <input type="text"/>
Submit	Telephone <input type="text"/> Country code <input type="text"/> E-mail <input type="text"/>

8. After you have completed the 'Personal Details' section you can proceed to the 'Admission' section and upload the other required documents.

9. Please note that you can only upload PDF documents. Upload the following documents under the required sections:

Previous Education

Upload a copy of your most recent transcripts that includes grades of 2020-2021 and upload a copy of your grades of the last two years at secondary school

For more information what you need to upload please visit [this section](#) on our website .

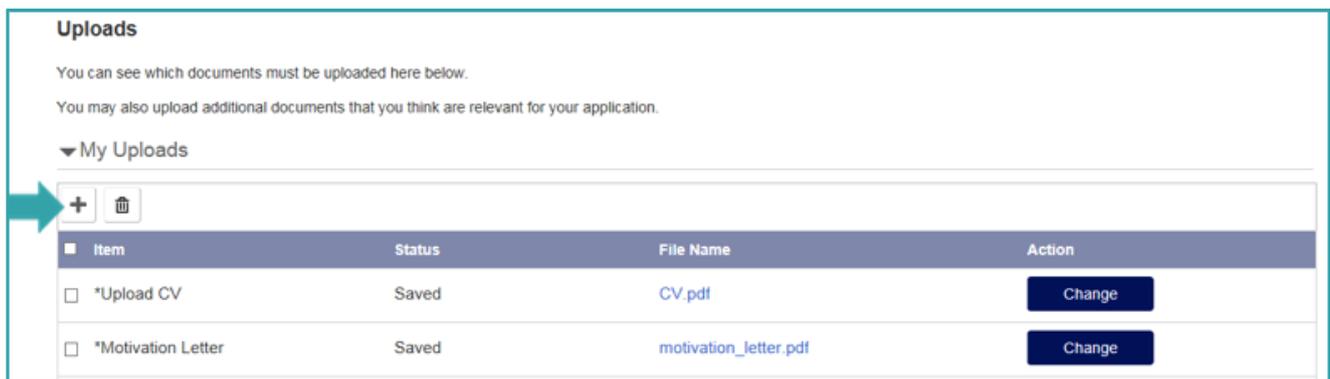
Language Test

1. Upload a copy of your language test if obtained already

Other mandatory uploads

2. Upload your Curriculum Vitae following these [requirements](#) set by LUC
3. Upload the filled out Motivation form which you can find [here](#)
4. Upload the filled out [LUC Application form](#) Liberal Arts and Sciences: Global Challenges
5. Upload a proof of the [€50 application fee](#) transfer; print screen is sufficient. You can also add this to the LUC Application form
6. Upload the name and email address of the teacher (or counsellor/dean) who will write a recommendation for your application under the Reference letter section

10. 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:



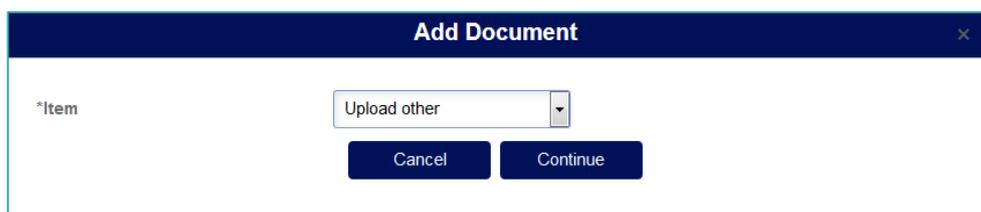
**Uploads**

You can see which documents must be uploaded here below.  
You may also upload additional documents that you think are relevant for your application.

▼ My Uploads

Item	Status	File Name	Action
<input type="checkbox"/> *Upload CV	Saved	CV.pdf	<button>Change</button>
<input type="checkbox"/> *Motivation Letter	Saved	motivation_letter.pdf	<button>Change</button>

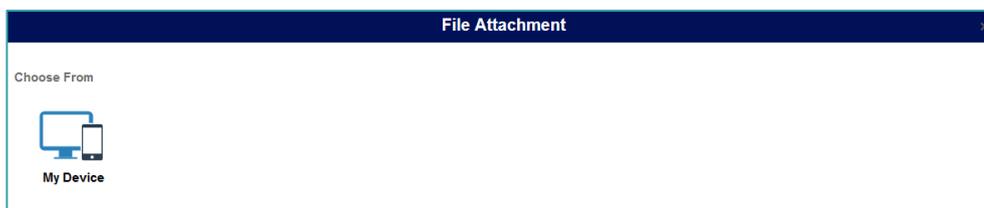
11. Select the item 'Upload other', 'Continue' and upload the document by clicking on 'Upload'.



**Add Document**

\*Item

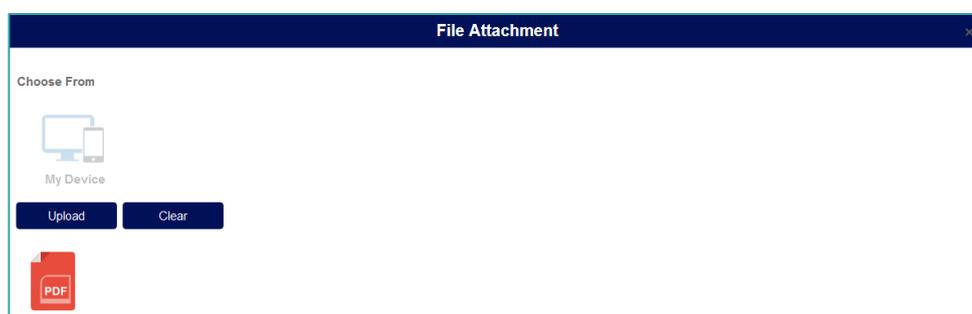
Cancel **Continue**



**File Attachment**

Choose From

 My Device



**File Attachment**

Choose From

 My Device

**Upload** Clear



- 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. Please note it will not be possible to change any of the uploads after you have submitted the application.

#### 4. Rejected or missing document

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

	Personal Details		<a href="#">View</a>
	Admission	Note: action is required!	<a href="#">Change</a>
	Admission Decision		<a href="#">View</a>
	Confirm		<a href="#">Submit</a>

- Click on 'Change' and go to the required section.

**Submit**

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

Item	Remark	Action
Uploads	Enter the missing information	<a href="#">Change</a>

- If you click on the red exclamation mark next to the rejected document, you will see the reason for the Admissions Office to reject your document. Upload a new document by clicking on 'Change'.

My Uploads

Item	Remark	Action
<input type="checkbox"/> *Upload CV		<a href="#">Change</a>
<input type="checkbox"/> *LUC Form		<a href="#">Change</a>
<input type="checkbox"/> *Motivation Le		<a href="#">Change</a>
<input type="checkbox"/> *Reference Le		<a href="#">Upload</a>
<input type="checkbox"/> *Upload other		<a href="#">Upload</a>

**Remark Backoffice**

Please upload a motivation letter following the requirements as stated on our website and include all the requested items.

[OK](#)

Note: action is required. For further explanation click on

**Uploads**

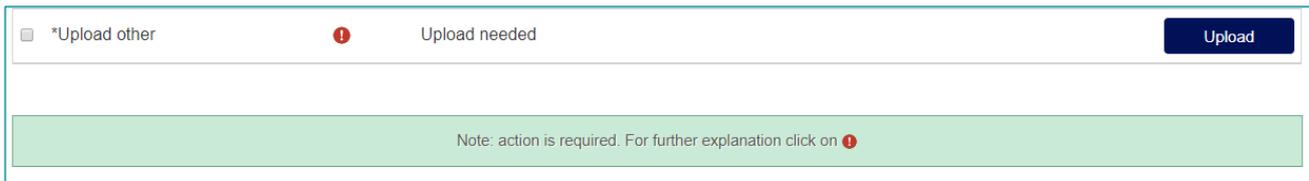
Use this section to add any additional documents that are important to meeting your terms

Item	Status	File Name	Action
<input type="checkbox"/> *Upload other	Rejected	ACCEPTANCE_FORM_EU.pdf	<a href="#">Change</a>

Your copy is not acceptable. For further explanation click on

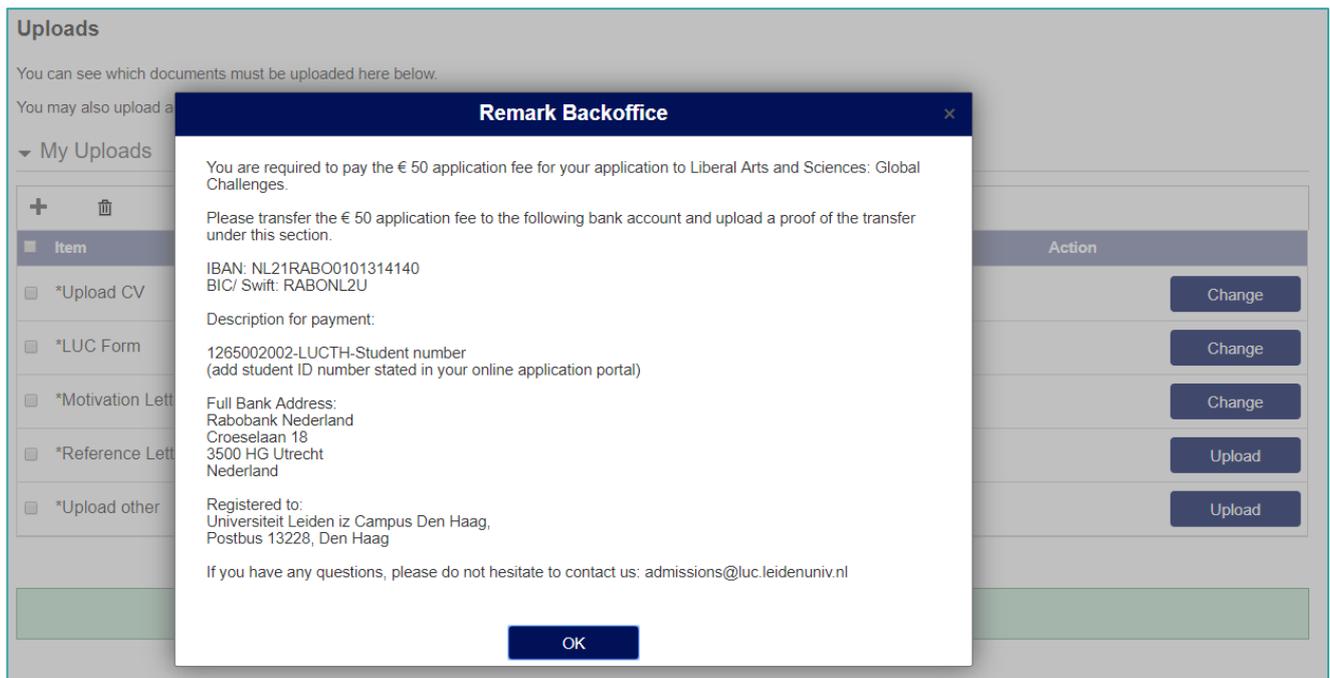
[<< Previous](#) [Next >>](#)

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



The screenshot shows a notification bar with a red exclamation mark icon and the text "Upload needed" next to a checkbox labeled "\*Upload other". To the right is a blue "Upload" button. Below the bar is a green note box with the text: "Note: action is required. For further explanation click on [red exclamation mark icon]".

- Click on the red exclamation mark to find out which document is missing and needs to be uploaded under the new section.



The screenshot shows the "Uploads" section of a web application. A modal window titled "Remark Backoffice" is open, displaying the following text:

**Remark Backoffice**

You are required to pay the € 50 application fee for your application to Liberal Arts and Sciences: Global Challenges.

Please transfer the € 50 application fee to the following bank account and upload a proof of the transfer under this section.

IBAN: NL21RABO0101314140  
BIC/ Swift: RABONL2U

Description for payment:  
1265002002-LUCTH-Student number  
(add student ID number stated in your online application portal)

Full Bank Address:  
Rabobank Nederland  
Croeselaan 18  
3500 HG Utrecht  
Nederland

Registered to:  
Universiteit Leiden iz Campus Den Haag,  
Postbus 13228, Den Haag

If you have any questions, please do not hesitate to contact us: [admissions@luc.leidenuniv.nl](mailto:admissions@luc.leidenuniv.nl)

OK

The background shows a table with columns "Item" and "Action". The "Item" column lists: "\*Upload CV", "\*LUC Form", "\*Motivation Lett", "\*Reference Lett", and "\*Upload other". The "Action" column has buttons: "Change", "Change", "Change", "Upload", and "Upload".

## 5. How to submit a recommendation letter

- At least one recommendation from one of your teachers (or counsellor/dean) is required. Under the 'Reference letter' section, upload a document with the name and email address of your referee.
- Provide your referee with the [LUC recommendation form](#) or request them to write a recommendation letter on official school paper.
- Your teacher has to send the filled out recommendation form/letter directly to the Admissions Office from the school's email address. The Admissions Office will add it to your file under the 'Reference Letter' section. After the receipt this section will not be visible to you as the letters are confidential.

## 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.

If a place is offered to you, you need to sign the LUC acceptance form 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’.

 Personal Details	<a href="#">View</a>
 Admission	<a href="#">View</a>
 Admission Decision	<a href="#">Submit</a>
 Confirm	<a href="#">Submit</a>