

Instructions grade average Bachelor Political Science

Selection and placement procedure



Universiteit
Leiden
The Netherlands

Discover the world at Leiden University

Contents

General information	3
Required documents	3
Dutch pre-education	4
Online form grade average.....	4
More information required documents Dutch pre-education.....	4
Non-Dutch pre-education.....	4
More information required for documents non-Dutch pre-education.....	5
Steps in uSis.....	5
Application Study Programme.....	6
Personal information	6
Selection and Placement	6
Admission (if applicable)	7
Admission decision (if applicable).....	7
Housing.....	7
Enrollment.....	7
Payment	7
Announcements	7
Contact	8

General information

These instructions are exclusively for candidates registered for the Bachelor's Political Science programme in International Relations and Organisations. Whether you have a Dutch or non-Dutch previous education determines the procedure for submitting your grade average for the selection and placement procedure. The deadline for submitting your grade average and completing your application is 2 February 2026, 23:59 Central European Time (CET).

Required documents (PDF files)

We need an official grade list from your previous educational institution to verify your grade average. This can be a final exam grade list, an extract, or a certified grade list with a stamp, date, and signature. Please check which documents you will need to provide and follow the instructions carefully.

Pre-education (Dutch)	Required documents for GPA
6-VWO (ongoing)	<ul style="list-style-type: none"> • Decentralised grade list with 5-VWO transition grades (more information FAQ) • Confirmation of submission grade average online form (PDF)
6-VWO (obtained)	<ul style="list-style-type: none"> • Final transcript of grades VWO diploma (DUO extract) • Confirmation of submission grade average online form (PDF)
Bachelor (wo)	<ul style="list-style-type: none"> • Final transcript of grades VWO, HBO or HBO-propedeuse + Havo (DUO extract) • Confirmation of submission grade average online form (PDF)
Bachelor (HBO)	<ul style="list-style-type: none"> • Final transcript of grades HBO + Havo (DUO extract) • Confirmation of submission grade average online form (PDF)
Propedeuse (wo)	<ul style="list-style-type: none"> • Final transcript VWO or HBO + Havo (Duo extract) • Confirmation of submission grade average online form (PDF)
Propedeuse (HBO)	<ul style="list-style-type: none"> • Transcript of grades HBO-propedeuse + Havo (DUO-extract) • Confirmation of submission grade average online form (PDF)
Colloquium doctum (21+ test)	<ul style="list-style-type: none"> • Transcripts of grades available from secondary education • Confirmation of submission grade average online form (PDF)
Vavo	<ul style="list-style-type: none"> • Transcripts of grades Vavo + transcripts of grades available from secondary education • Confirmation of submission grade average online form (PDF)

Pre-education (non-Dutch)	Required documents for GPA
International high school	<ul style="list-style-type: none"> • Certified diploma(s) and/or transcript(s) of grades • Passport/European ID/Dutch residence permit
International Baccalaureate (IB)	<ul style="list-style-type: none"> • Certified IB diploma(s) and/or transcript(s) of grades • Passport/European ID/Dutch residence permit
European Baccalaureate (EB)	<ul style="list-style-type: none"> • Certified EB diploma(s) and/or transcript(s) of grades • Passport/European ID/Dutch residence permit
International or non-Dutch diploma	<ul style="list-style-type: none"> • Certified EB diploma(s) and/or transcript(s) of grades • Passport/European ID/Dutch residence permit
Other	<ul style="list-style-type: none"> • Please get in touch with the selection and placement team via selectiepol@fsw.leidenuniv.nl

Dutch pre-education

If you have a Dutch pre-education, please request a certified list of grades or an extract of your grades from your current school's administration, DUO, or the educational institution of your previous education. If you are currently in the last year of VWO (6-VWO), you must submit the [decentralised grade list](#) with your 5-VWO transition grades. Ask your school administration to complete the form with an official stamp, date, and signature.

Online form grade average

If you have a Dutch pre-education, please fill out this [online form for your grade average](#). You will receive a confirmation email on submission, with a PDF file of the online form. Please save the PDF file, because you need to upload this file to uSis.

More information required documents Dutch pre-education

1. Request to fill out the decentralised grade list, a certified list of grades, or an extract of your grades at your school's administration, DUO, or the institution of your previous education.
2. Fill in the [online form grade average](#) and press the button 'send' to submit the form.
3. Save the PDF file of the online form which you received in the confirmation email.
4. Go to [uSis](#) 'Application Study Programme' and follow the instructions in this document to upload the requested documents in the submenu 'Selection and Placement' before **2 February 2026, 23:59 CET**.

Non-Dutch pre-education

If you have a non-Dutch pre-education, you must upload your transcript(s) of grades and diplomas in the submenu 'Admission' in the uSis student registration portal 'Application Study Programme,' pay the application fee, and submit a request for admission before the deadline **2 February 2026, 23:59 CET**. After submitting your request, your GPA (based on the grades you have obtained) will be converted to the Dutch system for the selection and placement procedure. The conversion of your GPA takes into account the admission requirement of your prior education, meaning that only the GPA from the previous

education that is admissible for the bachelor's programme at Leiden University will be used for the selection and placement procedures. Suppose you are applying for another Dutch university programme besides this bachelor's in Political Science. In that case, you also have to upload your transcript of grades from your previous education in the submenu 'Selection and Placement' before continuing to the submenu 'Admission.' For more information, follow the instructions for 'More information required documents Dutch education.'

More information required documents non-Dutch pre-education

1. Request your school or the educational institution of your previous education to provide a certified list of grades or an extract of your grades.
2. Collect the other requested documents (a copy of a passport, a European ID, or a Dutch residence permit).
3. Go to the [uSis](#) menu 'Application Study Programme' and follow the steps in the application menu.
4. If the submenu 'Selection & Placement' is available, please follow the instructions underneath 'More information required documents Dutch pre-education' (page 4).
5. Go to the submenu 'Admission' and upload your transcripts of grades and diploma. Pay the application fee and submit your admission request before the deadline **2 February 2026, 23:59 CET**.

Steps in uSis

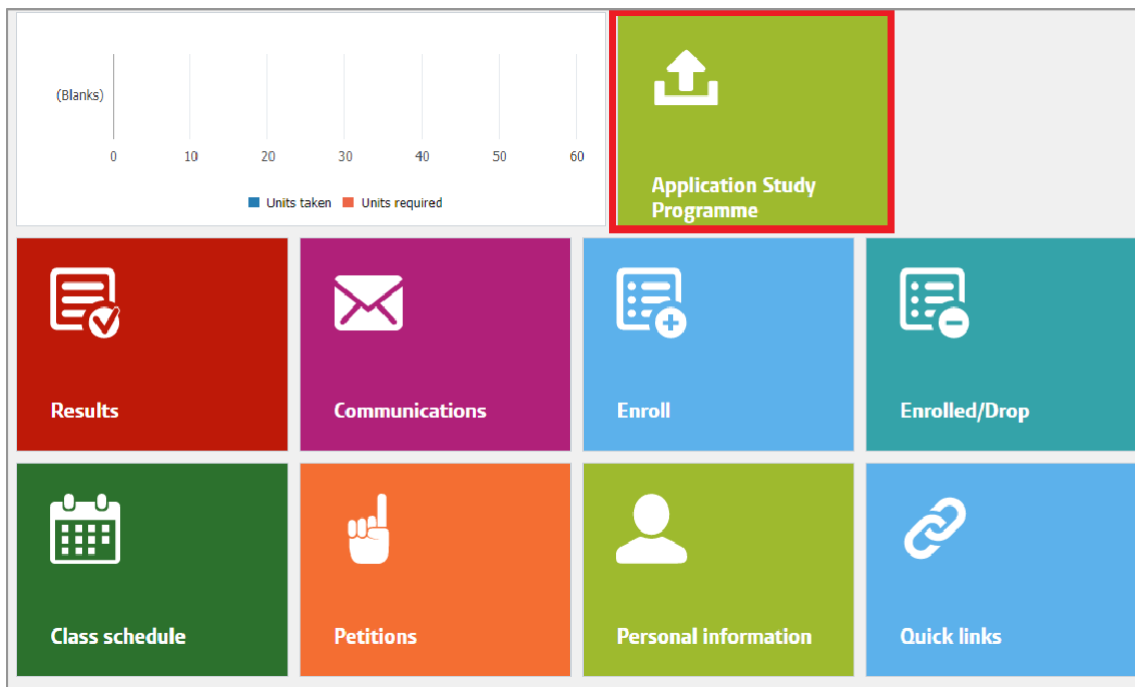
Use the login details you received by email to log in to uSis. Did you not receive an email? Please check your spam folder first. You can contact the Student Affairs Front Office if you still have not received your login details. If you cannot log in or if your account has been blocked, please contact the ISSC Helpdesk at heldesk@issc.leidenuniv.nl.

- Fill in your 'Username' and 'Password' and click on 'login.'



The screenshot shows the uSis login interface for Universiteit Leiden. At the top left is the university logo and name. The main heading is 'Sign in'. Below this are two input fields: 'Username (Forgotten?)' and 'Password (Forgotten?)'. The Username field contains the text 'Username' and has a red 'x' icon on the right. Below the password field is a checkbox labeled 'Remember my username'. At the bottom left, there is a link 'Activate account?'. At the bottom right is a blue 'Login' button with a right-pointing arrow. At the very bottom, there is a link 'Login issue?' and a small flag icon for 'Nederlands'.

- Click on the menu 'Application Study Programme.'



Application Study Programme

By clicking on the tile 'Application Study Programme,' you enter the application menu. Continue by clicking on the programme you want to apply for. The menu will show the submenus applicable to you. Please complete the steps (submenus) to submit your average grade and, if applicable, submit a request for admission. Some submenus have multiple tabs to fill out. **You can proceed to the next step only after completing the previous step.**

Personal details

You are requested to check your details and fill out the contact details of the person we can contact in an emergency. To change your details and email address, go to Studielink.nl

Selection and Placement

If you have a Dutch pre-education or registration at a Dutch higher education programme, please upload your transcript(s) of grades and the PDF file average grade online form. If this submenu is unavailable, please upload your transcript(s) of grades and diploma in the following submenu: 'Admission.'

Admission (if applicable)

If you have a non-Dutch pre-education or your Dutch pre-education does not meet the entry requirements, you must submit your transcript(s) of grades and diploma(s) in this submenu. Your GPA will be converted to the Dutch system for the selection and placement procedure. Make sure to pay the application fee and submit a request for admission before the deadline **2 February 2026, 23:59 CET**.

Admission decision (if applicable)

The Admissions Office will assess whether your previous education meets the entry requirements for the Bachelor's Political Science programme in International Relations and Organisations. The acceptance letter will state whether you are (un-)conditionally admitted and which conditions must be met before the start of your studies (1 September 2026).

Housing

Do you need help finding housing? The University of Leiden offers mediation for a fee. In the submenu 'Housing,' you can let them know if you want to use this service.

Enrolment

If there are conditions for enrollment in the programme, like the selection and placement procedure, they will be mentioned in this subsection. If you have accepted your placement in the Political Science programme, International Relations and Organisations, the enrolment conditions will be fulfilled.

Payment

Here, you will find information on the payment terms.








Announcements

We advise you to regularly check your mail, communication tile, or uSis application menu. If you upload unreadable or incorrect documents, you will receive announcements requiring action on your end. Please return to the 'Application Study Programme' menu in uSis and upload the requested documents (PDF file).

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	 Note: action is required!	Change
	Housing		Submit
	Admission Decision		View
	Enrollment		View
	Payment		View

Contact

If you have any questions about your admission request, please contact [the Student Affairs Front Office](#). If you still have questions after reading the instructions for submitting your average grade for the selection and placement procedure, please contact the selection and placement team at selectiepol@fsw.leidenuniv.nl.