



**Universiteit  
Leiden**

Leiden University College  
The Hague

# LUC Application manual

## Liberal Arts and Sciences: Global Challenges

### Admission 2024

#### Activate account for access to the application portal

After you request enrolment for Liberal Arts and Sciences: Global Challenges in Studielink, you need to gain access to the Leiden University application portal (uSis).

1. Activate your Leiden University account via <https://account.services.universiteitleiden.nl>
2. Choose the option 'Activate account'
3. Fill in your ULCN username. This is always the letter 's' followed by your student number. You can find the student number in the 'Welcome to Leiden University' email and 'Account registration' email
4. Enter your date of birth. Your ULCN account will be activated after you click on 'Activate' and completed the questions regarding your account safety
5. Log in to the Leiden University application portal (uSis) via: <https://usis.leidenuniv.nl> to upload the required documents for your LUC application

#### Upload the required documents (excluding recommendation letter)

In the Leiden University application portal click on 'Application Study Programme' on your home page and select Liberal Arts and Sciences: Global Challenges.

After you have filled out the 'Personal Details' section you can proceed to the 'Admission' section to upload the required documents. Please note that you can only upload documents in pdf format, no other format can be uploaded.

The application portal already lists several documents you need to upload. You can add additional documents by clicking on the '+' sign. Upload the following documents under the required sections:

Previous Education:

- Official transcripts following the instructions on the LUC website
- Proof of mathematics proficiency
- (LUC) Diploma statement (recommended)

Language test:

- Upload a copy of your language test if obtained/applicable

Additional uploads:

- Filled out LUC form under the section 'LUC form' and 'CV'
- Filled out LUC Motivation form under the section 'Motivation letter'
- Proof of the €50 application fee payment under a new section unless you qualify for an exemption as stated on the LUC website



## How to provide a recommendation letter

You need to request your school to fill out the LUC Recommendation form which is available on the LUC website. On the LUC form you indicate who will provide the filled out form and from which email address it will be sent to the Admissions Office.

LUC's Admissions Office will add the filled out LUC Recommendation form to a hidden section of your application portal as it is a confidential document. The content is not shared with anyone other than the Admissions Committee.

You can submit your application as soon as you have uploaded all required documents. LUC's Admissions Office will notify you via email when a recommendation has been received.

If a recommendation is still missing by the time the Admissions Office checks your application, an additional section will be added to your account stating that the recommendation has not been received yet. You will be notified via email that this item is still missing and will be able to see this in the application portal.

 Admission  Note: action is required! [Change](#)

Click on 'Change' to go to the section and behind 'Reference Letter' click on the red exclamation mark to view the comments from the Admissions Office.

\*Reference Letter  Rejected

Note: action is required. For further explanation click on 

## Remark Backoffice



We have not yet received a recommendation form for your application. Please request your teacher/school to send the filled out LUC recommendation form to LUC via email using the school's email address. You cannot upload this letter yourself and only the LUC recommendation form is accepted as recommendation letter. As soon as we receive the recommendation form, we will upload it on your behalf. You will receive a confirmation via email, however you will not be able to see this item as the content is confidential.

OK

Once the recommendation letter is in, the additional section in your application portal will disappear.