





## key data sheet

Name of Institution ID code (Erasmus)

**Contacts** 

University of Groningen NL GRONING01

Coordinator Exchange Office: Ms. Ina Venhuizen

Assistants Exchange: Ms. Keren Bewersdorf, Ms. Bertien

Address: Nettelbosje 2, 9747 AE Groningen, The Netherlands

Email: exchange.in.feb@rug.nl

Website: www.rug.nl/feb/education/exchange

Telephone: +31 50 36 38900

**Academic calendar** 

1st/Fall semester: end of August – end of January

2<sup>nd</sup>/Spring semester: beginning of February – mid-/end of June

**Expected arrival date** 

A **Study Start Event** is organized in the week before the courses start and compulsory to attend: students receive their welcome kit, receive practical and university information, non-EU students have an appointment with the Dutch immigration authorities for their residence permit, student mentors

help exchange students and offer campus tours

**Nomination and** 

Semester

Nomination

**Application** 

**Registration deadlines** 

Fall/1st sem. Spring/2nd sem. 1 May 1 October 15 May / NON-EU students 6 May

15 October / NON- EU students 6 October

**Application information** 

To learn about the procedure, please consult <a href="https://www.rug.nl/feb/exchange-apply">www.rug.nl/feb/exchange-apply</a>

**Entry requirements** 

1) study a Bachelor program in the field of economics/business

students need to have taken a minimum of 10 to 12 courses in the field of economics and business. Students should have covered subjects such as statistics, microeconomics, macroeconomics, (financial)

accounting and research methods

2) proof of English proficiency

3) master/graduate students: Bachelor's degree in the field of economics/business

**Required documents for Application** 

1) for non-native English speakers: proof of English proficiency

Please consult our website for information on overall and partial minimum scores, different scores for

**BSc/undergraduate or MSc/exchange:** 

https://www.rug.nl/feb/education/exchange/incoming/before/english-proficiency

2) photocopy of (temporary) Bachelor transcripts (translated into English)

3) photocopy of passport or European ID card

4) photocopy of your Bachelor degree (applicable only for MSc exchange)

https://www.rug.nl/feb/education/exchange/incoming/before/courses-exams

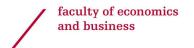
Students will need to register online for courses until one week before courses start. The procedure is

explained on our website.

**Courses** 

**Course registration** 









Visa and housing	the student can book to obtain a visa/resid have sufficient financ an estimation: the Im about € 5000 for a se get the visa/residenc	nternational Service Desk (ISD) will start the procedure for the visa application and a housing. The Exchange Office is not involved in the visa application process. In order lence permit, the Immigration and Naturalization Service will check whether students cial resources to support themselves during their stay in the Netherlands. To give you amigration and Naturalization Service consider about € 900 per month (which is emester) sufficient. Students need to pay the entire amount of € 5000 in advance to be permit. More information:  feb/education/exchange/incoming/practical-information/visa
Housing deadline	Fall/1st sem. Spring/2nd sem.	1 June 1 November

## Housing The University of Groningen is not a campus university and therefore does not offer campus accommodation. However, through third parties there are many (student)houses and apartments available. We advise students to book accommodation with an organization that is specialized in (international) student housing: SSH. Our website provides more information: www.rug.nl/feb/exchange

Digital Office	We aim to work efficiently and in an environmentally friendly way. In order to do so we keep digital files and also send out documents by email. Consequently, we would like to receive the documents you send out for our students by email, too. It also means that we will send out acceptance letters and transcripts as PDF files, by email. Some partners request the 'original transcripts', which usually means a request for a 'paper copy'. Please note that the hardcopy document we send you would be no different from the
	PDF document. Thus, where possible, please use the PDF document for your official records and help us meet our goal of working in a more environmentally friendly manner.









For whom	Checklist	Deadline
All students	<b>Nomination email by home university</b> Your home university nominates you by sending us an email with your name and email address.	1 October
All students	Register online at University of Groningen As a reply to your coordinator's nomination email, we will provide you with the login details for our online registration system. You will then need to complete your online registration.	15 October
All students	Upload required documents In order to complete your registration, you will need to scan the following required documents and email them to us:  > English test score (for non-native speakers)  > (temporary) Bachelor transcripts in English  > photocopy of your Bachelor degree (applicable only for MSc exchange)  > photocopy of passport or European ID card	A.s.a.p., but certainly before 15 Oct.
	Only when you have uploaded all required documents, we can send you an acceptance letter.	
non-EU students	Visa/residence permit  If you need a visa/residence permit, please complete your file before 15 October.  The International Service Desk (ISD) will provide you with visa application documents and apply for your visa. The Exchange Office is not involved in this process.  Please note: without your registration incomplete, the ISD will not be able to apply for your visa/residence permit. So please make sure top send us your required documents in time.	15 October
All students	Apply for accommodation	1 November
	When you have received your acceptance letter you can book for <a a="" account="" activate="" also="" and="" can="" card.<="" change="" details="" details"="" email="" explain="" facilities.="" for="" how="" href="https://www.nobs.nc.nc.nc.nc.nc.nc.nc.nc.nc.nc.nc.nc.nc.&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;All students&lt;/td&gt;&lt;td&gt;Student number and IT facilities Our central student administration will send you an email titled " includes="" it="" login="" now="" number="" password.="" photograph="" rug="" student="" td="" this="" to="" upload="" which="" will="" you="" your=""><td>mid-November to mid- December</td></a>	mid-November to mid- December
All students	Choose your courses The online course catalogue for the new academic year is published.	mid-December
All students	Course enrollment and Student Start Events You will receive an electronic newsletter from the Exchange Office which informs you about course enrollment, introduction activities, and much more.	mid-December to the end of January
All students	Schedule wizard The schedule wizard for the new academic year is updated. You can view if the courses you select fit or overlap with the course/exam schedule.	mid-December
All students	Register for courses You will need to register online for your courses. Deadline is one week before courses start.	mid-Dec. to end of January
All students	Study Start Events -> see website	Week before semester
All students	Start of your courses Your courses start. Consult the <u>academic calendar for course/exam periods</u> .	early February
All students	End of semester 2	mid-July
All students	Receive your transcript We will email you your transcripts. If you need this information earlier, please make an <a href="mailto:online">online</a> <a href="mailto:request">request</a> with the Student Support Desk for certified academic transcripts.	mid-September