



School of Business and Economics

ON-LINE REGISTRATION & APPLICATION AT MAASTRICHT UNIVERSITY, SCHOOL OF BUSINESS AND ECONOMICS

General information

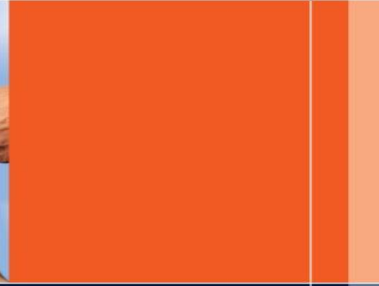
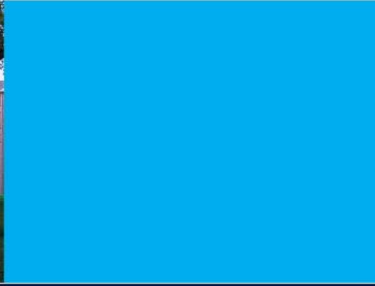
The application deadline for the Fall 2014-2015 semester is 15 May 2014.

The application deadline for the Spring 2014-2015 semester is 15 October 2014.

Please note that in order to apply for exchange at SBE, you **first need to register** at Maastricht University (UM). After completion of the initial registration form, you will receive an email containing your user ID number and password which you need in order to complete your application at SBE. Please note that your user ID number and Password will be blocked if you do not complete the application form within **7 days** after the registration.

If you have any questions concerning your registration and application at Maastricht University, please contact the International Relations Office via **iro-incoming-sbe@maastrichtuniversity.nl**. Always mention your Maastricht University "user ID number" (starts with I60*****) in your emails to us.

If you want to change any information on your application form, please do not complete a new form and certainly do not withdraw your application but inform us about the change via **iro-incoming-sbe@maastrichtuniversity.nl** and we will process the change in our system.



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1. Registration

For registration at Maastricht University please go to:

<http://myum.unimaas.nl/anonymous>

Please make sure you enter your personal information (name and surname) correctly since this information will be shown on your student card and on your grade transcript!

Please make sure that you do not fill out your name entirely in CAPITAL letters.

For example: wrong: ELIZABETH JOHANNA MARIA EDWARDS
 correct: Elizabeth Johanna Maria Edwards

Initials = First letters of your first names

Surname = Family name/Last name

Name = First name

Official first names = same way your first names are shown on your passport

EXAMPLE: **Elizabeth Johanna Maria Edwards**

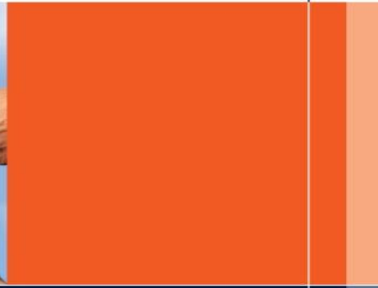
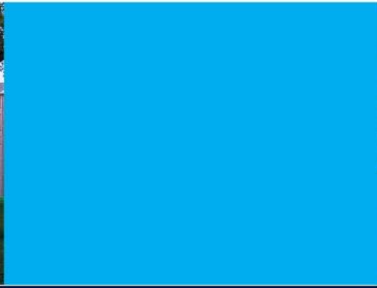
Initials = **EJM** (without any dots between the letters)

Last name = **Edwards**

First name = **Elizabeth**

Official first names = **Elizabeth Johanna Maria**

Please note that all fields with an asterisk (*) are compulsory!



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Registration Form

Please use this form to create an account at Maastricht University. You need this account to enter the My UM portal to complete an application form for programmes which do not use Studielink to start the admission process. Make sure to check the website of your programme to find out if you need to start the admission process via Studielink or via this form.

Personal Data


Initials: *

Official first names: *

Last name: *

Name prefix: ▼

Name (preferred first name): *

Date of birth: * 

Gender: * ▼

E-mail: *

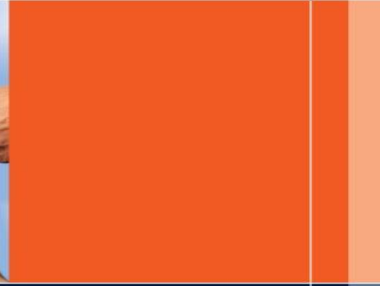
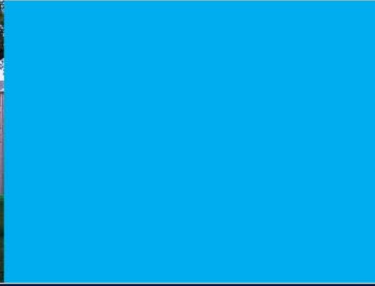
Do you have a mobile phone?: ☒ Yes ☐ No

Country code/Number: ▼

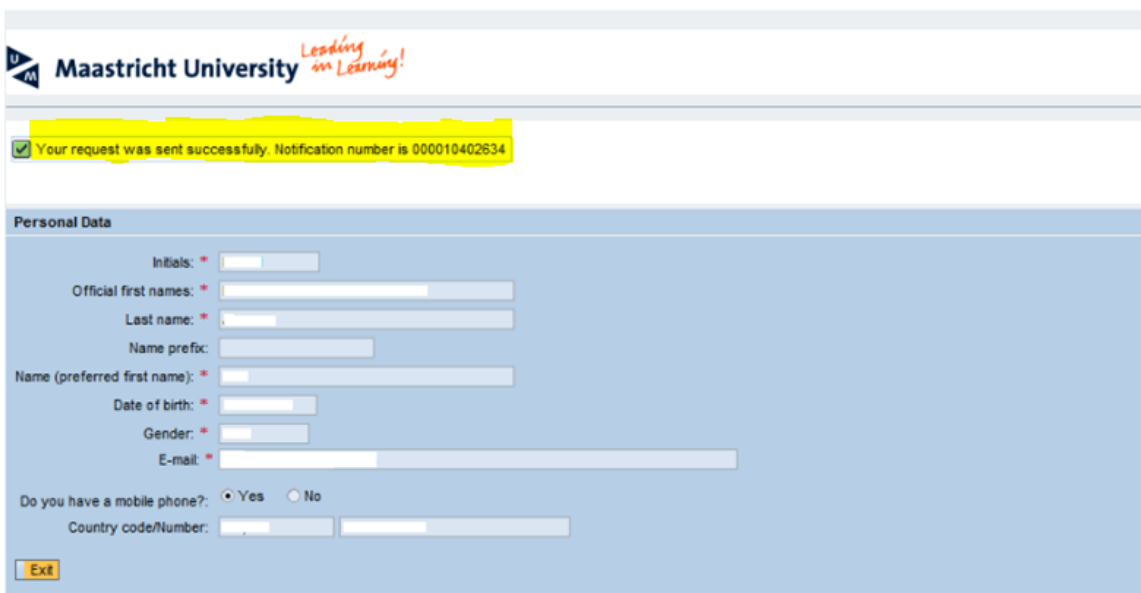
When you have completed all fields click on “Submit Request”

in the left corner of the page. If the

process is completed successfully you will receive the following message:



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By clicking on “Exit”  you will close this screen.

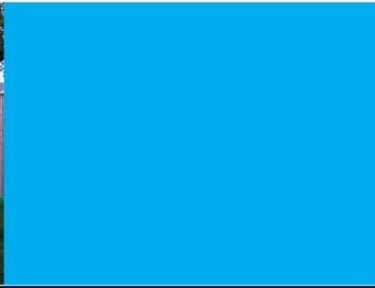
Within 8 hours, you will receive an email at the email address you just entered on the registration form (so make sure you enter a correct email address!). This email will contain your user ID number and password and a link to the “My UM portal”. Please follow the instructions in this email in order to enter the application form. In case you do not receive any mail, check your spam box as well.

2. Application

The application exists out of 5 steps:

1. Faculty/ Programme Selection
2. Personal Data
3. Address Data
4. Communication/Additional Data
5. Review

Make sure you fulfil all steps!

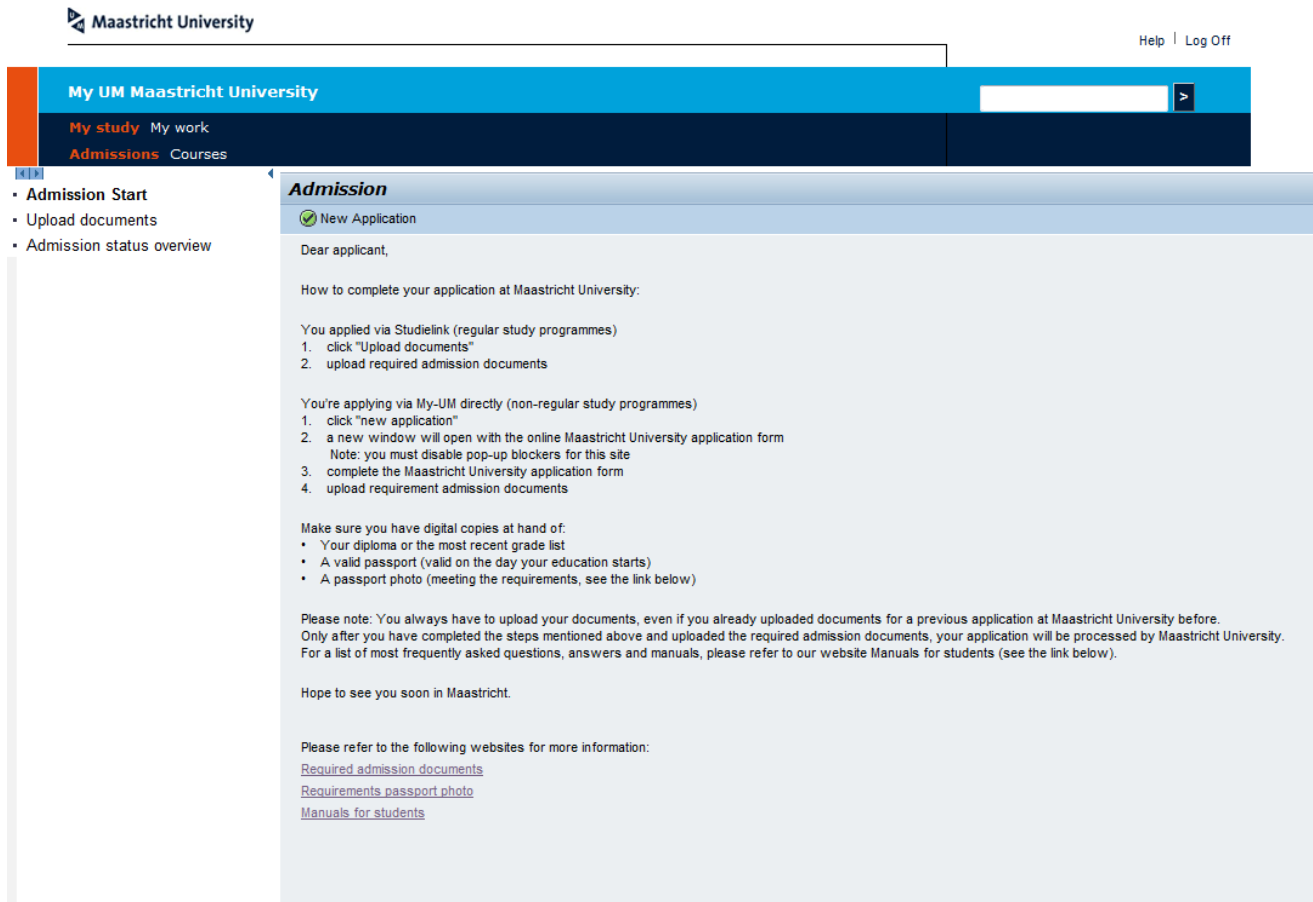


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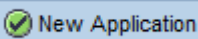
Please go to the My UM Portal via below link. Logon with your user ID number (do not forget to put the "i" in front of your ID number and password:

<http://myum.unimaas.nl>

Click on Admissions and choose "Admission Start" to go to the online application form. You will now see the next screen: you can ignore the text and proceed with clicking on "new application".



The screenshot shows the Maastricht University My UM portal. At the top, there is a header with the Maastricht University logo and the text "Maastricht University". To the right of the header, there are links for "Help" and "Log Off". Below the header, there is a navigation bar with the text "My UM Maastricht University" and a search bar. Below the navigation bar, there are links for "My study", "My work", "Admissions", and "Courses". The "Admissions" link is highlighted. On the left side of the page, there is a sidebar with a list of links: "Admission Start", "Upload documents", and "Admission status overview". The "Admission Start" link is highlighted. The main content area is titled "Admission" and contains a "New Application" button with a green checkmark icon. Below the button, there is a section titled "Dear applicant," followed by instructions on how to complete the application at Maastricht University. The instructions are divided into two sections: "You applied via Studielink (regular study programmes)" and "You're applying via My-UM directly (non-regular study programmes)". Each section has a list of steps. The "You applied via Studielink" section has two steps: 1. click "Upload documents" and 2. upload required admission documents. The "You're applying via My-UM directly" section has four steps: 1. click "new application", 2. a new window will open with the online Maastricht University application form, 3. complete the Maastricht University application form, and 4. upload requirement admission documents. Below the steps, there is a section titled "Make sure you have digital copies at hand of:" followed by a list of requirements: "Your diploma or the most recent grade list", "A valid passport (valid on the day your education starts)", and "A passport photo (meeting the requirements, see the link below)". Below the requirements, there is a "Please note:" section with a paragraph of text. At the bottom of the page, there are three links: "Required admission documents", "Requirements passport photo", and "Manuals for students".

Please click on  and you will enter Step 1 of the application.

Please note that all fields with an asterisk (*) are compulsory!



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Step 1: Faculty/Programme Selection

Application for student 6073464: Step 1 (Faculty/Program Selection)

[Previous](#)
[Next](#)
[Submit Application](#)

1 Faculty/Program Selection 2 Personal Data 3 Address Data 4 Communication/Additional Data 5 Review

Study Selection

Faculty: *

Program of Study: *

Start: *

End: *

Make sure to enter the following data:

Faculty:

*School of Business and Economics

Programme of study:

- * SBE: Exchange Students Bachelor
- * SBE: Exchange Students Master
- * SBE: Double Degree
- * SBE: Triangle Programme

The programme of study to choose depends on the nomination by your home university. Please make sure to choose the right programme!

You have to fill out your period of exchange as described below. **Make sure that you use these exact dates, since by using different dates you endanger your registration for courses!**

Fall semester: 01-09-2014 to 31-01-2015
 Year: 01-09-2014 to 30-06-2015
 Spring semester: 01-02-2015 to 30-06-2015

After completing all details please move on to **Step 2** "Personal Data" or click on [Next](#)



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Step 2: Personal Data

Application for student 6073464: Step 2 (Personal Data)

◀ Previous Next ▶ Submit Application

1 2 3 4 5

Faculty/Program Selection **Personal Data** Address Data Communication/Additional Data Review


Personal Data

Gender: *

Last name: *

Official first name(s): *

First name: *

Birth date: * 

Country of Birth: *


Nationality: *

Marital Stat.:

Comm. Language: *

Identification Type: *

Identification Number: *

Expiry Date: * 

Native Language: *

Prefix:

Initials: *

Title:

Birthplace: *

2nd Nationality:

Once filled out all required fields in Step 2, go on to **Step 3** "Address Data" or click on 



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Step 3: Address Data

Application for student 6073464: Step 3 (Address Data)

[Previous](#)
[Next](#)
[Submit Application](#)

1

2

3

4

5

Faculty/Program Selection
Personal Data
Address Data
Communication/Additional Data
Review

Main Address

Country: *

Postal Code: *

House Number: * Supplement:

Street: *

Place of Residence: *

Region:

Additional Addresses

Correspondence address different from main address: ☐ Yes ☒ No

Billing address different from main address: ☐ Yes ☒ No

Parental address different from main address: ☐ Yes ☒ No

Emergency address different from main address: ☐ Yes ☒ No

After filling out all details please click on **Step 4** "Communication/Additional Data" or click on

Next 



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Step 4: Communication/Additional Data

Application for student 6073464: Step 4 (Communication/Additional Data)

◀ Previous Next ▶ Submit Application

1 Faculty/Program Selection 2 Personal Data 3 Address Data 4 Communication/Additional Data 5 Review

Communication Details

E-Mail Address: *

Mobile Phone?: ☒ Yes ☐ No

Country code/Number:

Land line?: ☐ Yes ☒ No

Additional Information

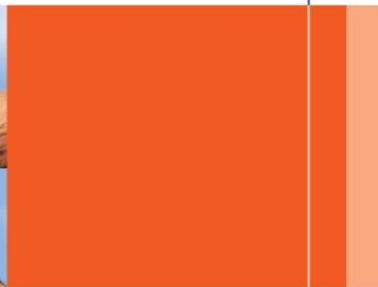
Do you object to forwarding personal details for internal use by Maastricht University (i.e. sports and cultural activities, for research among students?)

The details you provide will be treated confidentially.

Do you object?: * ☐ Yes ☒ No

Home University: *

Once you have finished this step, move on to **Step 5 "Review"** or click on 



School of Business and Economics

Step 5: Review

Application for student 6073464: Step 5 (Review)

[Previous](#) [Next](#) [Submit Application](#)

1 Faculty/Program Selection 2 Personal Data 3 Address Data 4 Communication/Additional Data 5 **Review**

Review your selection and submit your choices

Faculty: School of Business and Economics (SBE)
Program: SBE: Exchange Students
From: 01.09.2013
To: 15.07.2014

Click on the button "Submit Application" above to send your admission to Maastricht University.

Review your programme selection and if correct, submit your online application by clicking on the button "Submit Application" on top the screen. Once submitted, you will receive the following message:

Application for student 6073464

☒ Admission application created successfully!

Upload Information

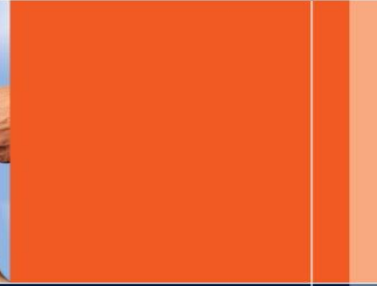
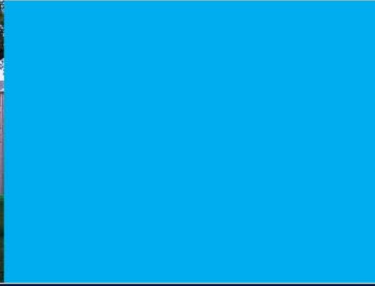
Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.

[Go to Upload](#)

Application Information

Student/applicant number: **6073464**
Faculty: School of Business and Economics (SBE)
Program: SBE: Double Degree
From: 17.07.2014
To: 01.09.2013

Please quote the above number in any correspondence with Maastricht University.



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After completing all abovementioned steps and submitting your application, you can go to:

“Upload documents”

Upload Information

Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.

[Go to Upload](#)

Please make sure that you have a digital copy (on your computer) of all required documents at hand to finish your application. The required documents are:

- Passport photo
- Copy passport (for EU citizens a copy of the identity (ID) card is sufficient). Your passport must be valid until at least one month after the end of your registration period at Maastricht University.
Non-European Nationalities; please upload **all** pages of your passport
- Latest academic transcript from current study, in English and certified
- Master's/ graduate level; Bachelor degree or Statement 180 ECTS

First select the supporting document you want to upload from the list. Then click on "Browse" to find the file, e.g. "Passport Picture", on your computer and select this file. Click on the "Upload" button to submit the file.

You will get the following screen:



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Upload application for student file

Upload documents

Select supporting document

Select a file

Acceptable file formats: zip, doc, docx, txt, pdf, jpg and jpeg.
Maximum size is 10 MB per file.

Make sure you have digital copies at hand of:

- Your diploma or the most recent list of marks
- A valid passport
- A passport picture (meeting the [requirements](#))

Please note: You always have to upload your documents, even if you already uploaded documents for a previous application at Maastricht University before.

Please check the [website of your programme of study](#) to see which documents are required.

Passport copy ▼

Browse...

Upload

Overview document types

	Type of Document	Uploaded
<input checked="" type="checkbox"/>	Passport copy	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Passport picture	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Diploma	<input checked="" type="checkbox"/>
<input type="checkbox"/>	List of Grades	<input type="checkbox"/>

Overview uploaded documents

	Type of Document	Original filename	Date uploaded
<input checked="" type="checkbox"/>	Passport copy		20130515

Passport copy ▼

Browse...

Upload

First of all fill choose subject you want to upload via:

Browse your computer for the correct document and click on **Upload** . If you succeeded in uploading a document it will show up in:

Overview uploaded documents

	Type of Document	Original filename	Date uploaded
<input checked="" type="checkbox"/>	Passport copy		20130515



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Supporting Document requirements

Passport Copy

Make sure that the passport number, your name, date of birth and place of birth are clearly visible on the copy, as well as the period for which the passport is valid. Your passport must be valid **until at least one month after the end of your registration period at Maastricht University, SBE**. If your passport is about to expire get it extended as soon as possible. If it was already extended we also need a copy of the page that mentions the extension.

Non-European Nationalities; please upload **all** pages of your passport.

Copies of an expired passport are not accepted.

If you do not yet have a valid passport, you need to upload a copy of your birth certificate and request a new passport immediately. Your passport is required for visa/residence permit application and therefore a crucial document! If you do not have a valid passport at the time of application, please let us know via **iro-incoming-sbe@maastrichtuniversity.nl**.

EU citizens suffice by uploading a copy of their Identity (ID) Card.

Double Nationality:

If you indicated that you have a double nationality upload copies of both passports. If you only submit one passport copy you will be registered as national of the country that issued that particular passport. Please fill out the European nationality as first nationality

Passport Picture

We will use your picture for your file and for your university identity/student card.

Check below for our specifications carefully:

Format;	JPEG/ .JPG
Size;	40 x 30 mm
Resolution;	min. 150dpi
Colour modus;	RGB

If your picture document does not fulfil above specifications, your application will be delayed. We cannot approve your application without an utilisable passport picture

Latest academic transcript

Upload your latest academic / grade transcript from current study, in English and certified by your home university. The transcript should clearly mention the name of courses, the grade you obtained for each course and the obtained credits per course.



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Bachelor/Undergraduate Degree

If you indicate on the application form that you intend to take courses at master's level please note that you have to upload a copy of your relevant Bachelor's degree in English (worth three years of relevant studies) or a statement from your home university in English certifying that you have obtained at least 180 ECTS in the relevant field (economics, business, marketing etc.) or that you will have obtained at least 180 ECTS in the relevant field at the start of your exchange semester. The statement needs to be printed on university letter headed paper.

Please find below an example of the statement:

To whom it may concern

In my capacity of [insert position] I, [insert name], herewith confirm that

Name student

Has already completed three years of study, with a total of 180 ECTS or more, towards the Bachelor degree of economics / (international) business / econometrics.

or

Will complete three years of study, with a total of 180 ECTS or more, towards the Bachelor degree of economics / (international) business / econometrics, before the start of the exchange semester.

The student's major is Marketing / Supply Chain Management / Organization / Strategy / Finance / Accounting / Information management.

At the day of writing the student is in his / her ... year of study at [name of institution].

Signed on [date]

Signature

Important note:

Without these required supporting documents a delay in your student exchange application will occur!



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Accept your Approved Admission

After uploading all required supporting documents in the system, we will start processing your application. Once approved, you will receive an automatically generated message from the system informing you about the approval of your admission. At that point, you will have to go back to the My UM portal (<http://myum.unimaas.nl>), log in with your personal login details, go to “Admissions” > “Admission status overview” and accept your approved admission by clicking the “Accept” button.

Maastricht University Help | Personalize | Log Off

My UM Maastricht University

My study Web Timetable

Home Personal Data **Admissions** Courses Exams Library ICTS Customer Portal

- Admission Start
- Admission status overview**
- Upload documents

Program of Study	Start date	End Date	Acad. Year	Reg. Type	Date of Receipt
SBE: Exchange Students Bachelor	01.09.2012	31.08.2013	2012	Non-Regular	04.05.2012

Admission Application Status

Admission Status:

Status Supplement:

Admission Process Status:

Approved For a regular programme: You have been accepted by Maastricht University as a student.
 For a non-regular programme: You have been accepted by Maastricht University. However your registration will only be completed after you click the tab "Admission Overview" and confirm that you are committed to studying at Maastricht University.

Congratulations!

Your application at Maastricht University, School of Business and Economics is now entirely complete!