



**Universiteit  
Leiden**

Leiden University College  
The Hague

**Leiden University College The Hague**

**Admissions Office**

**admissions@luc.leidenuniv.nl**

## Studielink Manual

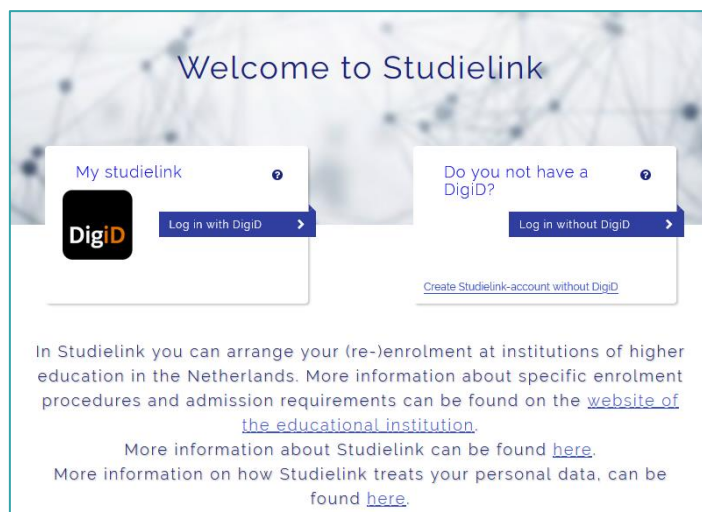
### Liberal Arts and Sciences: Global Challenges Intake September 2022

Please use the following information to submit your enrolment request in Studielink and take the application deadlines into account.

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

#### How to submit an 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'.



2. Studielink can request your contact details after you have logged in with your DigiD. If you get this request, 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.

After you have entered the requested information, you will see a confirmation message.

## 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.

Cancel

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:

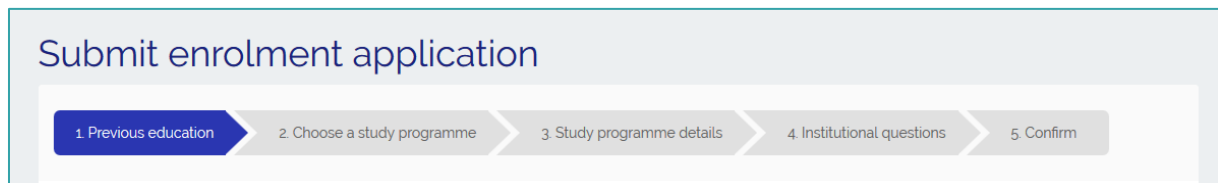
5. After clicking on the activation link, you will see the following and you are automatically redirected to the log in page. Log in again using either your DigiD or the email address and password you entered when creating an account.

## ✔ Your account has been activated.

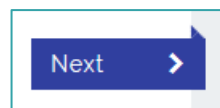
Your email address and your account have been activated. In case you didn't have a password yet, you will receive a separate email about this. Did your educational institution change your email address for you? In that case you will also receive a separate email to create a new password.

[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 indicates '1 RESULT'. Below this, a dropdown menu shows 'Leiden University', and another dropdown shows 'WO Bachelor'. A third dropdown shows 'Full-time'. To the right of these dropdowns, the program details are displayed: 'LIBERAL ARTS AND SCIENCES: GLOBAL CHALLENGES' with a 'Full-time' tag. Below this, the following details are listed: '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 details section.

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 are now empty. The program details are displayed in a table-like format: 'Full-time', '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.

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'.

This screenshot is identical to the previous one, showing the 'Submit enrolment application' page at step 3. The 'Next' button at the bottom right is highlighted with a blue border. Below the main form area, there is a checkbox with the text: '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](#)).

Study programmes

Liberal Arts and Sciences: Global Challenges  
Leiden University  
Academic year: 2021 - 2022

Status: Enrolment application submitted

Show details Cancel

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](#).