



**Universiteit
Leiden**

Leiden University College
The Hague

LUC Application manual

Liberal Arts and Sciences: Global Challenges

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 complete 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

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
- (LUC) Diploma statement (recommended)

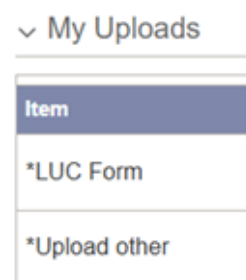
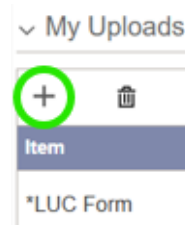
Language test:

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

Additional uploads:

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

Upload this proof of payment as 'Upload other' by clicking on the '+' sign or submit it via [this form](#).



What to do if a document is missing or rejected by the Admissions Office?

If a document is missing for your application or if a document is rejected by the Admissions Office after you have submitted your application, you can find additional instructions by going to the indicated section.

Programme name / Specialisation	Application status
Liberal Arts and Sciences: Global Challenges	Action by student required

After clicking on the application, you will see that behind 'Admission' you either have to 'Submit' or 'Change' an item. Both options require you to take action.

Apply
Complete the following steps. You can only continue to the next step after submitting the previous step.
You can close your session partway through; your details will be saved automatically.

 Personal Details	View
 Admission	Change

Note: action is required!

The status behind a document shows if it has been Approved/checked. If it states 'Upload needed' or 'Rejected' it means you need to either provide the document or make changes to the document you uploaded.

Status
 Rejected
 Upload needed

Click on the red exclamation mark to see the instructions from the Admissions Office on what to do.

My Uploads			
Item	Status	File Name	Action
*LUC Form	 Rejected	***Uploaded Document***	Change

Note: action is required. For further explanation click on 

To change the upload click on 'change' and upload a (new) document. Make sure to resubmit your application afterwards so that the Admissions Committee knows it is ready for a second review.