Study abroad
Online application instructions

Have you decided which universities you would like to apply for? You can then start the application process. Before you complete the online application, there are some documents you need to prepare.

Note to UCU students: You should use the application instructions provided by the UCU International Officer.

Note to UCR students: Upload a scanned copy of your official transcript of records as an additional upload in Osiris.

1) Required documents
Formats for some of these documents are available at www.uu.nl/students/exchange.

a) Study plan
   To find courses you need to search through the website of the partner university by yourself. You can choose from the courses that are on offer this year, and you can expect that next year’s courses will usually be the same. Carefully consider the courses you want to take abroad, and how they fit into your UU study programme. Be sure to have back up selections, as some courses may be full or may not be scheduled for the period you attend.
   !!! In most cases your faculty needs to give permission and approval for your study plan, so look into this matter well in advance of the deadline! To find out what applies to you check your faculty information.

b) Motivation letter
   Explain your (academic) reasons for wanting to go abroad, and why you have chosen this specific university and these particular courses. How does studying abroad contribute to your studies in Utrecht or your future plans? Write the letter in English. Keep in mind that your motivation letter will be an important factor in the selection process if there are more applicants than places.

c) Curriculum vitae
   Submit an English version of your curriculum vitae, including information about your studies so far, any jobs you may have had, and other relevant extracurricular activities.

d) Financial plan
   Take some time to consider the financial side of going on exchange. What expenses will you have and how do you plan to cover them.

e) Language proficiency form (if applicable)
   If the language of instruction at the host university is not Dutch, English or your native language, please provide proof of proficiency, or complete the language proficiency form. Proof of proficiency can be e.g. a certificate of a language course completed elsewhere, a language course completed at UU, language course(s) you are planning to take in preparation, proof that you attended an international school, etc.
Please make sure that these documents are `.doc/.docx and .pdf files only`(!), because we cannot open other formats in Osiris (no zip files).

2) **Osiris Student**

Once you have completed the required documents, you can apply online through Osiris Student. Log on with your Solis-ID, and click on the 'Buitenland' or 'Stay Abroad' tab. At the bottom of the screen it will say ‘New request’. **Make sure to select the correct application request: exchange to a partner university abroad in 2017-2018.** If you click on this, an application will be started – see the screen shot below.

The start and end date refer to the (approximate) period at the university abroad. You can list a maximum of 3 universities, at least 2 are required. You can only choose destinations from your own faculty, and the universitywide destinations.

When you have completed the requested information, click ‘Continue’. You can also choose to click ‘Save’ at the bottom of the screen and return to finish the application later.

**Osiris student**

![Osiris Student Application Screen](image_url)

If you click continue, you will get a number of questions to answer. For some questions you will need to upload one of the required documents.

At the end of each page there is another ‘Continue’ button. After you have answered the last question, you will get an overview of all of the information you have provided. You can choose to ‘Save’ and come back at a later stage, or you can ‘Submit’ the application. If you choose to submit you can no longer make any changes.

3) **What happens next?**

If you submit the application you will receive an e-mail with an overview of the answers you provided. Your status will be 'submitted’. During the weeks after the deadline, the International Office(r) will check your information and confirm whether or not your application is complete. **Please note that all communication about your study abroad application will be sent to your University e-mail!**

www.uu.nl/studenten/exchange
www.uu.nl/students/exchange
If it is incomplete you will receive an automatic e-mail informing you that your status has been changed to ‘Incomplete’. It will also include the missing information that you will have to submit again. If you log onto Osiris Student and open the application there will be a red exclamation mark by the question(s) that are incomplete, as well as a remark to tell you what to change or add. After making the requested changes you have to submit the application again.

If the application is complete, you will receive an automated e-mail informing you that your status has been changed to ‘complete’.

4) (Conditional) Approval
Once the deadline has passed, the International Office(r) will begin processing the applications. If there are more applicants than places, a selection will take place. You will be informed of the result by the end of February.

If you are selected for one of your choices, you will be notified by e-mail and by a status change in Osiris Student. If you log on to Osiris Student and click on ‘Details’ you will see for which university you have been selected – keep in mind that this may not be for your first choice. Selection means that you are nominated and you will be asked to complete the application documents for the partner university. It is ultimately the partner university that decides on your acceptance, this is why the status is Conditionally approved until the confirmation from the partner is received.

It may not be possible to place you at any of your selected universities. In that case you will be notified by e-mail, and invited to apply for any of the remaining places that are still open. You will be given priority over students who did not submit an application before the deadline.

5) Contact information
Once you have been (conditionally) approved you have the possibility to enter your travel information and your contact information abroad. This will show in Osiris student, next to the ‘Details’ button. Before your departure you must provide this information, as well as an emergency contact person.