



## 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 the study plans are available at [www.uu.nl/students/exchange](http://www.uu.nl/students/exchange) > step 2. application at UU > prepare the required documents . Prepare them for the university of your first choice. You will have to have the following documents ready to be able to submit your application:

#### a) *Study plan*

To find courses you need to search 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.

**!!! You are required to use the format for the study plan !!!**  
Check what format applies to your faculty

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 can be an important factor in the selection process if there are more applicants than places. You may focus in your letter on your first choice. Students from the Faculty of Humanities need to complete a motivation form instead of a motivation letter

#### c) *Proof of Language proficiency (if applicable)*

If the language of instruction at the host university is not Dutch, English or your native language, you may provide proof of proficiency. Proof of proficiency can be 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 **.pdf files only(!)**.

## 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. A new window will open in the old OSIRIS student lay-out. In this window, please click again on 'stay abroad'. You may have to log in again in case your session has expired.

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 20xx-20xx.** 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

Universiteit Utrecht OSIRIS

Personal details Supervision Register De-register Schedule Results Progress Courses Stay abroad Student file

[Home](#) [Save](#) [Delete](#) [Help](#) Stay abroad requests

Please note that start date and end date apply to the duration of your stay at the institution. These dates do not apply to the dates of your departure and return. Please supply all answers to questions below in English.

**General**

Type	* Make a selection	Status
Request for	* Current degree programme	Date submitted
Degree programme	* Make a selection	
Start date (see above)	* [text input]	
End date (see above)	* [text input]	

**Destination**

	1st choice	2nd choice	3rd choice (optional)
Country	* Make a selection	* Make a selection	* Make a selection
City	* Make a selection	* Make a selection	* Make a selection
Institution	* Make a selection	* Make a selection	* Make a selection

[Continue >>](#)

[Home](#) [Save](#) [Delete](#) [Help](#) Last login: Tuesday, August 30, 2016 at 15:22

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.

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. Make sure to **SUBMIT** your **COMPLETE** application before the deadline! No changes can be made to submitted applications.

## 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 will check your application. Note; **incomplete applications may not be taken into consideration**. Please note that all communication about your study abroad application will be sent to your University e-mail address!

#### **4) (Conditional) Approval**

Once the deadline has passed, the International Office(r) will begin processing the applications. If there are more applicants than places, an allocation process will take place. You will be informed of the result by the beginning of February.

Selected students will be notified. 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.