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

The upcoming deadlines are stated below. Applications can be submitted at any time before and in between deadlines.

<table>
<thead>
<tr>
<th>Intake</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2020</td>
<td>1 December, 2019 (Early Bird)*</td>
</tr>
<tr>
<td></td>
<td>1 April, 2020 (Regular)</td>
</tr>
</tbody>
</table>

* Please note we will consider applications submitted until 1 January 2020 for the early bird round for as long as there is place

Interviews are held from January until 31 May. Below you can find an overview with the specific dates which you need to take into account when you apply.

<table>
<thead>
<tr>
<th>Application submitted before</th>
<th>Interview period</th>
<th>Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 December 2019*</td>
<td>January - March</td>
<td>End of March</td>
</tr>
<tr>
<td>1 April 2020**</td>
<td>April - May</td>
<td>June</td>
</tr>
</tbody>
</table>

* If you are interested in applying for LUC Financial support you need to apply by the Early Bird deadline

** Please submit your application well before the Regular deadline if you require a visa

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 with a home address outside of the Netherlands have to create an account first and log in using the second option ‘Log in without DigiD’. 
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.

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

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

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.

![Submit enrolment application](image)

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.

<table>
<thead>
<tr>
<th>Study programme:</th>
<th>Liberal Arts and Sciences: Global Challenges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational institution:</td>
<td>Leiden University</td>
</tr>
<tr>
<td>Type of study programme:</td>
<td>WO Bachelor</td>
</tr>
<tr>
<td>Academic load:</td>
<td>Full-time</td>
</tr>
</tbody>
</table>

![Submit enrolment application](image)
8. When you have found the correct programme click on Select.

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

Enter as Start date September 1, 2020 (LUC The Hague does not have a February intake). The other information should not be changed. Students with a non-Dutch diploma will need to check the box regarding the verification of their education first. Click on ‘Next’.

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.
After answering the questions, you have to confirm your answers once more.
You can now proceed to the last step 5. Click on ‘Confirm’ followed by ‘Next’.

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 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.

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 the uSis portal. The UCLN account information to log in to the application portal will be provided within 24 hours.

   **Send copy ID**

   Dear LUC,
   
   Your personal details have to be checked by Leiden University. You will receive an e-mail about this from Leiden University.
   
   After a few days you will receive a UCLN-account from the institution. After you have activated your account, you can submit your document(s) in the uSis portal.
   
   It may be that a deadline applies for the verification of your personal details.
   
   Questions?
   If so, please contact your educational institution.
   
   Yours sincerely,
   Studielink on behalf of Leiden University

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

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**
1. Upload a copy of your most recent transcript that includes grades of 2019-2020
   (if these results are not available yet, upload a note in which you inform the Admissions Committee when you receive them/can upload them in your application portal.)
2. Upload a copy of your grades of the last two years at secondary school
3. Upload AP/SAT/ACT results if obtained

**Language Test**
4. Upload a copy of your language test if obtained already

**Other mandatory uploads**
5. Upload your Curriculum Vitae following these requirements set by LUC
6. Upload the filled out Motivation form which you can find here
7. Upload the filled out LUC Application form Liberal Arts and Sciences: Global Challenges
8. Upload a proof of the €50 application fee transfer; print screen is sufficient

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](image)

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

> ![Add Document](image)

> ![File Attachment](image)
12. 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

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

2. Click on ‘Change’ and go to the required section.

3. If you click on the red exclamation mark next to the rejected document, you will see the reason for the Admissions Committee to reject your document. Upload a new document by clicking on ‘Change’.
4. The Admissions Committee 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 Committee will add a new item under which you need to upload the proof of payment/requested document.

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

5. How to submit a recommendation letter

1. At least one recommendation from one of your teachers (counsellor/dean) is required. Under the ‘Uploads’ section, click on the \( + \) sign to add another document

2. Select the item: Reference letter and upload a document with the name of your referee.

3. Provide your referee with the [LUC recommendation form](#) or request them to write a recommendation letter on official school paper.

4. 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’.