



**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.

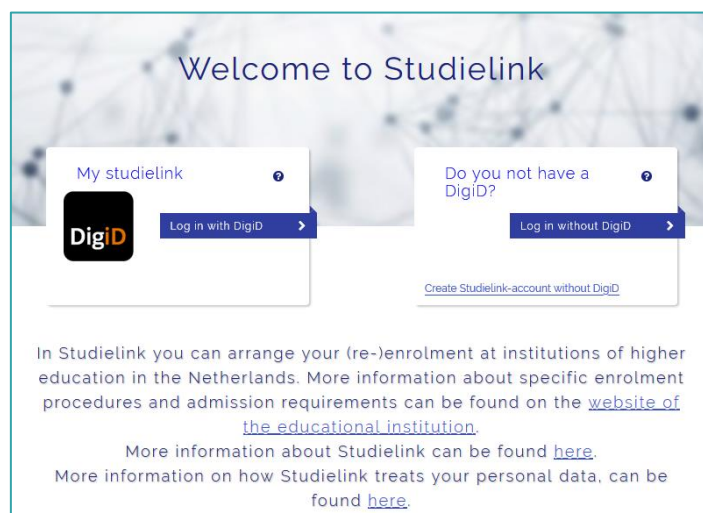
Intake	Deadline
September 2022	1 December, 2021 (Early Bird) 15 March, 2022 (Regular)

Studielink steps in short:

- Get access to Studielink either with DigiD or create an account and log in with a username and password
- Upload a copy of your valid passport or European ID Card (front and back) if you do not have a DigiD
- Submit an enrolment request for Liberal Arts and Sciences: Global Challenges
- Answer the questions
- Submit your enrolment request

### 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.

## 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

Save



## ✓ 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](#)

- 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.

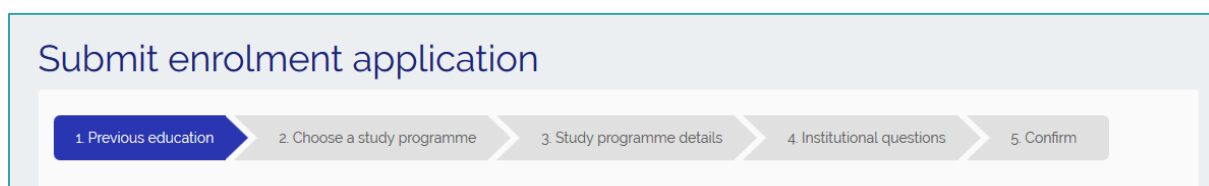
Click the link below to activate your account / verify your e-mail address:

[Activate account / Verify email address](#)

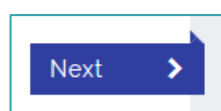
4. After clicking on the activation link, you will see a confirmation and you are automatically redirected to the log in page. Log in again using either your DigiD or the email address and password you entered when creating an account.
5. If you have not used a DigiD to log in, your identity still needs to be verified before you can either activate your account or submit an enrolment request for a Dutch university. You will be required to upload a copy of your valid passport or European ID Card. For more information regarding this verification process, please go to the [following website](#).

Once your identity has been verified you can proceed with your application.

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.



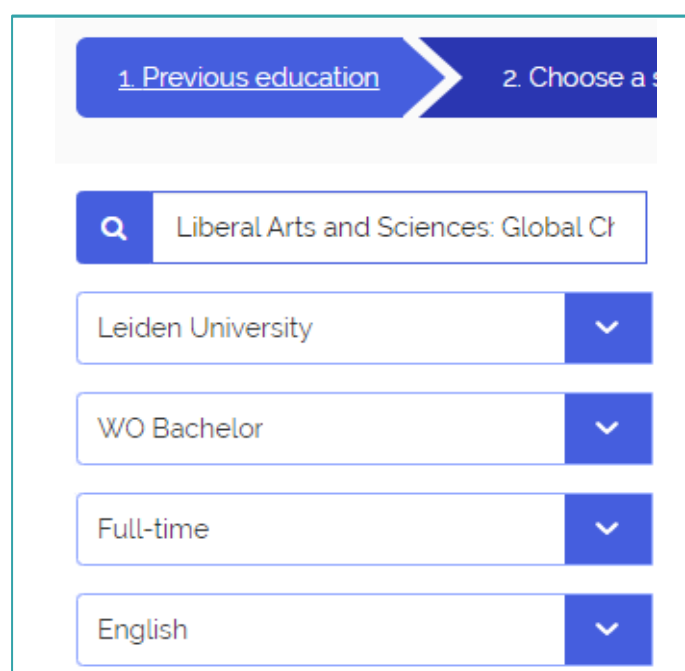
B) Applicants who signed in with their username and password are first required to enter their previous education. Answer the questions one by one and when you are finished click on 'Next'.



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
Main language:	English



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

1 RESULT

LIBERAL ARTS AND SCIENCES: GLOBAL CHALLENGES

Full-time

?

Study programme level:

WO Bachelor

Educational institution:

Leiden University

Location:

'S-GRAVENHAGE

Start as:

Both first-year and advanced-year students

Select


9. You have now progressed to step 3. Study programme details. Enter the following:

- Start date: September 1, 2022
- 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'.

## Submit enrolment application

1. Previous education 2. Choose a study programme 3. Study programme details 4. Institutional questions 5. Confirm



Liberal Arts and Sciences: Global Challenges

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, 2022

Type of enrolment

Student

Start as

First-year

Back to previous page

Next

☐ 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 the next page, you see all the information you have entered in the Studielink application process. Read the information carefully. If you need to adjust 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.

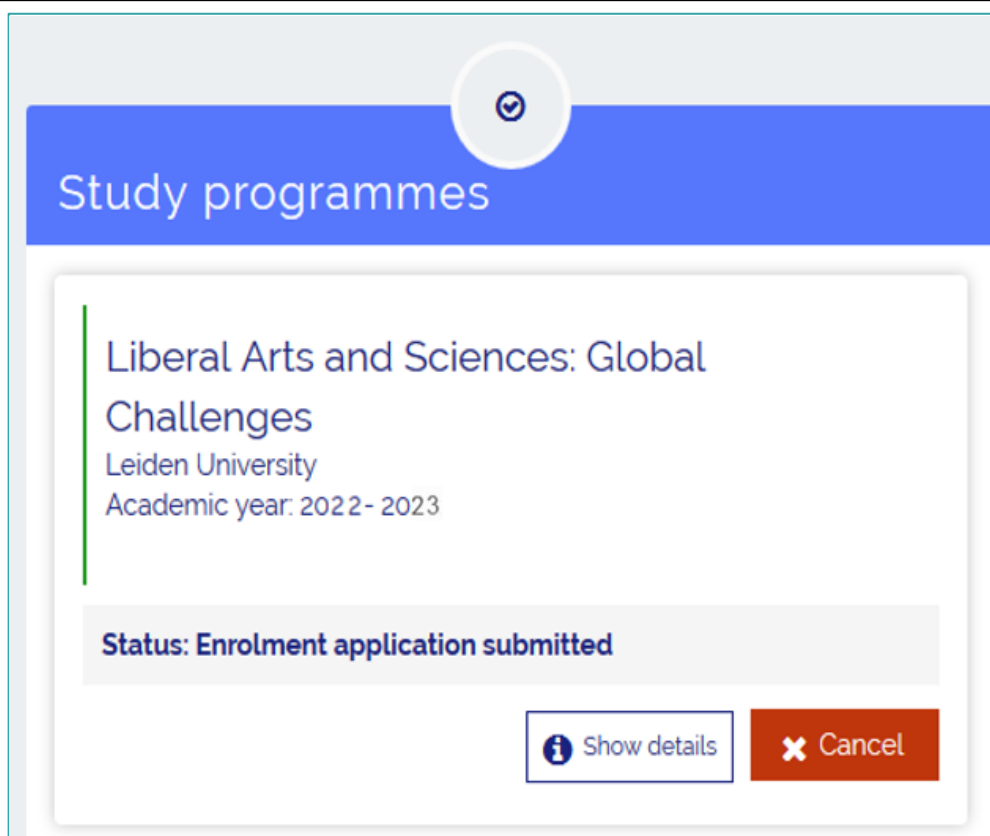
[Back to previous page](#)

[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: 2022 - 2023

**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](#).