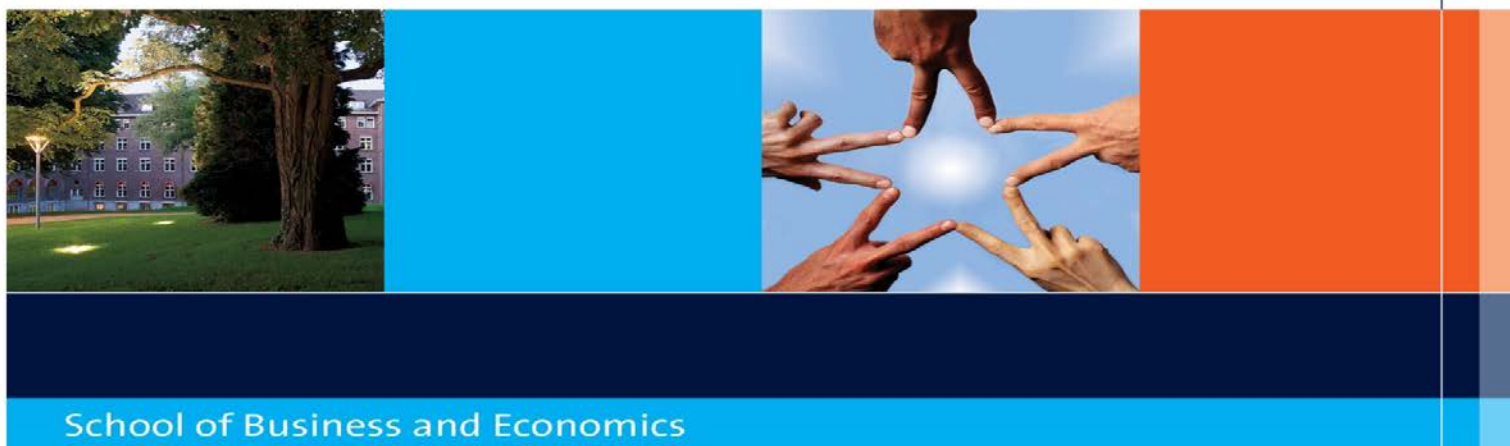




School of Business and Economics

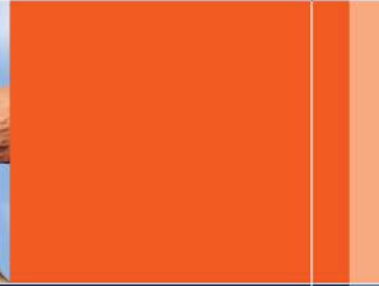
**ONLINE REGISTRATION & APPLICATION**  
**MAASTRICHT UNIVERSITY, SCHOOL OF BUSINESS AND  
ECONOMICS**



## Contents

1. General information .....	3
2. Registration .....	4
3. Application .....	7
Step 1: Faculty / Programme Selection .....	9
Step 2: Personal Data .....	10
Step 3: Address Data .....	11
Step 4: Communication/Additional Data .....	12
Step 5: Review .....	13
4. Additional Information .....	16
5. Completion of Application.....	19

We advise you to carefully read this manual as it will assist you in a quick dispatch of the online registration and application process.



School of Business and Economics

## 1. General information

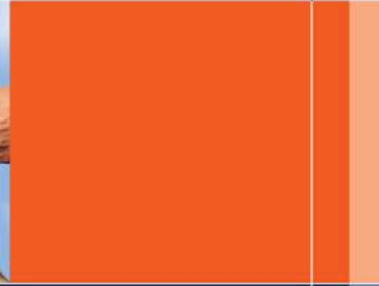
The application deadline for the Fall 2014-2015 semester is 15 May 2014.

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](mailto: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](mailto:iro-incoming-sbe@maastrichtuniversity.nl)** and we will process the change in our system.



School of Business and Economics

## 2. 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 **M**aria **E**dwards

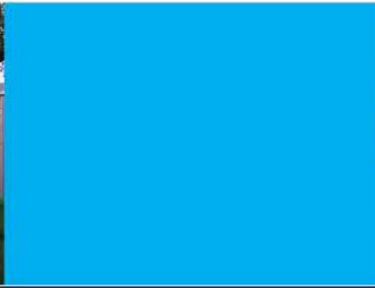
Initials = EJM (without any dots between the letters)

Last name = Edwards

First name = Elizabeth

Official first names = Elizabeth Johanna **M**aria

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



## School of Business and Economics

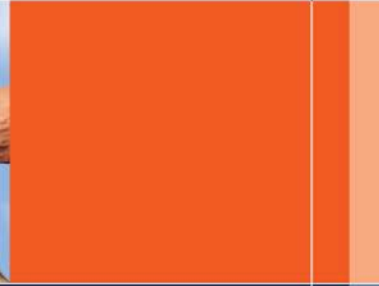
### Registration Form

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:



## School of Business and Economics

 **Maastricht University** *Leading in Learning!*

☒ Your request was sent successfully. Notification number is 000010402634

**Personal Data**

Initials: \*

Official first names: \*

Last name: \*

Name prefix:

Name (preferred first name): \*

Date of birth: \*

Gender: \*

E-mail: \*

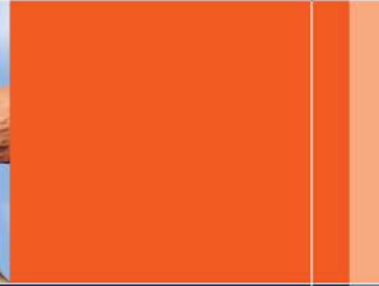
Do you have a mobile phone?: ☒ Yes ☐ No

Country code/Number:

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 email, check your spam box as well.





School of Business and Economics

### 3. Application

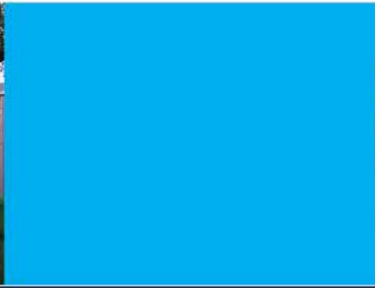
The application exists out of 5 steps:

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

Make sure you fulfil all steps! Please go to the My UM Portal via the link below. 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 by clicking on "new application".



## School of Business and Economics

### My UM Maastricht University

[My study](#) | [My work](#)

[Admissions](#) | [Courses](#)

- Admission Start
- Upload documents
- Admission status overview

### Admission

#### ✓ New Application

Dear applicant,

How to complete your application at Maastricht University:

You applied via Studielink (regular study programmes)

1. click "Upload documents"
2. upload required admission documents

You're applying via My-UM directly (non-regular study programmes)

1. click "new application"
2. a new window will open with the online Maastricht University application form  
Note: you must disable pop-up blockers for this site
3. complete the Maastricht University application form
4. upload requirement admission documents

Make sure you have digital copies at hand of:

- Your diploma or the most recent grade list
- A valid passport (valid on the day your education starts)
- A passport photo (meeting the requirements, see the link below)

Please note: You always have to upload your documents, even if you already uploaded documents for a previous application at Maastricht University before. Only after you have completed the steps mentioned above and uploaded the required admission documents, your application will be processed by Maastricht University. For a list of most frequently asked questions, answers and manuals, please refer to our website Manuals for students (see the link below).

Hope to see you soon in Maastricht.

Please refer to the following websites for more information:

[Required admission documents](#)

[Requirements passport photo](#)

[Manuals for students](#)

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

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





## School of Business and Economics

### Step 1: Faculty / Program 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: \*

#### Faculty:

\*School of Business and Economics

#### Program of Study:

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

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

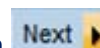
You have to fill out your period of exchange as described below. **Make sure that you use these exact dates, since by using different dates you endanger your registration at Maastricht University and you will not be able to register for courses!**

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





## School of Business and Economics

### Step 2: Personal Data

#### Application for student 6073464: Step 2 (Personal Data)

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

1 Faculty/Program Selection | 2 **Personal Data** | 3 Address Data | 4 Communication/Additional Data | 5 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 [Next](#)



## School of Business and Economics

### Step 3: Address Data

**Application for student 6073464: Step 3 (Address Data)**

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

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

---

**Main Address**

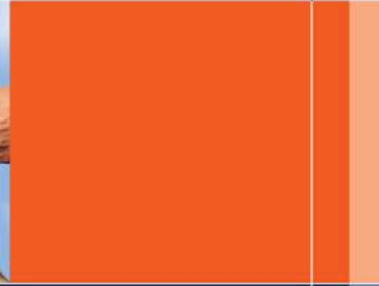
Country: \*    
 Postal Code: \*    
 House Number: \*  Supplement:    
 Street: \*    
 Place of Residence: \*    
 Region:

---

**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](#)



## School of Business and Economics

### ***Step 4: Communication/Additional Data***

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

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



##### 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 [Next](#)





## 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 of the screen. Once submitted, you will receive the following message:

**Application for student 6073464**

☒ Admission application created successfully!

**Upload Information**

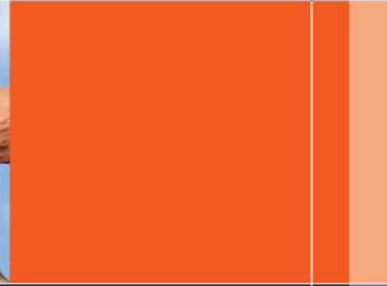
Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.

[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.



## School of Business and Economics

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 keep a digital copy (on your computer) of all required documents at hand to finish your application. The required documents for **all** exchange students are:

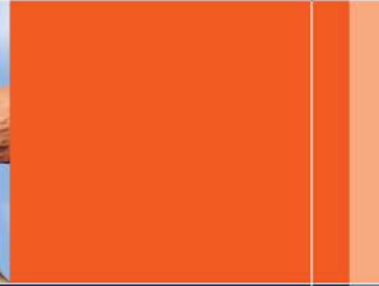
1. Passport photo
2. Copy passport (for EU citizens a copy of the identity (ID) card is sufficient). Your passport must be valid until at least one month after the end of your registration period at Maastricht University.  
Non-European Nationalities; please upload **all** pages of your passport
3. Latest academic transcript from current study, in English and certified

**Only** for Master level exchange students:

4. Bachelor degree or a certified Statement that you have obtained at least 180 ECTS in a relevant field of study by the time you come to Maastricht

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.





## School of Business and Economics

You will see the following screen:

**Upload application for student file**

Upload documents

Select supporting document

Passport copy

Browse...

Upload

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.

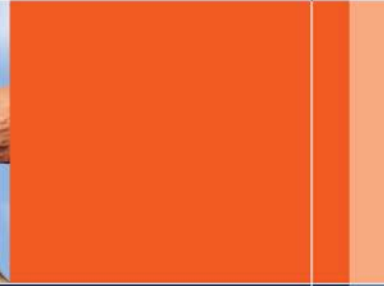
Please check the [website of your programme of study](#) to see which documents are required.

Overview document types

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

Overview uploaded documents

Type of Document	Original filename	Date uploaded
Passport copy		20130515



## School of Business and Economics

First of all, choose the document you want to upload via:

Passport copy

Browse...

Upload

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

Overview uploaded documents		
Type of Document	Original filename	Date uploaded
Passport copy		20130515

## 4. Additional Information

### Supporting Document requirements

#### 1. 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.



## School of Business and Economics

### 2. 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 utilizable passport picture.

### 3. Latest academic transcript

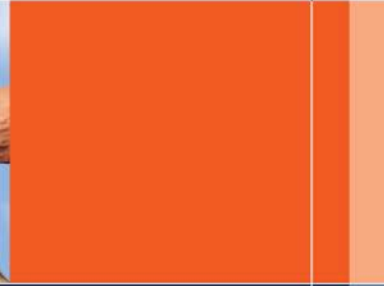
Upload your latest academic / grade transcript from current study, in English and certified by your home university. The transcript should clearly mention the name of courses, the grade you obtained for each course and the obtained credits per course.

**Only** relevant for Master level exchange students:

### 4. 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.

Find an example of such a statement on page 17.



## School of Business and Economics

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.*

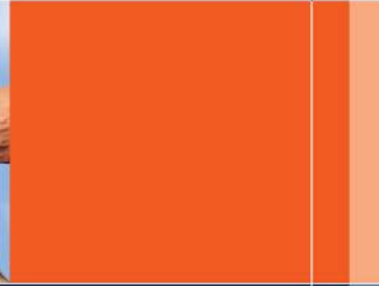
*At the day of writing the student is in his / her ... year of study at [name of institution].*

*Signed on [date]*

*Signature"*

**Important note:**

**Without uploading a passport copy, passport picture, latest transcript (and when relevant, a Bachelor degree) a delay in your student exchange application will occur!**



School of Business and Economics

## 5. Completion of Application

### ***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.

Please bear in mind that you will receive your **Certificate of Enrolment** during the Introduction Days in Maastricht. Your **Letter of Acceptance** will be sent out to you digitally by the end of May.

**Congratulations!**

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