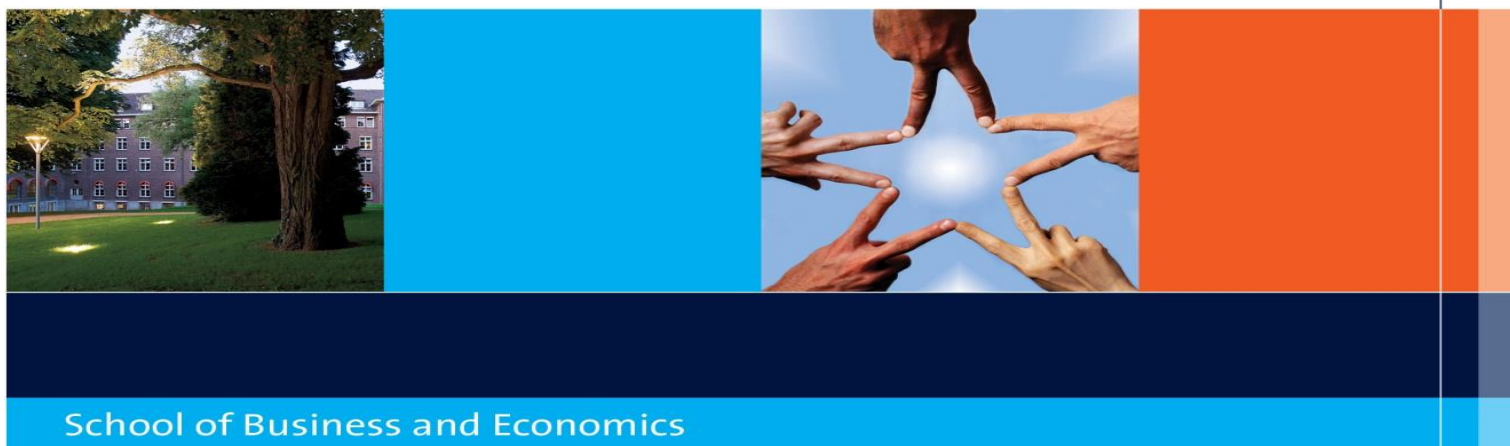




School of Business and Economics

ONLINE REGISTRATION & APPLICATION

MAASTRICHT UNIVERSITY
School of Business and Economics



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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

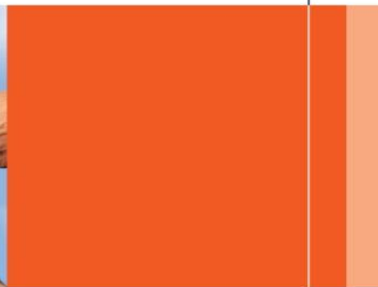
The application deadline for the Fall 2015-2016 semester is 15 May 2015.

The application deadline for the Spring 2015-2016 semester is 15 October 2015.

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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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

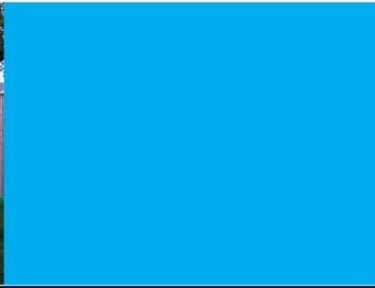
Initials = EJM (without any dots between the letters)

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: *

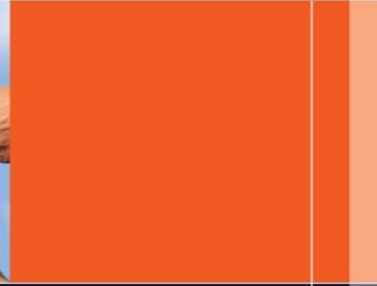
E-mail: *

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

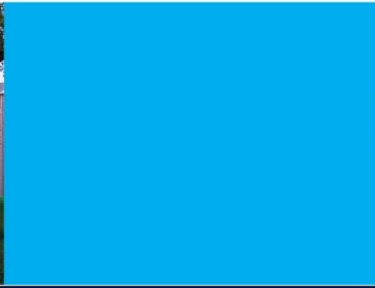
The application exists out of 5 steps:

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!



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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

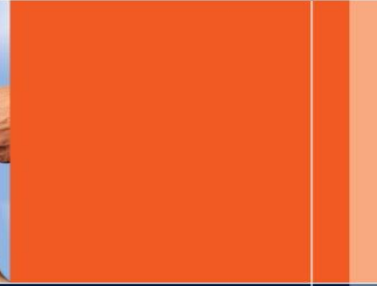
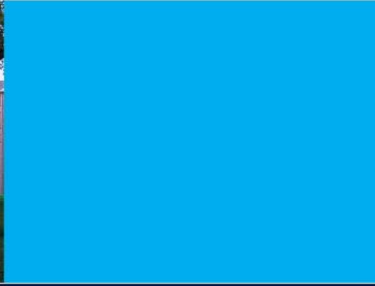
Program of Study:

- * SBE: Exchange Students Bachelor
- * SBE: Exchange Students Master
- * SBE: Double Degree
- * SBE: Triangle Programme
- * SBE: MGB 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, even though your actual period of stay might differ. By using different dates you endanger your registration at Maastricht University and you will not be able to register for courses!**

Fall semester: 01-09-2015 to 31-01-2016
 Year: 01-09-2015 to 30-06-2016
 Spring semester: 01-02-2016 to 30-06-2016



School of Business and Economics

After completing all details please move on to **Step 2** "Personal Data" or click on

Next ▶

Step 2: Personal Data

Application for student 6073464: Step 2 (Personal Data)

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



Personal Data

Gender: *	<input type="text"/>	Prefix: *	<input type="text"/>
Last name: *	<input type="text"/>	Initials: *	<input type="text"/>
Official first name(s): *	<input type="text"/>	Title: *	<input type="text"/>
First name: *	<input type="text"/>	Birthplace: *	<input type="text"/>
Birth date: *	<input type="text" value="DD.MM.YYYY"/>	2nd Nationality: *	<input type="text"/>
Country of Birth: *	<input type="text"/>		
Nationality: *	<input type="text"/>		
Marital Stat.: *	<input type="text"/>		
Comm. Language: *	<input type="text"/>		
Identification Type: *	<input type="text"/>		
Identification Number: *	<input type="text"/>		
Expiry Date: *	<input type="text" value="DD.MM.YYYY"/>		
Native Language: *	<input type="text"/>		

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

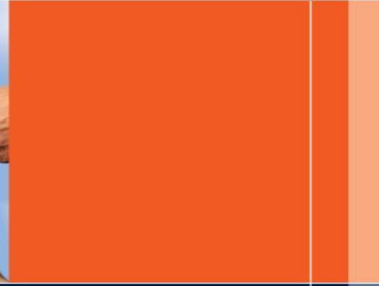
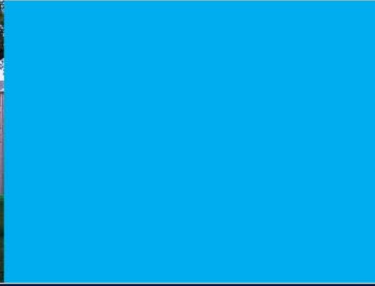
Main Address

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

1 2 3 4 5

Faculty/Program Selection Personal Data Address Data **Communication/Additional Data** 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 of the screen. Once submitted, you will receive the following message:

Application for student 6073464

☒ Admission application created successfully!

Upload Information

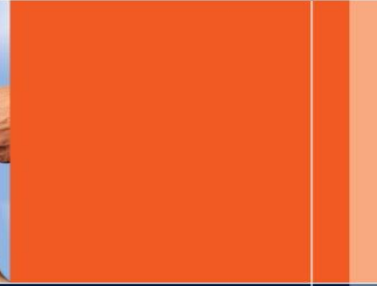
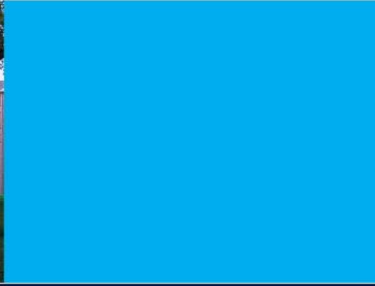
Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.

[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

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
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:

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

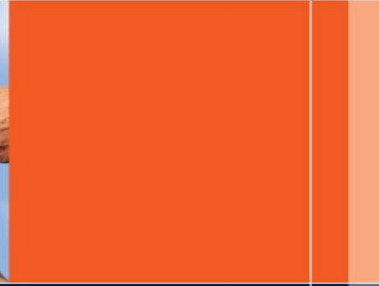
Upload your latest academic / grade transcript from current study, in English and certified by your home university. The transcript should clearly mention the name of courses, the grade you obtained for each course and the obtained credits per course.

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 18.



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

[insert name] 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.

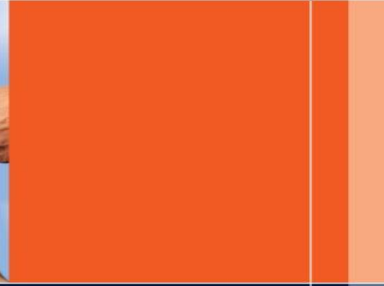
At the day of writing the student is in his / her ... year of study at [name of institution].

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 so you may endanger your course registration!



School of Business and Economics

5. What happens next?

After you have uploaded all required supporting documents, you are finished with your application.

- ✓ *Normally, we will process your application within **2 weeks**. It may take longer or shorter, depending on the other activities and chores the International Relations Office is involved in.*

If your application is successful and approved, you will receive an automatically generated message informing you about the approval of your admission.

Your Acceptance Letter will be sent out to you digitally three months before the start of your semester abroad.