



**Universiteit
Leiden**

Leiden University College
The Hague

Leiden University College The Hague

Admissions Office

admissions@luc.leidenuniv.nl

Application Portal manual Liberal Arts and Sciences: Global Challenges Intake September 2022

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

Deadlines and important dates

LUC The Hague has 200 places available for new students each year. On a yearly basis there is only one intake.

Intake	Deadline
September 2022	1 December, 2021 (Early Bird) 15 March, 2022 (Regular)

Please take the following into account when you apply:

- If you are interested in applying for LUC Financial support or the Holland Scholarship you need to apply by the Early Bird Deadline of 1 December 2021
- Applications can be submitted either before or on the stated deadline
- Applications can be submitted at any time in between deadlines
- Applications submitted after 1 December 2021 will be processed with the applications for the regular deadline of 15 March 2022
- It will be possible to submit an application for September 2022 from 1 October 2021 onwards
- Applications submitted after 15 March 2022 will not be considered for admission

Deadline	Application review	Interviews	Final decisions
1 December 2021	November - February	January - March	End of March
15 March 2022	February - May	April - May	Mid-June

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.

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 ULCN-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)

Enrolment application sent to institution

Dear LUC,

Your enrolment application for the study programme shown below was submitted on 12/01/2022 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:	09/01/2022 - 08/31/2023

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](#).


 **Universiteit Leiden** **Sign in**

Username (Forgotten?)
Username

Password (Forgotten?)
Password

Remember my username

[Activate account?](#) **Login** ➔

[Login issue?](#)  Nederlands

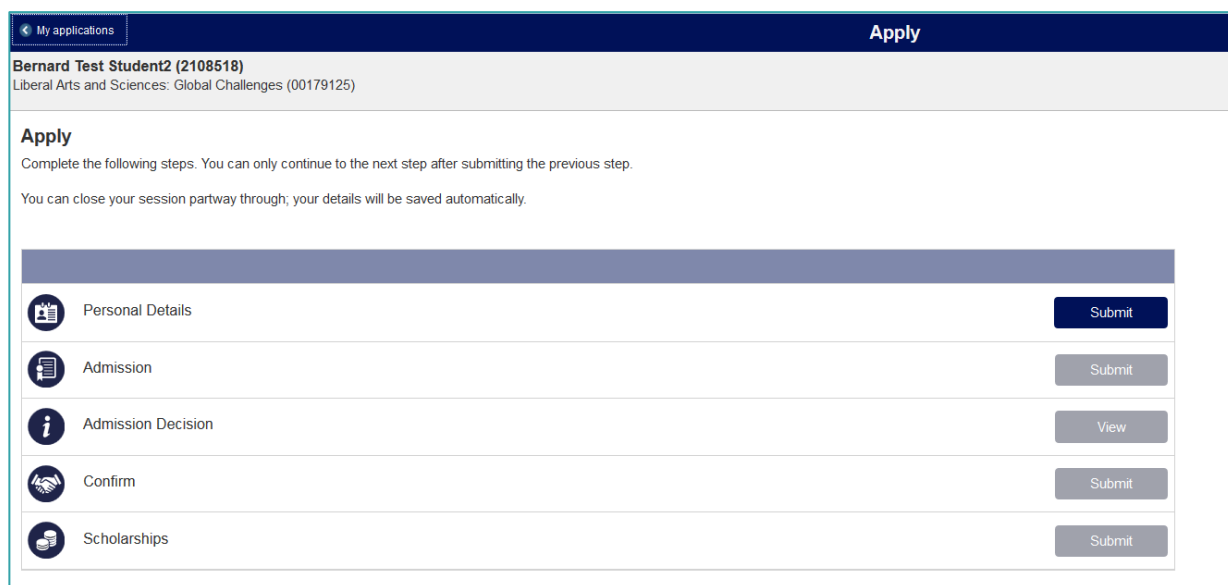
4. On your 'home page' click on 'Application Study Programme' and you will be able to see for which programme you have requested enrolment in Studielink. Under 'My communications' you will be able to see the messages which have been sent to you.



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	Emergency Contact Details
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
Emergency Contact	*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:

- Official transcripts following the instructions [here](#) on our website.
- [LUC Diploma statement](#) (if you have not graduated yet)


Language test:

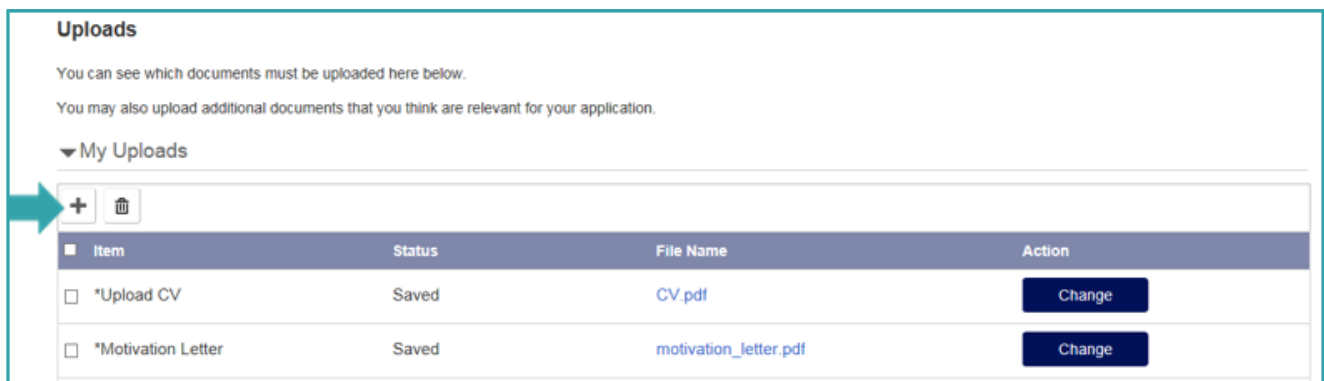
- Upload a copy of your language test if obtained already and if applicable to you

Other mandatory uploads

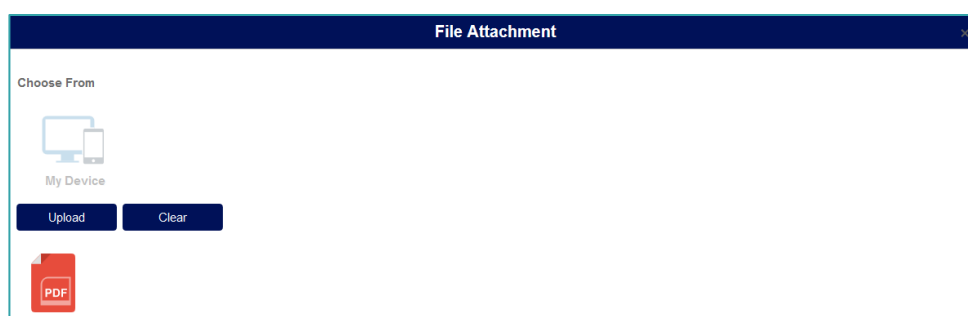
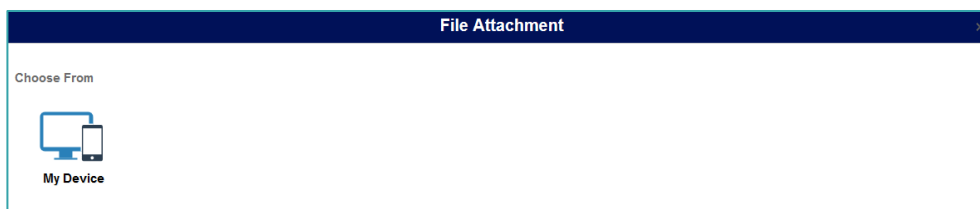
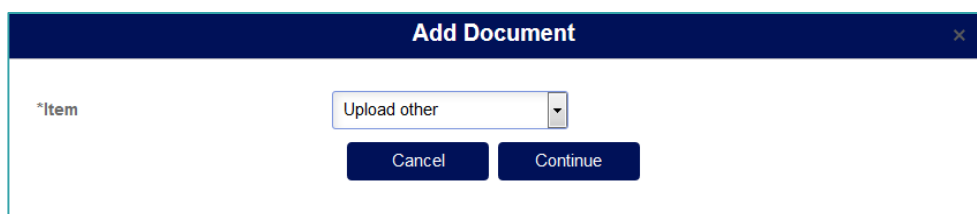
- [LUC Application form](#)
- [LUC Motivation form](#)
- [LUC-CV form](#)
- [LUC recommendation letter placeholder](#)
- Proof of application fee payment of the [€50 application fee](#)

For more information on any of these documents click on the document link or go [here](#).

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:



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



- 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		View
	Admission	Note: action is required!	Change
	Admission Decision		View
	Confirm		Submit

- 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	Change

- 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		Change
<input type="checkbox"/> *LUC Form		Change
<input type="checkbox"/> *Motivation Le		Change
<input type="checkbox"/> *Reference Le		Upload
<input type="checkbox"/> *Upload other		Upload

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

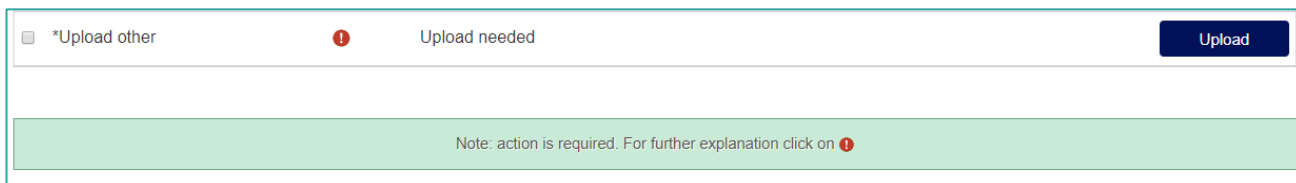
Use this section to add any additional documents that are important to meeting your terms

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

Your copy is not acceptable. For further explanation click on

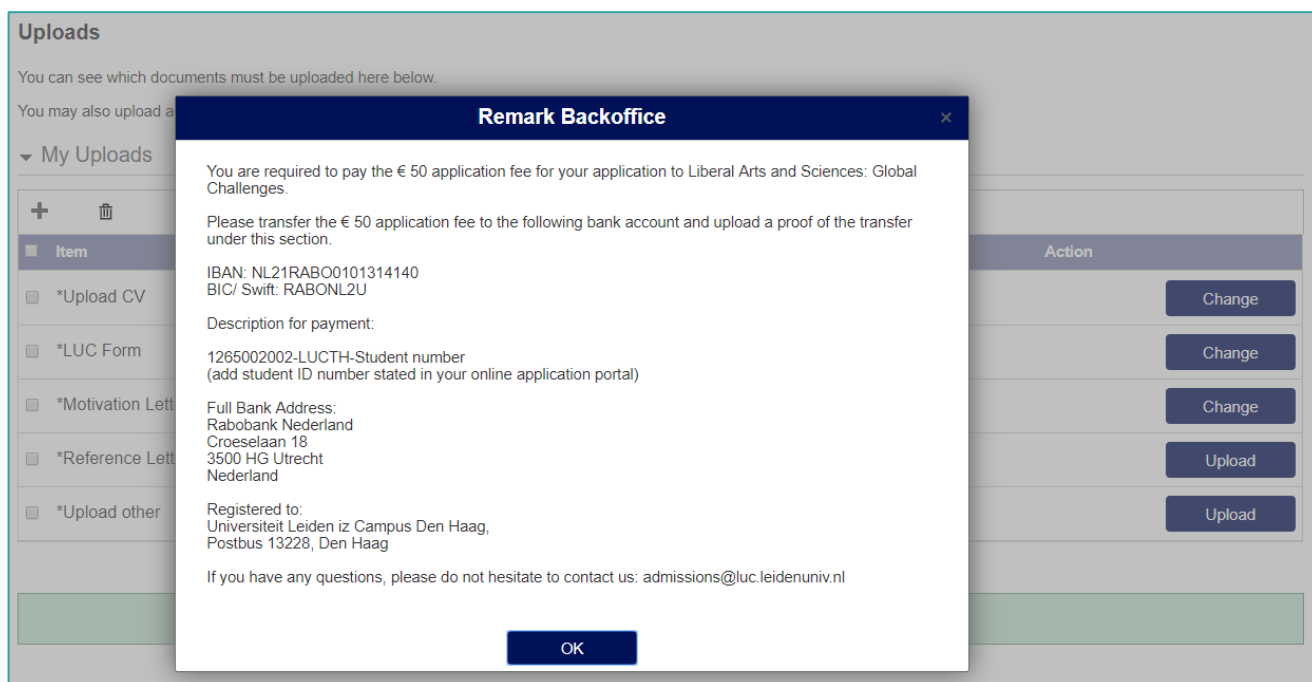
[<< Previous](#) [Next >>](#)

4. 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". To the right is a blue "Upload" button. Below the bar is a green box with the text: "Note: action is required. For further explanation click on [red exclamation mark icon]".

5. 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

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

1. One recommendation from a of your teachers (or counsellor/dean) is required. Under the 'Reference letter' section, upload the filled out [LUC recommendation placeholder](#).
2. Provide your referee with the [LUC recommendation form](#) or request them to write a recommendation letter on official school paper.
3. 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, replacing the placeholder. 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	View
 Admission	View
 Admission Decision	Submit
 Confirm	Submit