



**Universiteit
Leiden**

Leiden University College
The Hague

LUC Application manual


Liberal Arts and Sciences: Global Challenges

Admission 2023

Please read the information below carefully before you submit your application and required documents in the online application portal.

Upload the required documents in the application portal

You need to submit your documents for admission through the [Leiden University application portal](#). The ULCN account information to log in to the application portal will be provided within 24 hours after submitting the enrolment request in Studielink.



**Universiteit
Leiden**
The Netherlands

Student number: 1234567
Programme: Bachelor Liberal Arts and Sciences: Global Challenges
Academic year: 2023-2024

Dear ,

Thank you for your interest in Leiden University. You would like to join the **Bachelor Liberal Arts and Sciences: Global Challenges** starting on **1 September 2023**.




Next step
You can continue working on your application shortly. You will soon receive an email explaining the next step to take.

ULCN account
To continue working on your application you will need a student account (ULCN account). If you do not yet have a ULCN account, you will receive an email with your account details within 3 working days.

With kind regards,

J. 't Hart, MSc
Director Student and Educational Affairs

Any questions?
Take a look in our [FAQs](#). If you can't find what you're looking for, contact the [Student Affairs Front Office](#).

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You receive a confirmation email that the enrolment application is sent to the institution (Leiden University), a welcome email from Leiden University and an email with the request to activate your account for the application portal.

In order to get access to your application portal you need to [activate your account](#) first.

Afterwards you can log into your application portal and upload the required documents.

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 that have been sent to you.

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

Applications		
Academic year/ Start date	Programme type / Full time or Part time	Programme name / Specialisation
2022 - 2023 09/01/2022	Bachelor Full-time	Liberal Arts and Sciences: Global Challenges

Submit the requested details. Please do so by clicking on 'Submit'. 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	<input type="checkbox"/> I do not wish to provide emergency contact details
Submit	*Name: <input type="text"/> First Name, <input type="text"/> Last Name *Relationship: <input type="text"/> Telephone: <input type="text"/> Country code: <input type="text"/> E-mail: <input type="text"/>

After you have completed the 'Personal Details' section you can proceed to the 'Admission' section to upload the **required documents** in pdf format. No other format can be uploaded. Upload the following documents under the required sections.

Previous Education:

- Official transcripts following the instructions on the LUC website
- LUC Diploma statement
- Proof of mathematics proficiency
- Proof of English proficiency or upload a language test under the separate section

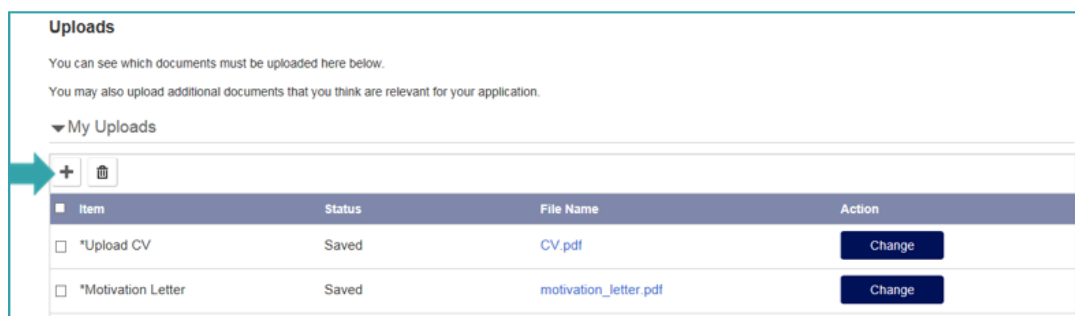
Language test:

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

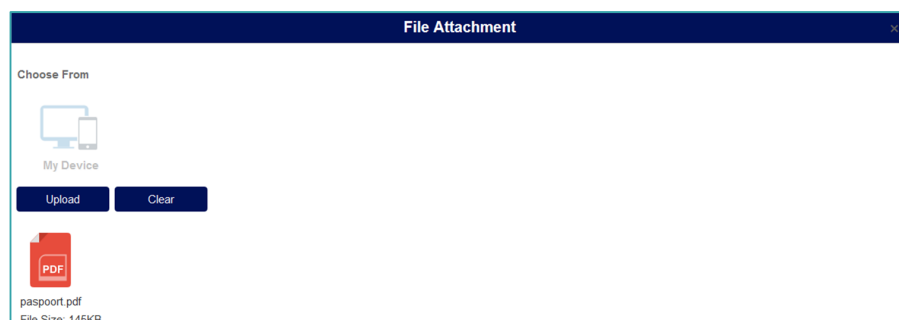
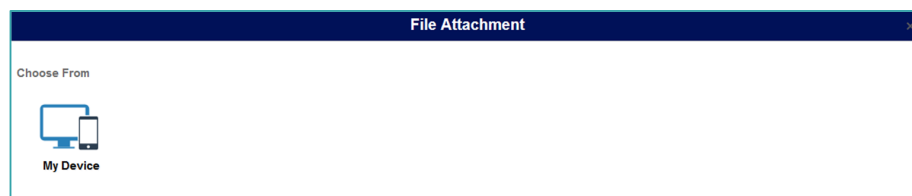
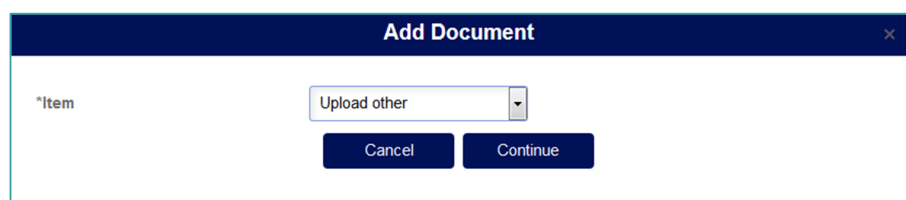
Additional uploads:

- LUC Application form under 'LUC form'
- LUC Motivation form under 'Motivation letter'
- LUC-CV form under 'CV'
- LUC recommendation letter placeholder under 'Reference letter'
- Proof of the €50 application fee payment under 'Other item'

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 the 'plus' sign which you can find directly under the 'My uploads' section:








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 your application in the application portal.

Rejected or missing document


If a document is disapproved or incorrect you will receive a general notification email from the application system. To see what you need to do, you have to log in to 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. 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'.

Submit

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

Item	Remark	
Uploads	Enter the missing information 	Change


My Uploads

Item	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

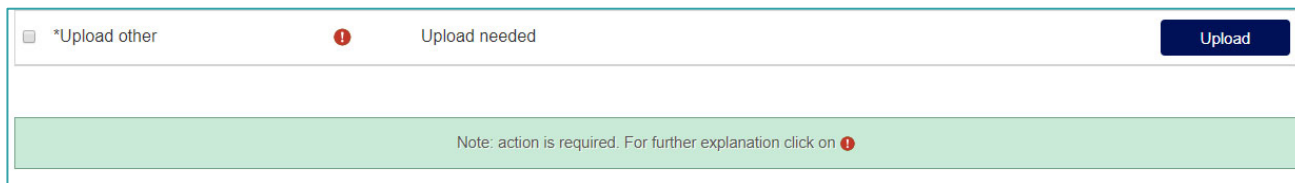
Use this section to add any additional documents that are important to meeting your terms

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

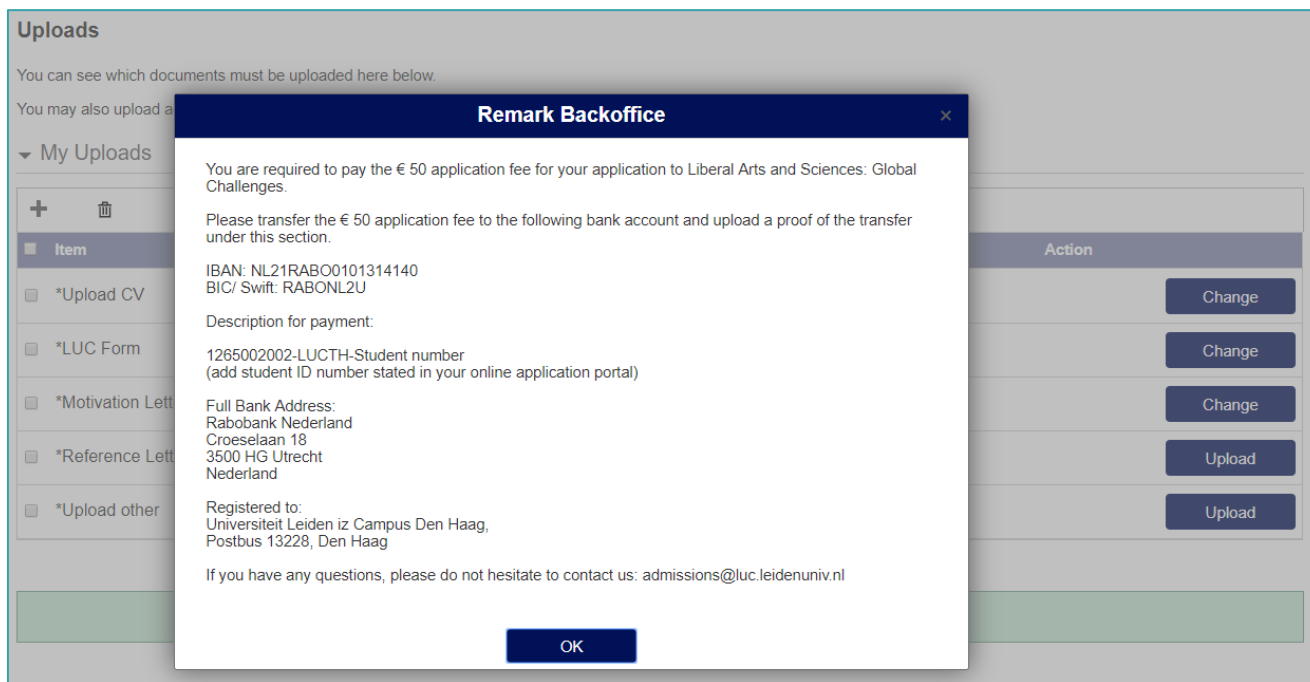
Your copy is not acceptable. For further explanation click on 

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

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.





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



Decision regarding your 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