



Online application instructions in OSIRIS

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

1) Required documents:

Prepare them for the institution of your first choice. You will have to have the following documents ready to be able to submit your application:

a) Study plan (= UCU Study Abroad Study Plan form)

Carefully consider the courses you want to take abroad for the university your first choice, and how they fit into your UCU study program. Be sure to have back up selections, as some courses may be full or may not be scheduled for the period you attend. The course information form must have been discussed with and approved by your tutor.

b) Motivation letter

Explain your (academic) reasons for wanting to go abroad, and why you have chosen this specific institution 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. The motivation letter will be read by UCU only but can be reused at a later time for your host university's application.

c) Financial plan (= UCU Financial plan form)

Take some time to consider the financial side of going on exchange. Use the available info on the destination page to see what you can expect. Students wanting to apply to the UCU Financial Aid need to submit this form. All other students will not be asked to submit this.

Please make sure that these documents are **.doc(x) or .pdf files only** (!), because we cannot open other formats such as **.zip** in Osiris.

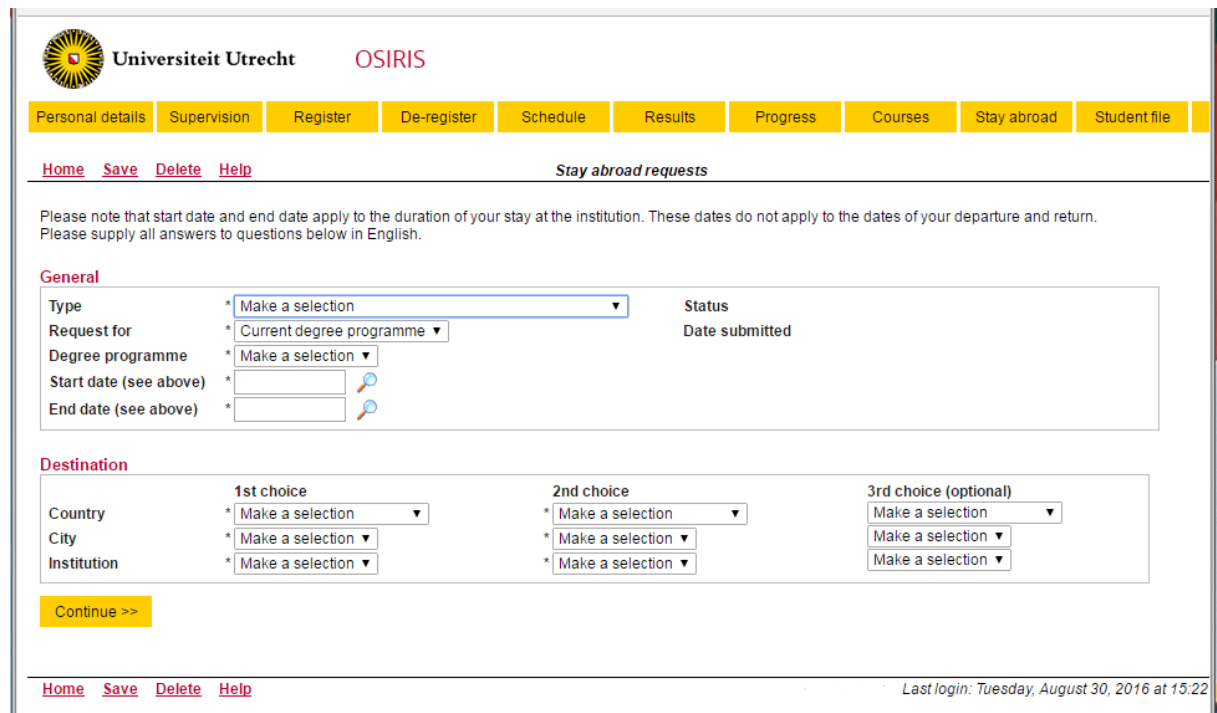
2) Osiris Student

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 2024-2025.** 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 institution abroad. You can list a maximum of 3 universities, at least 2 are required.

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 the application later. **Make sure to submit the application on December 1st at the latest!**

Osiris student



The screenshot shows the Osiris student application interface. At the top, there's a navigation bar with the Universiteit Utrecht logo and the OSIRIS title. Below this is a menu with tabs: Personal details, Supervision, Register, De-register, Schedule, Results, Progress, Courses, Stay abroad, and Student file. The 'Stay abroad' tab is active, showing a sub-header 'Stay abroad requests' with links for Home, Save, Delete, and Help. A note states: '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.'

The form is divided into two main sections: 'General' and 'Destination'. The 'General' section includes fields for Type (Make a selection), Request for (Current degree programme), Degree programme (Make a selection), Start date (see above), and End date (see above). The 'Destination' section includes fields for Country, City, and Institution, each with a 1st choice and a 2nd choice (optional). A 'Continue >>' button is at the bottom of the form. At the very bottom, there's a footer with links for Home, Save, Delete, and Help, and a timestamp: 'Last login: Tuesday, August 30, 2016 at 15:22'.

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

At the end of the page is another 'Continue' button. If you click this you will get an overview of all the information you have provided. Check once more whether all questions have been answered. 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?

When you submit the application you will receive an e-mail with an overview of the answers you provided. Your status will be 'submitted'. The UCU International Office or UU International Office(r) will check your information and confirm whether or not your application is complete.

If your application is incomplete you will receive an automatic e-mail informing you that your status has been changed to 'Incomplete'. It will also include the question that you will have to answer 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 UCU International Office or UU International Office(r) will begin processing the applications. If there are more applicants than places, UCU will select students based on their application files. If you have chosen a UU destination, you will be put into a lottery. You will be informed of the result as soon as possible, but keep in mind that this may take some time.

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 institution 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 institution. It is ultimately the partner institution that decides on your acceptance, this is why the status is *conditionally approved* until the confirmation from the partner is received. Please note that the acceptance by the partner is a formality as the International offices have checked you meet the requirements and number of students who can be placed are agreed upon before you apply.

Sometimes it may not be possible to place you at any of your selected institutions. In that case you will be notified by e-mail, and invited to apply for any of the remaining places that are still open. Although these are filled on a first-come-first-serve basis, 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.

6) Questions

If you have any questions about the online application process, please check our [website](#) or contact us via email at ucu.internationaloffice@uu.nl.