

**HOGESCHOOL
UTRECHT**

STUDIELINK MANUAL



This manual is for students who want to apply for one of the regular Bachelor programmes at the Faculty of Economics and Management and who possess a nationality and diploma from an EER* country.

This manual is for students who want to apply for one of the regular Bachelor programmes at the Faculty Economics and Management (FEM) and who possess a nationality and diploma from an EER* country.

Exchange students and students who need a visa can contact our International Office by phone at +31 30 275 8928, or at the following email addresses:

- Exchange students: incoming.io@hu.nl;
- Non-EER students: admissions.io@hu.nl.

Recommended deadline for students with an EER nationality *AND* diploma is 1st of August. For all other students, the deadline is June 1st. Please see the International Office website for details: www.international.hu.nl

The first step for enrolment in a regular programme at Hogeschool Utrecht is to apply through the national registration service Studielink. This service is provided in the English language and you shall be guided by a wizard through the entire application.

Studielink is a manner of registering nationally with the Dutch organisation DUO (Dienst Uitvoering Onderwijs), which is the former IB-Group (Informatie Beheer Groep).

Please note that Studielink is still in development. Differences can occur from year to year.

Important note:

European students are guaranteed a seat in our Bachelor programme, provided that they meet the eligibility requirements and have applied before 1 August! Your enrolment must be completed before 1 September.

Housing:

If you are an European student and apply through an agency, we can arrange housing for you. Please contact our International Office at io@hu.nl or by phone at +31 30 275 8928.

Other European students have to arrange their own accommodation.

At <http://international.hu.nl/Students/Housing.aspx>, under "Find your own accommodation (bottom page)" students can find information about housing.

* Survey of EER countries:

| | | | | |
|----------------|---------|-----------------|----------|----------------|
| Austria | Finland | Italy | Norway | Sweden |
| Belgium | France | Latvia | Poland | Switzerland |
| Bulgaria | Germany | Liechtenstein | Portugal | United Kingdom |
| Cyprus | Greece | Lithuania | Romania | |
| Czech Republic | Hungary | Luxembourg | Slovakia | |
| Denmark | Iceland | Malta | Slovenia | |
| Estonia | Ireland | the Netherlands | Spain | |

How to apply through Studielink?

At <http://international.hu.nl/> you can find all necessary information about our Bachelor programmes.

- Click "How to apply?" for information about the application procedure.
- Click "Admission procedures" for more detailed information and the link to Studielink.
- Click "Studielink"

Note:

- At the Studielink website www.studielink.nl you can find Frequently Asked Questions (Click "English flag") and contact the Studielink Student Helpdesk helpdesk@studielink.nl and +31 – 88 – 4247 600.
- You can find "How does Studielink work?" at <http://studielink.imtechvelocity.nl/en/studenten/hoegerbruikjestudielink/Pages/hoewerkt-studielink.aspx>

1. Request your personal account and password

Once you are in Studielink you must first create an account with a user name and password. Your account shall be confirmed by email promptly, you shall receive a password. It is advised to give personal email address as this email address will later be used to send additional information like schedules, introduction information, your class, etc. Print personal details page and make a copy.

2. Place your registration for enrolment in Studielink

Log in with your password and user name and place your enrolment request (new enrolment application) in Studielink.

3. Follow the instructions provided by Studielink

Once you have entered your personal and academic details and agreed to send your registration for enrolment a student number shall be issued and sent to you by email by Hogeschool Utrecht.

If you are not able to complete the application immediately you may at any time re-enter your Studielink account to adjust the details. Please be aware an incomplete application shall not be registered completely, so make sure you keep within the specified deadline dates.

4. Send the following documents to Hogeschool Utrecht

Download the Enquiry for Admission form from our website www.international.hu.nl. After completion this form can be send to the Faculties Intermediaries. An incomplete application shall cause delays.

Along with the Enquiry form, please send the following documents:

- A copy of personal details page printed from Studielink.
- Certified copy of final diploma and certified translation.
- If final diploma is not available yet: Certified copy of final year scores/grades and certified translation.
- Enquiry form including permission to obtain information (to be downloaded from www.international.hu.nl)
- Copy of passport, must show personal data, signature and expiry date. Passport must be valid at start of academic year (1 September).
- English test result (Academic test IELTS/TOEFL).
- Chronological CV of your educational background (only non-EU).
- Motivation letter (only non-EU).

All documents can be sent to the faculty's intermediaries, see contact information below.

At your personal email address you will receive emails from Studielink about your application. As these emails are based on the situation for Dutch students, it can be that some emails are vague. Please stay in touch with your contact person if any email is unclear to you.

After receiving your documents and application in Studielink, we will start up your enrolment procedure. The duration of admission procedure can take four to six weeks.

Your contact person will check if you are eligible with your diploma. You will receive a provisional advice as confirmation by email. Note: if some documents are missing from your file (for example: if you handed in transcripts, we still need your final diploma and grade list) we can not complete your application, even if you did receive a provisional advice.

When your identity is verified, you will receive your HU email account and password around mid-July.

You will receive a passport photo form together with the authorization form for payment of the tuition fees towards the start of the academic year. These will be sent to you by our Enrolment Office.

Prior to the academic year, you will receive a link for our Welcome site from the Student Desk. At this site you can find information about your schedule, booklist, etc. You can reach the Student Desk at info.fem@hu.nl and +31 30 – 258 6201.

In order to receive all necessary information it is very important that we have your personal email address.

Additional information:

- Translated documents must be given either in the English or Dutch language. For documents in French and German, no translation is necessary.
- Deadline for admission is 1 August. However we advise students to apply as soon as possible.
- If a student decides to cancel the registration, the application must be withdrawn from Studielink to avoid unnecessary correspondence from Hogeschool Utrecht.
- Additional information about the start of the programme, schedules, etc. may not be ready at the time of application. It shall be sent to you as soon as it is available.

Students who want to apply for the 2nd, 3rd or 4th year programme need to hand in a Dutch propedeutic certificate or an equal foreign diploma. After your request for enrolment in Studielink you can submit a request for exemptions with the Exam Board through Sharepoint. The password for Sharepoint and your HU email account will be sent to you as soon as possible after verification of your identity, but not before mid-July.

Registration must be completed at the HU before the first of September. It is not possible to arrive after the start of the programme.

After completion of your enrolment (this includes submitting the payment authorization form) you will receive a proof of enrolment and Student Card at the start of the academic year.

Contact persons:

The **Faculty of Economics and Management** offers the following Bachelor programmes:

- International Business and Management Studies (IBMS)
- International Marketing Management (IMM)
- International Finance & Control (IFC) (previous name International Business & Economics IBE)

The enrolment procedure for these Bachelor programmes (for European students) is handled by the intermediaries of the faculty. Non-European students must contact the International Office (see details below).

Contact person: Mrs. Carola Kee (absent Wednesday) and
Ms. Petra van Werven (absent Friday)
Email: intermediair.fem@hu.nl
Telephone: +31-30-258 6872 or 6841
Correspondence Address: Room 0.119, Post box 85029, 3508 AA Utrecht, the Netherlands

For other Bachelor programmes offered by the Hogeschool Utrecht, please check our website www.international.hu.nl.








The enrolment procedure for these Bachelor programmes is handled by the International Office

Contact person: Ms. Elma Kronemeijer (absent Friday afternoon)
Email: admissions.io@hu.nl
Telephone: +31-30-275 8928
Correspondence Address: Post box 13272, 3507 LG Utrecht, the Netherlands

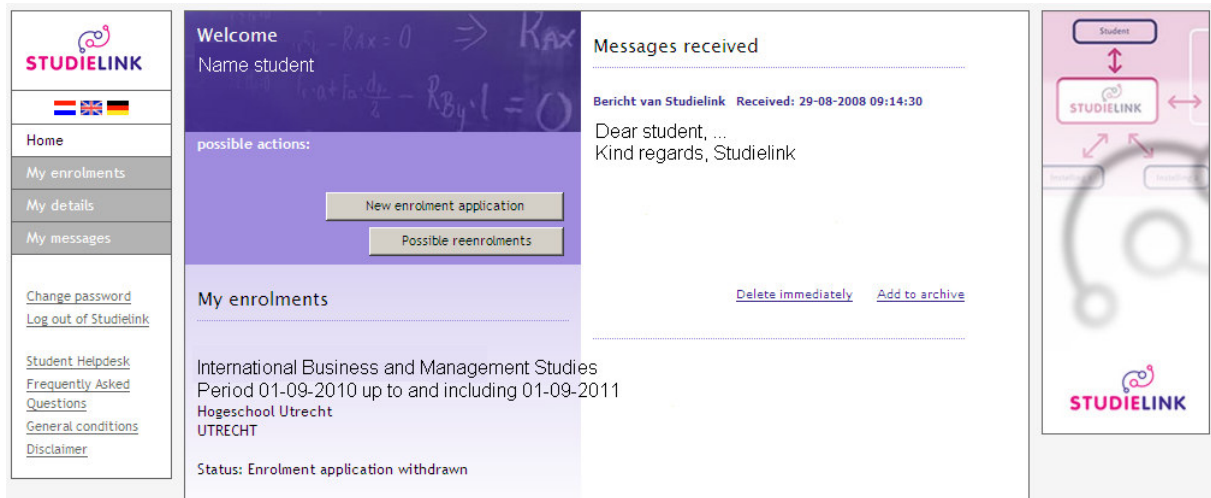
Studielink step by step

Go to: <https://app.studielink.nl/vchfos/welcome.jsp?institution=25DW&language=en>

Request your login details. Please note that DigiD is only for student with an official home address in the Netherlands.

| | | |
|--|--|--|
|   Student Helpdesk Frequently Asked Questions General conditions Disclaimer | <h3>Welcome to Studielink</h3> <p>Arrange your enrolment on-line You enrol in a study programme at an institution of higher education via Studielink. Studielink will automatically pass your enrolment details on to DUO if necessary. If you do not know exactly how the registration procedure at your university / institution of higher professional education works, then visit the institution's website for more information.</p> <p>Log in</p> <p>Request login details and log in (EXCLUSIVELY for students with a home address abroad)</p> <p>Do you still have a Studielink user name and password from before 8-2-2010? Convert this now (once only)!</p> <p>Log in with DigiD (for anyone with an official home address in the Netherlands)</p> |   |
|  <p>This site carries the quality mark drempeelvrij.nl.</p> Direct contact SL |  |  <p>Vraag studiefinanciering aan!</p> <p>Dienst Uitvoering Onderwijs</p> |

Log in with your password and username. Your homepage in Studielink will look like this:



Start the application.
Click 'New enrolment application.'

Enrolment application

- | | |
|-----------------------------|-----------------------------|
| 1 Start | 5 Specific questions |
| 2 Personal details | 6 Address details |
| 3 Study programme | 7 Payment details |
| 4 Previous education | 8 Confirm |

Start step 1 of 8

After completing all steps and confirming the details in the last step, these will be forwarded to the institution you applied to. This institution will further process your application.

[Continue to next step](#)

Enrolment application

- 1 [Start](#)
- 2 **Personal details**
- 3 Study programme
- 4 Previous education
- 5 Specific questions
- 6 Address details
- 7 Payment details
- 8 Confirm

Personal details step 2 of 8

At this moment, Studielink has registered the following personal details for you. Read these carefully. These details will be used by the institution as the official details for your enrolment. In case you discover an error: here you can [modify your details](#)

Personal details

| | |
|---|---|
| Surname | <input type="text"/> |
| Prefixes | <input type="text"/> |
| Preferred name | <input type="text"/> |
| Official first names | <input type="text"/> |
| Initials | <input type="text"/> |
| Gender | <input type="text"/> |
| Date of birth | <input type="text"/> |
| Place of birth | <input type="text"/> |
| Country of birth | <input type="text"/> |
| Nationality | <input type="text"/> |
| Cell phone number | <input type="text"/> |
| E-mail address | <input type="text" value="Personal email address"/> |
| O&W correspondence number | <input type="text"/> |
| I grant permission to verify my previous education details and to forward my payment details. | <input type="text" value="yes"/> |
| <input checked="" type="checkbox"/> These details are correct. | |

[Continue to next step](#)

We recommend that you give your personal email address, as this email address will later be used to send information.

Enrolment application

1 [Start](#)

2 [Personal details](#)

3 **Study programme**

4 Previous education

5 Specific questions

6 Address details

7 Payment details

8 Confirm

Study programme step 3 of 8


Choose the study programme for which you wish to apply.

| | |
|------------------------|--|
| Academic year* | <input type="radio"/> academic year 01-09-2009/31-08-2010 |
| | <input checked="" type="radio"/> academic year 01-09-2010/31-08-2011 |
| Level study programme* | <input checked="" type="radio"/> University of Applied Sciences |
| | <input type="radio"/> University |
| Course category* | <input checked="" type="radio"/> Bachelor's or other non master programmes |
| | <input type="radio"/> Master or other advanced courses |
| Search further by* | <input checked="" type="radio"/> name of the institution |
| | <input type="radio"/> study programme title |
| | <input type="radio"/> place |

* Mandatory fields.

Enrolment application

- | | | |
|--------------------------------------|----------------------|--|
| 1 Start | 5 Specific questions | Study programme step 3 of 8 |
| 2 Personal details | 6 Address details | <i>Choose the study programme for which you wish to apply.</i> |
| 3 Study programme | 7 Payment details | |
| 4 Previous education | 8 Confirm | |

| | |
|---|--|
| Academic year | 01-09-2010/31-08-2011 |
| Level study programme | University of Applied Sciences |
| Course category | Bachelor's or other non master programmes |
| Institution  | <div style="border: 1px solid black; padding: 2px;"><p>-make a choice-</p><p>Hogeschool INHOLLAND</p><p>Hogeschool IPABO Amsterdam Alkmaar</p><p>Hogeschool Leiden</p><p>Hogeschool Rotterdam</p><p>Hogeschool Utrecht</p><p>Hogeschool Zeeland</p><p>Hogeschool Zuyd</p><p>Hogeschool van Amsterdam **</p><p>Hogeschool van Arnhem en Nijmegen</p></div> |

Name institution = Hogeschool Utrecht

Choose your study programme.

For example:

- B International Finance & Control
- Internat Business and Managem Studies
- International Marketing Management (Commerciële Economie)

Place: Utrecht

Course type: full-time

Enrolment application

- 1 [Start](#)
 - 2 [Personal details](#)
 - 3 **Study programme**
 - 4 [Previous education](#)
 - 5 [Specific questions](#)
 - 6 [Address details](#)
 - 7 [Payment details](#)
 - 8 [Confirm](#)
- Study programme step 3 of 8
- Choose the study programme for which you wish to apply.*

| | |
|-------------------------------------|--|
| Academic year | <input type="text" value="01-09-2010/31-08-2011"/> |
| Level study programme | <input type="text" value="University of Applied Sciences"/> |
| Course category | <input type="text" value="Bachelor's or other non master programmes"/> |
| Institution | <input type="text" value="Hogeschool Utrecht"/> To the institution website |
| Study programme title (institution) | <input type="text" value="-make a choice-"/> |
| Place | <input type="text" value="Internat Business and Managem Studies"/> |
| Course type | <input type="text" value="International Business and Languages"/> |

Intercedent (Associate Degree)

Internat Business and Managem Studies

International Business and Languages

International Communication & Media (Communicatiesystemen)

International Marketing Management (Commerciële Economie)

Journalistiek

Leraar Basisonderwijs (2 jarige avondopleiding)

Enrolment application

- 1 [Start](#)
 - 2 [Personal details](#)
 - 3 **Study programme**
 - 4 Previous education
 - 5 Specific questions
 - 6 Address details
 - 7 Payment details
 - 8 Confirm
- Study programme step 3 of 8
- Choose the study programme for which you wish to apply.

| | | |
|-------------------------------------|---|--|
| Academic year | 01-09-2010/31-08-2011 | |
| Level study programme | University of Applied Sciences | |
| Course category | Bachelor's or other non master programmes | |
| Institution | Hogeschool Utrecht | To the institution website |
| Study programme title (institution) | Internat Business and Managem Studies | |
| Study programme title (nationwide) | B Internat Business and Managem Studies | |
| Place | UTRECHT | |
| Course type | full-time | |
| Course starting date | Collegejaar 2010 - 2011 | Click here to change these details, for instance if you wish to start in a higher year or at a different moment. |
| Enrolment type | student | |
| Commence study from the month of | September 2010 | |
| Start in first year | yes | |

[Search again](#)

[Go back](#)

Continue to next step.

Enrolment application

1 [Start](#)

2 [Personal details](#)

3 [Study programme](#)

4 **Previous education**

5 [Specific questions](#)

6 [Address details](#)


7 [Payment details](#)

8 [Confirm](#)

Previous education step 4 of 8

Here you can enter or supplement the previous education details, on the grounds of which you can be admitted to a study programme. You may continue if you've provided this information before. Click on the *i*-button for more information.

Your previous education may not satisfy the entry requirements. The institution will decide whether you can be admitted. Since you're aged 21 or over, you have the option of participating in an entrance exam (colloquium doctum or 21+ assessment). This option only applies to Bachelor's programmes.

| Previous education | Diploma received | Date diploma (to be) received | Verified  | view change |
|--------------------|------------------|-------------------------------|--|---|
| | | | | |

Add previous education

| | |
|-------------------------------|--|
| Previous education | Foreign (not Dutch) |
| Diploma received | yes |
| Date diploma (to be) received | 20-07-2009 |
| Variant | BUITENLANDS DIPLOMA |
| Selected country | BULGARIA |
| Select diploma | <input type="text" value="-make a choice-"/> |
| | <ul style="list-style-type: none">make a choice--other-Diploma za (zavurcheno) sredno obrazovanieDiploma za sredno spetsialno obrazovanie |

[Go back](#)

[Cancel addition](#)


Enrolment application


- 1 [Start](#)
- 2 [Personal details](#)
- 3 [Study programme](#)
- 4 **Previous education**
- 5 [Specific questions](#)
- 6 [Address details](#)
- 7 [Payment details](#)
- 8 [Confirm](#)

Previous education step 4 of 8

Here you can enter or supplement the previous education details, on the grounds of which you can be admitted to a study programme. You may continue if you've provided this information before. Click on the *i*-button for more information.

Your previous education may not satisfy the entry requirements. The institution will decide whether you can be admitted. Since you're aged 21 or over, you have the option of participating in an entrance exam (colloquium doctum or 21+ assessment). This option only applies to Bachelor's programmes.

| Previous education | Diploma received | Date diploma (to be) received | Verified  |
|---------------------|------------------|-------------------------------|--|
| BUITENLANDS DIPLOMA | yes | 20-07-2009 | Not verified by an institution or IB-Groep. view change delete |

Add previous education details. 

Continue to next step

Enrolment application

1 [Start](#)

2 [Personal details](#)

3 [Study programme](#)

4 [Previous education](#)

5 **Specific questions**

6 [Address details](#)

7 [Payment details](#)

8 [Confirm](#)

Specific questions step 5 of 8

For the study programme and institution you've selected you may find a number of specific questions below.

Specific questions posed by institution (Hogeschool Utrecht).

Country of origin of father

Country of origin of mother

Will you grant us permission to use your data for research and other non-commercial ends, in the future? *

Yes
 No

To improve the tie-up with preparatory training institutes, Hogeschool Utrecht would like to exchange study results with your previous educational institute. Will you allow us to do so? *

Yes
 No

Hogeschool Utrecht University of Applied Sciences offers extra facilities to students with functional impairments. If you would like more information about these specific resources, please indicate your preference here. *

No thanks, I do not require any information.
 Yes please, I would appreciate receiving more information.

The degree course you have chosen is offered in multiple styles (full time/part time/dual), but not all varieties are offered in all styles. Please go to www.hu.nl and check whether the variety of your choice will be offered in this style. *

Have you studied at Hogeschool Utrecht before? *

No
 Yes

If so, what was your student number?

Hogeschool Utrecht strives to gear its education towards the wishes and needs of different categories of students. Are you willing, in connection with this, to supply the countries of origin of your parents? If so, please enter the data below, if not, you can leave it blank.

These facilities and resources are intended for students with a functional impairment, chronic illness or disorder. To receive further information, you will be contacted by e-mail. The e-mail message will offer you the opportunity to make an appointment to discuss arrangements which you feel will be most appropriate for aiding you in your studies.

If you have studied at Hogeschool Utrecht before and still know your student number, please enter it here. If not, leave it blank.

* Mandatory field.

Enrolment application

- 1 [Start](#)
- 2 [Personal details](#)
- 3 [Study programme](#)
- 4 [Previous education](#)
- 5 [Specific questions](#)
- 6 [Address details](#)
- 7 [Payment details](#)
- 8 [Confirm](#)

Address details step 6 of 8

At this moment Studielink has registered the following addresses for you. Select the address that you wish to register for correspondence with the selected institution.
Should you wish to use another correspondence address, you can [provide another address here](#).

Correspondence addresses

| | | |
|-----------------------------------|----------------|---|
| Street / street number / addition | STREET 1 | <i>This address is/will be registered with:</i> - IB-Groep - Hogeschool Utrecht |
| Postal code / place | 12345 SOFIA | |
| Province | | |
| Country | BULGARIA | |
| Telephone number (fixed line) | +359 - 1234567 | |

[Click here to select this address.](#)

Continue to next step

Add correspondence address

| | | |
|--|--|---|
| Country | BULGARIA | |
| <hr/> | | |
| Street / street number / addition * | STREET 1 | |
| Postal code / place | 12345 SOFIA | |
| Province | | |
| Country | BULGARIA | |
| Telephone number (fixed line) * | <input type="text" value="+"/> <input type="text" value="359"/> - <input type="text" value="1234567"/> | <i>Country code, area code and subscription number. For example: +31 - 30 1234567 If you wish to enter another country code, select one here.</i> |
| <p>You can forward this address to the institutions below by checking the box of one or more of the institutions.</p> <p><input checked="" type="checkbox"/> Informatie Beheer Groep</p> <p><input checked="" type="checkbox"/> Hogeschool Utrecht</p> | | |

* Mandatory field

Save

Please note that in step 7 the account details do not mean that you are paying online!
For payment of tuition fees you will receive an authorization form.

Enrolment application

1 [Start](#)

2 [Personal details](#)

3 [Study programme](#)

4 [details
Previous
education](#)

5 [Specific questions](#)

6 [Address details](#)

7 [Payment details](#)

8 [Confirm](#)

Name account holder step 7 of 8

Indicate here how you intend to pay the tuition fees.

Before you continue, please check with your institution what the possible methods of paying the tuition fees are. Click [here](#) for further information on the tuition fees due and methods of payment. PLEASE NOTE: entering these details does NOT mean that your paying online!

Please choose who is going to pay *



- I am paying
- my parents are paying
- someone else is paying
- I don't know yet who will pay

Continue

* Mandatory field

Enrolment application

1 [Start](#)

2 [Personal details](#)

3 [Study programme](#)

4 [Previous
education](#)

5 [Specific questions](#)

6 [Address details](#)

7 [Payment details](#)

8 [Confirm](#)

Name account holder step 7 of 8

Indicate here how you intend to pay the tuition fees.

Before you continue, please check with your institution what the possible methods of paying the tuition fees are. Click [here](#) for further information on the tuition fees due and methods of payment. PLEASE NOTE: entering these details does NOT mean that your paying online!

Who is paying the tuition fees?

I am paying

Change payer

Choice of Payment method

from a Dutch bank or giro account number (bank transfer slip and/or authorisation)

from a non-Dutch account (personal transfer)

using another method

[Certificate of Guarantee](#)
[Proof of Payment Tuition Fees](#)
[More information](#)

Continue

* Mandatory field

Enrolment application

1 [Start](#)

2 [Personal details](#)

3 [Study programme](#)

4 [Previous
details
education](#)

5 [Specific questions](#)

6 [Address details](#)

7 [Payment details](#)

8 [Confirm](#)

Name account holder step 7 of 8

Indicate here how you intend to pay the tuition fees.

Before you continue, please check with your institution what the possible methods of paying the tuition fees are. Click [here](#) for further information on the tuition fees due and methods of payment. PLEASE NOTE: entering these details does NOT mean that your paying online!

Who is paying the tuition fees?

I am paying

[Change payer](#)

Choice of Payment method

from a non-Dutch account
(personal transfer)

Details used for the payment of tuition fees

Name

Your name is automatically filled in

Non-Netherlands account number

0

Name of the bank

X

Country where the bank is based

Give in your country

[Change payment details](#)

Details for foreign payments

BIC code

INGBNL2A

[More information](#)

IBAN number

NL58PSTB0000191142

Please print your details twice in step 8.

Enrolment application


- | | | |
|--------------------------------------|--------------------------------------|---------------------|
| 1 Start | 5 Specific questions | Confirm step 8 of 8 |
| 2 Personal details | 6 Address details | |
| 3 Study programme | 7 Payment details | |
| 4 Previous education | 8 Confirm | |


Your enrolment application has now been completed. An overview of all details is offered below. Please check these carefully. For any corrections you can return to the respective step of this wizard.

Overview of your details:

Personal details:

Study programme details

| | |
|--|---|
| Study programme title (nationwide)  | B Internat Business and Managem Studies |
| Course type | full-time |
| Enrolment type | student |
| Academic year | 01-09-2010/31-08-2011 |
| Commence study from the month of | September 2010 |
| Start in first year | yes |

| | |
|---|---------------------------------------|
| Institution | Hogeschool Utrecht |
| Study programme title (institution)  | Internat Business and Managem Studies |
| Place | UTRECHT |
| Course starting date | Collegejaar 2010 - 2011 |

The details above are correct.

[Print details for your own administration](#)

If you press the button below, your enrolment application will be sent to the selected institution.

Send my enrolment application.