

Step-by-step guide to Studielink

Your application for a programme at the University of Amsterdam starts in Studielink. Below you will find the instructions for your enrolment request in Studielink. We advise you to read this document carefully before you start. If you have any questions, you can check the ‘Help’ function on the right-hand side of every form in Studielink.

Step 1: Create a Studielink account

Go to www.studielink.nl and log in. If you do not, or do not yet, live in the Netherlands, you can obtain a username and password by creating a Studielink account. If you live in the Netherlands you can use your DigiID username and password.

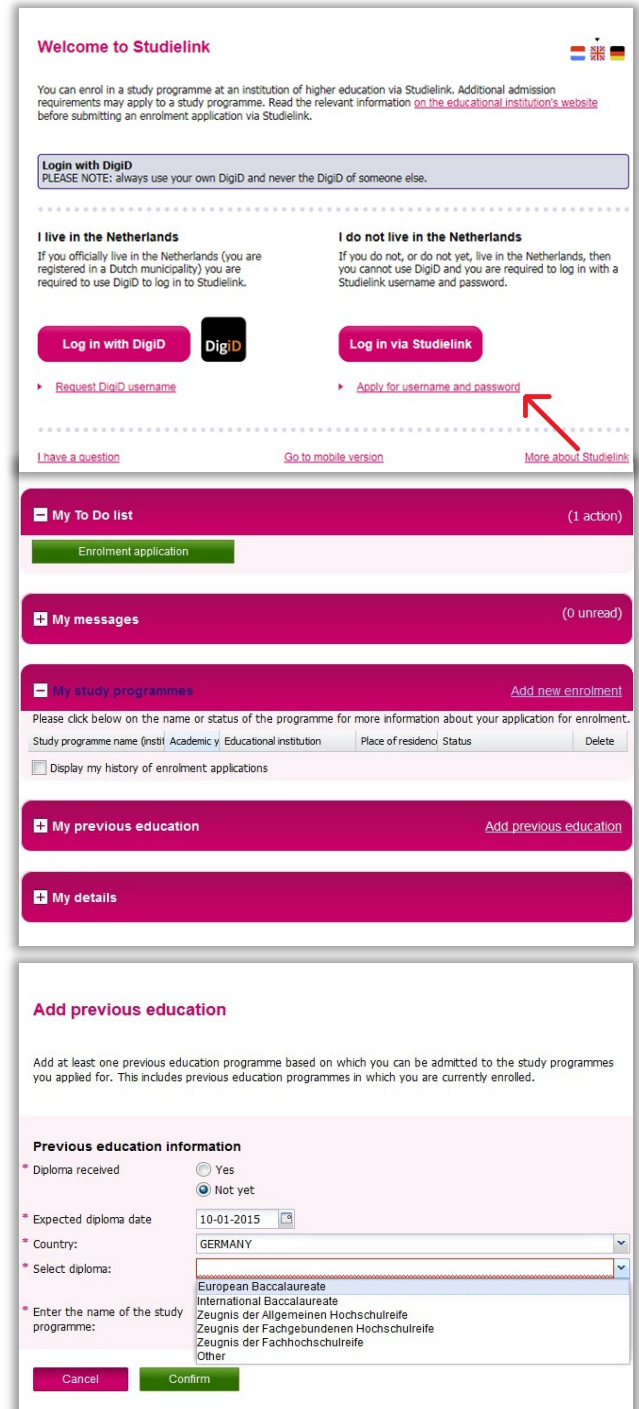
Step 2: Log in to your account

As soon as you have received your password by email (check your junk mail folder) you can log in to your account and personalise it.

Check this account regularly, important messages can be viewed in ‘My messages’ and ‘My to do list’.

Step 3: Add previous education

Make sure the information you enter here is correct. It will determine further aspects of the application procedure. In ‘My previous education’, click on ‘Add previous education’. Indicate if you have your **diploma** or when you expect to receive it. This date does not need to be exact. Then select the country where you obtained or will obtain the diploma. Next, select the type of diploma that you have obtained or will obtain. If it is not listed or you are unsure, please select Other.



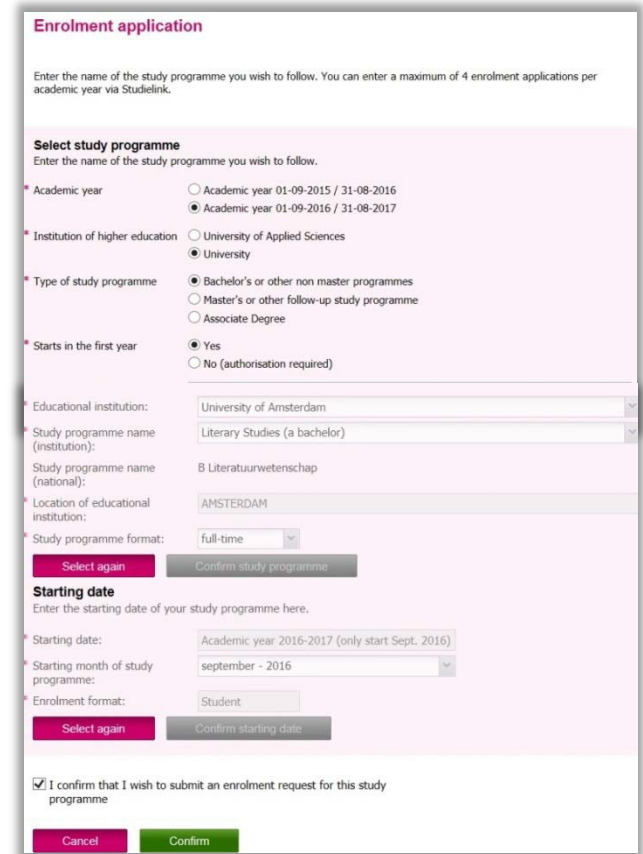
The screenshot shows the Studielink user interface. At the top, there is a 'Welcome to Studielink' message with flags for the Netherlands, UK, and Germany. Below this is a 'Login with DigiID' section with a note: 'PLEASE NOTE: always use your own DigiID and never the DigiID of someone else.' There are two columns: 'I live in the Netherlands' and 'I do not live in the Netherlands'. The 'I do not live in the Netherlands' column has a red arrow pointing to the 'Apply for username and password' link. Below the login options are links for 'I have a question', 'Go to mobile version', and 'More about Studielink'. The main dashboard has several sections: 'My To Do list' (1 action) with an 'Enrolment application' item; 'My messages' (0 unread); 'My study programmes' with an 'Add new enrolment' link and a table with columns for 'Study programme name (insti Academic y Educational institution)', 'Place of residency', 'Status', and 'Delete'; 'My previous education' with an 'Add previous education' link; and 'My details'. The bottom part of the screenshot shows the 'Add previous education' form with fields for 'Diploma received' (Yes/Not yet), 'Expected diploma date' (10-01-2015), 'Country' (GERMANY), 'Select diploma' (European Baccalaureate, International Baccalaureate, Zeugnis der Allgemeinen Hochschulreife, Zeugnis der Fachgebundenen Hochschulreife, Zeugnis der Fachhochschulreife, Other), and 'Enter the name of the study programme'.

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Step 4: Apply for Study Programme

Click on ‘My study programmes’ and ‘Add a new enrolment’. Choose the appropriate **academic year**, select ‘University’ and ‘Bachelor’s or non master programmes’ or ‘Master’s or other follow-up study programme’. Next, select ‘University of Amsterdam’ as the **educational institution** and choose the **programme** for which you wish to apply.

In some cases the programme name may differ from the programme name on the website. Check that you have chosen the correct name by looking at the key facts at the bottom of the programme information page on the website. Finally, choose ‘full-time’ and select ‘Confirm study programme’ and fill in the **starting date** information. If you would like to apply for another programme you can click ‘Add new enrolment’ and choose your programme in the dropdown menu.



The screenshot shows the 'Enrolment application' form in Studielink. The form is titled 'Enrolment application' and includes the following sections:

- Select study programme:** Enter the name of the study programme you wish to follow. This section contains several radio button options:
 - Academic year: Academic year 01-09-2015 / 31-08-2016, Academic year 01-09-2016 / 31-08-2017
 - Institution of higher education: University of Applied Sciences, University
 - Type of study programme: Bachelor's or other non master programmes, Master's or other follow-up study programme, Associate Degree
 - Starts in the first year: Yes, No (authorisation required)
- Fields:** Educational institution (University of Amsterdam), Study programme name (institution) (Literary Studies (a bachelor)), Study programme name (national) (B Literatuurwetenschap), Location of educational institution (AMSTERDAM), Study programme format (full-time).
- Buttons:** 'Select again' and 'Confirm study programme'.
- Starting date:** Enter the starting date of your study programme here. This section contains:
 - Starting date: Academic year 2016-2017 (only start Sept. 2016)
 - Starting month of study programme: september - 2016
 - Enrolment format: Student
- Buttons:** 'Select again' and 'Confirm starting date'.
- Confirmation:** A checkbox labeled 'I confirm that I wish to submit an enrolment request for this study programme' is checked.
- Final Buttons:** 'Cancel' and 'Confirm'.

Step 5: Procedures after application

Studielink: After registering in Studielink, you will receive a confirmation email. Throughout the application process, you will receive status updates from Studielink. We also recommend that you check your ‘My To Do List’. Studielink will also verify your personal and educational details. If they cannot be automatically verified, you will receive an email asking you to send a copy of your passport and/or diploma to the relevant UvA admissions office.