



Study abroad at

School of Business and Economics

[MANUAL ONLINE REGISTRATION & APPLICATION](#)

MAASTRICHT UNIVERSITY

School of Business and Economics



Contents

1.	General Information	3
2.	Registration	4
3.	Application	6
	Step 1: Faculty / Program Selection	8
	Step 2: Personal Data	9
	Step 3: Address Data	10
	Step 4: Communication / Additional Data	10
	Step 5: Review & Submit Application	11
	Upload Documents		
4.	What happens next?	14

We advise you to carefully read this manual as it will assist you in a quick dispatch of the online registration and application process.



General information

The application deadline for the fall semester is 01 May.

Please note that in order to apply for exchange at SBE, you **first need to register** at Maastricht University (UM). After completion of the initial registration form, you will receive an email containing your user ID number and password which you need in order to complete your application at SBE*. **Please note that your user ID number and password will be blocked if you do not complete the application within 7 days after the registration.**

Along with your application, you will need to upload a variety of documents.

To finish your application keep the following required documents at hand:

Copy of valid passport or European ID card

Copy of portrait picture

Copy of academic transcript from current study in **English and certified**

Only for master level exchange students:

Copy of bachelor degree or 180 ECTS statement from home university in **English and certified**

If you have any questions concerning your registration and application at Maastricht University, please contact the International Relations Office via **iro-incoming-sbe@maastrichtuniversity.nl**. Always mention your Maastricht University “user ID number” (starts with I61****) in your emails to us.

If you want to change any information on your application form, please do NOT complete a new form and certainly do NOT withdraw your application but inform us about the change via **iro-incoming-sbe@maastrichtuniversity.nl** and we will process the change in our system.

* If you haven't received an email containing your user ID number and password please contact ICT Servicedesk: servicedesk-ICTS@maastrichtuniversity.nl

1. Registration

For registration at Maastricht University please go to:

<http://myum.unimaas.nl/anonymous>

Please make sure you enter your personal information (name and surname) correctly since this information will be shown on your student card and on your grade transcript!

Make sure your name is EXACTLY the same as the name on your passport! This information will be used for your residence permit. If your name on your residence permit differs from your passport name you risk being denied entry at the border!

You do not fill out your name entirely in CAPITAL letters

For example: wrong: ELIZABETH JOHANNA MARIA EDWARDS
 correct: **Elizabeth Johanna Maria Edwards**

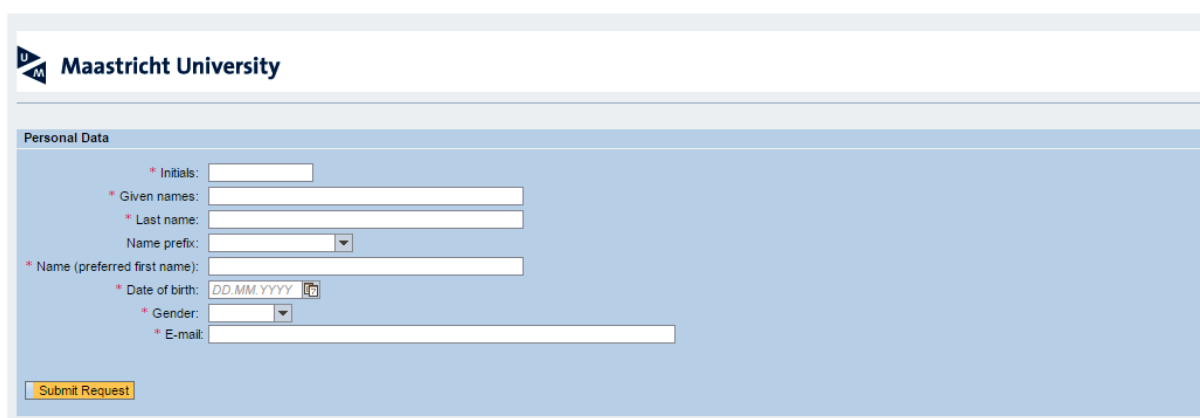
Initial(s) =	First letter(s) of your first name(s)
Given name(s) =	Official first name(s)
Last name(s) =	Surname(s) / Family name(s)
Name =	Preferred first name

EXAMPLE 1:	Elizabeth Johanna Maria Edwards
Initial(s) =	EJM (without any dots between the letters)
Given name(s) =	Elizabeth Johanna Maria
Last name(s) =	Edwards
Name =	Elizabeth

EXAMPLE 2:	Wan Ting Ho
Initial(s) =	WT
Given name(s) =	Wan Ting
Last name(s) =	Ho
Name =	Ashley


Registration Form

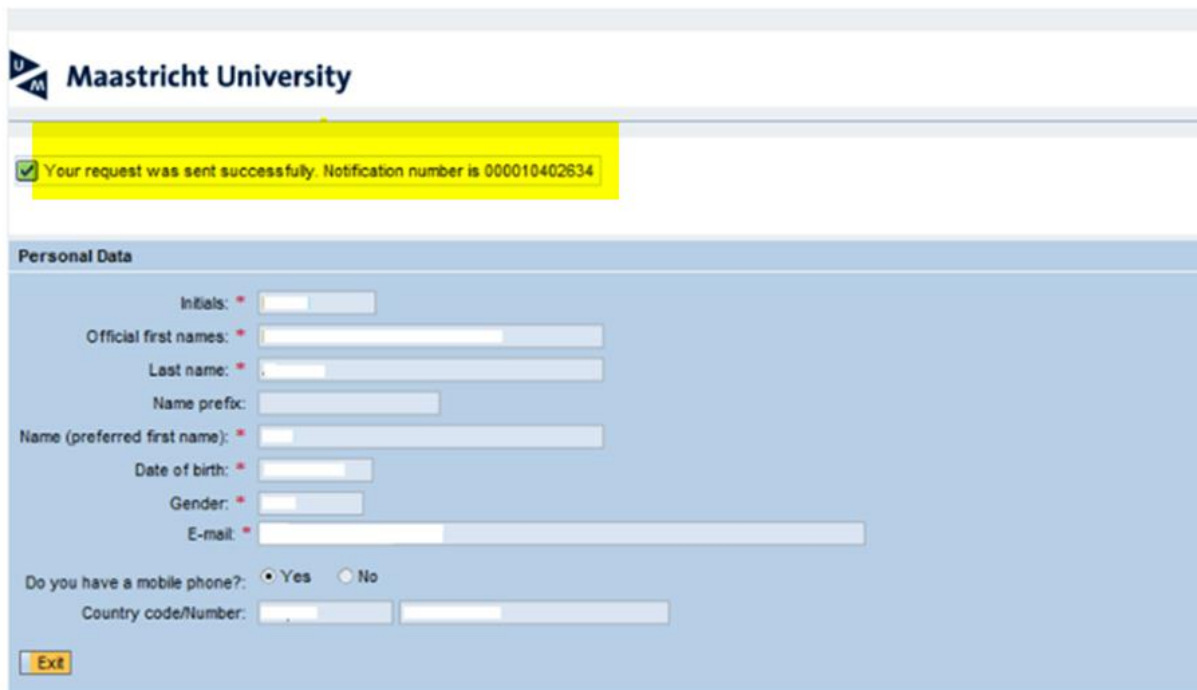
Please use this form to create an account at Maastricht University. You need this account to enter the My UM portal to complete an application form for programmes which do not use Studielink to start the admission process. Make sure to check the website of your programme to find out if you need to start the admission process via Studielink or via this form.



The screenshot shows the 'Personal Data' section of the Maastricht University registration form. It includes fields for Initials, Given names, Last name, Name prefix, Name (preferred first name), Date of birth, Gender, and E-mail. Asterisks (*) indicate compulsory fields. A 'Submit Request' button is at the bottom.

Please note that all fields with an asterisk (*) are compulsory!

When you have completed all fields click on “Submit Request”  in the left corner of the page. If the process is completed successfully, you will receive the following message:



The screenshot shows the Maastricht University registration confirmation screen. At the top, the Maastricht University logo is visible. Below it, a yellow banner contains a green checkmark icon and the text: "Your request was sent successfully. Notification number is 000010402634". Below the banner, the "Personal Data" section is displayed, containing various input fields for registration information. These fields include: "Initials:" with a small text input; "Official first names:" with a medium text input; "Last name:" with a medium text input; "Name prefix:" with a small text input; "Name (preferred first name):" with a medium text input; "Date of birth:" with a date picker; "Gender:" with a dropdown menu; "E-mail:" with a medium text input; "Do you have a mobile phone?:" with radio buttons for "Yes" and "No"; and "Country code/Number:" with two text inputs. At the bottom left of the "Personal Data" section, there is an "Exit" button.

By clicking on “Exit”  you will close this screen.

Within 8 hours, you will receive an email at the email address you just entered on the registration form (so make sure you enter a correct email address!). This email will contain your user ID number and password and a link to the “My UM portal”. Please follow the instructions in this email in order to enter the application form. In case you do not receive any email, first check your spam box.

* If you haven't received an email containing your user ID number and password please contact ICT Servicedesk: servicedesk-ICTS@maastrichtuniversity.nl

2. Application

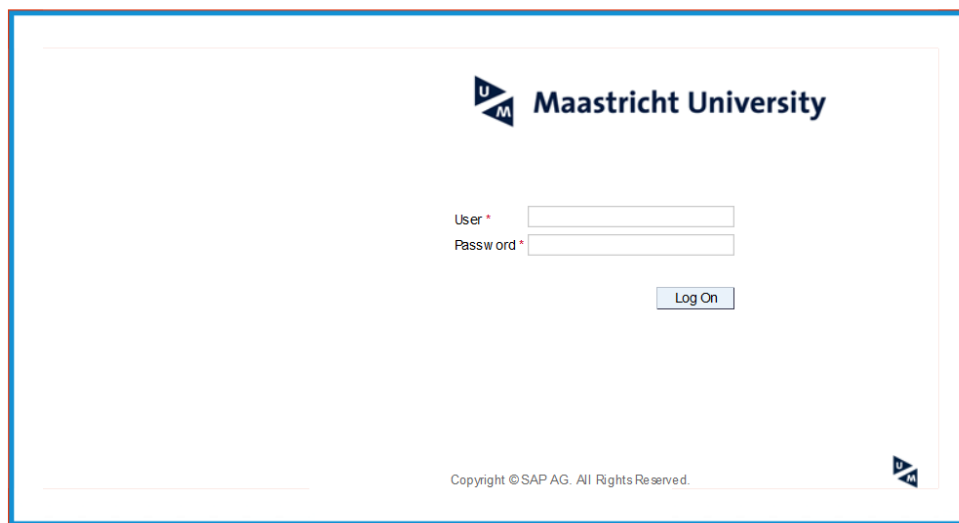
The application consists of five steps:

1. Faculty/ Programme Selection
2. Personal Data
3. Address Data
4. Communication/ Additional Data
5. Review

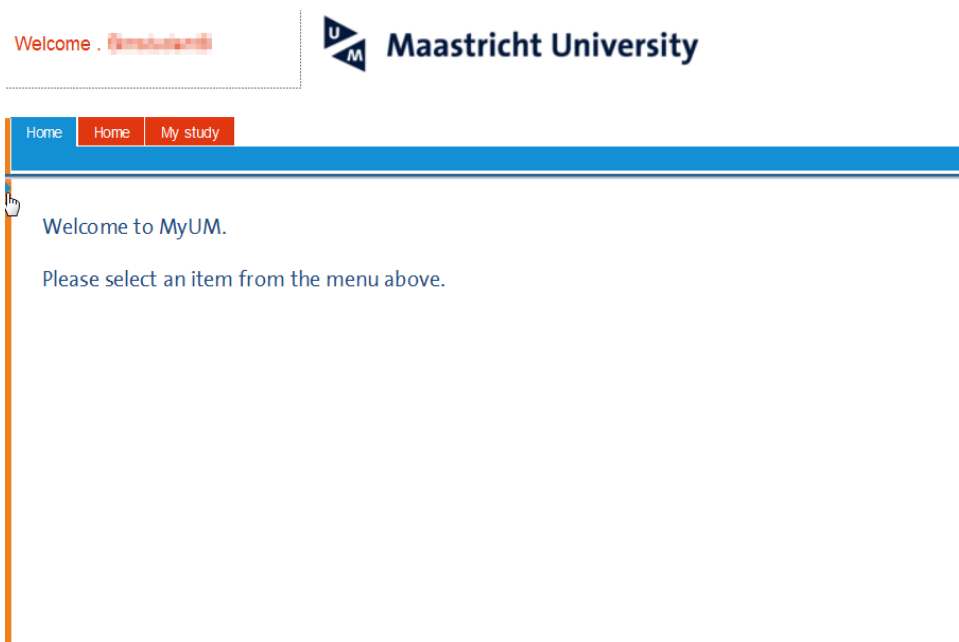
Make sure you fulfil all steps! Please go to the My UM Portal via the link below.

Logon with your user ID number (do not forget to put the "i" in front of your ID number and password):

<http://myum.unimaas.nl>



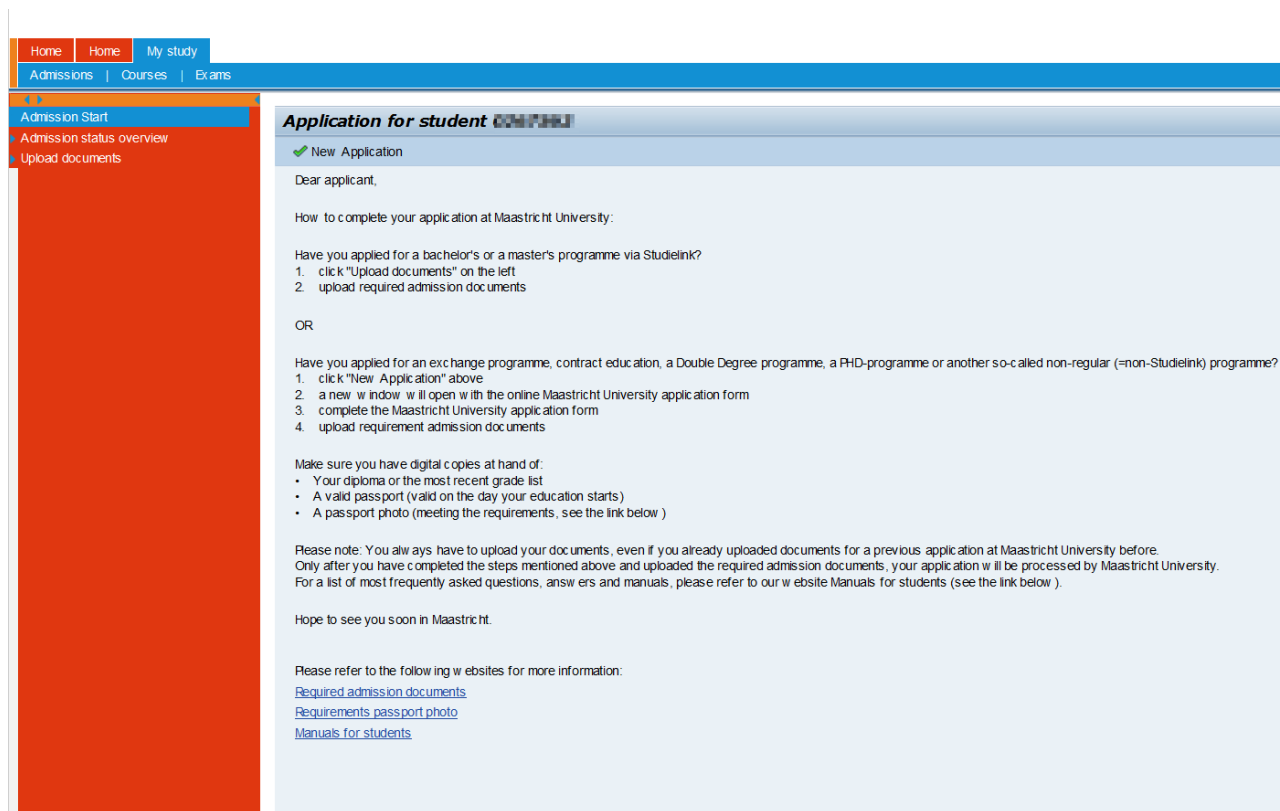
The screenshot shows the login page of the Maastricht University MyUM portal. At the top, the Maastricht University logo and name are displayed. Below this, there are two input fields: "User *" and "Password *". A "Log On" button is positioned below the password field. At the bottom of the page, there is a copyright notice: "Copyright © SAP AG. All Rights Reserved." and a small Maastricht University logo in the bottom right corner.



The screenshot shows the home page of the Maastricht University MyUM portal. At the top, there is a "Welcome" message followed by a blurred name. To the right of the name is the Maastricht University logo. Below the welcome message, there is a navigation bar with three buttons: "Home", "Home", and "My study". The "My study" button is highlighted. Below the navigation bar, there is a message: "Welcome to MyUM. Please select an item from the menu above." A vertical orange bar is visible on the left side of the page.

Click on "My Study" and choose "Admission Start" to go to the online application form.

You will now see the next screen: you can ignore the text and proceed by clicking on “new application”.



Application for student

[New Application](#)

Dear applicant,

How to complete your application at Maastricht University:

Have you applied for a bachelor's or a master's programme via Studielink?

1. click "Upload documents" on the left
2. upload required admission documents

OR

Have you applied for an exchange programme, contract education, a Double Degree programme, a PhD-programme or another so-called non-regular (=non-Studielink) programme?

1. click "New Application" above
2. a new window will open with the online Maastricht University application form
3. complete the Maastricht University application form
4. upload required admission documents

Make sure you have digital copies at hand of:

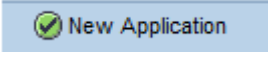
- Your diploma or the most recent grade list
- A valid passport (valid on the day your education starts)
- A passport photo (meeting the requirements, see the link below)

Please note: You always have to upload your documents, even if you already uploaded documents for a previous application at Maastricht University before. Only after you have completed the steps mentioned above and uploaded the required admission documents, your application will be processed by Maastricht University. For a list of most frequently asked questions, answers and manuals, please refer to our website Manuals for students (see the link below).

Hope to see you soon in Maastricht.

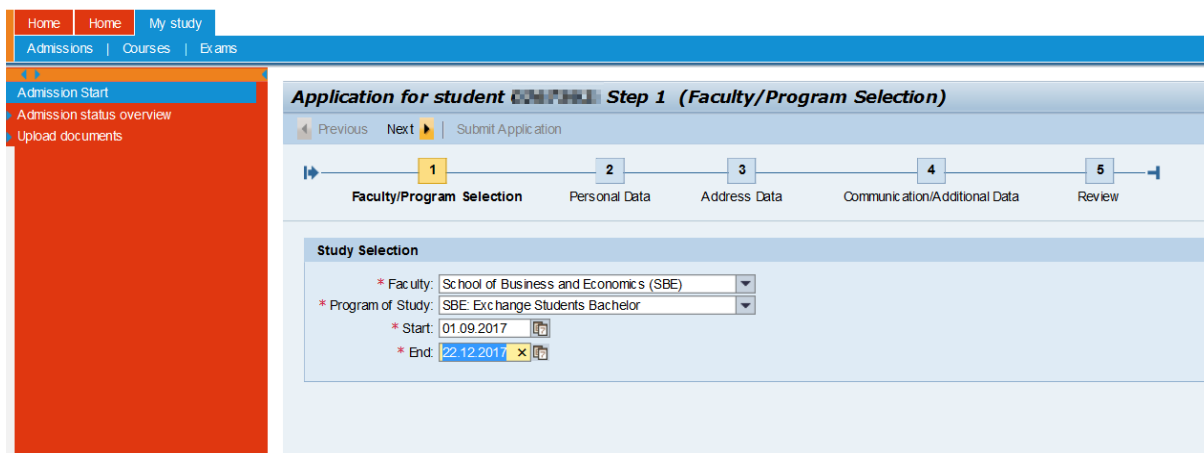
Please refer to the following websites for more information:

- [Required admission documents](#)
- [Requirements passport photo](#)
- [Manuals for students](#)

Please click on  and you will enter Step 1 of the application.

Please note that all fields with an asterisk (*) are compulsory!

Step 1: Faculty / Programme Selection



Faculty:

*School of Business and Economics

Please scroll down in the list in order to choose 'School of Business and Economics'

Program of Study:

* SBE: Exchange Students Bachelor

* SBE: Exchange Students Master

The program of study depends on the nomination by your home university. Please make sure to choose the right programme!

Start / End

You have to fill out your period of exchange as described below. **Make sure that you use these exact dates, even though your actual period of stay might differ. By using different dates, you endanger your registration at Maastricht University and you will not be able to register for courses!**

Spring semester: 03-02-2020 till 10-07-2020

Year semester: 02-09-2019 till 10-07-2020

After completing all details please move on to **Step 2** "Personal Data" or click on 

IMPORTANT NOTE:

At the end of your application, the following dates will appear: **01.09.2019 – 31.08.2020.**

This period refers to the academic year in which you will do your exchange. It does not have any influence on the period of exchange (as referred to above) that you filled out in your application.

Step 2: Personal Data

Please make sure you enter your personal information (name and surname) correctly since this information will be shown on your student card and on your grade transcript!

Make sure your name is EXACTLY the same as the name on your passport! This information will be used for your residence permit. If your name on your residence permit differs from your passport name you risk being denied entry at the border!

You do not fill out your name entirely in CAPITAL letters

For example:

wrong: ELIZABETH JOHANNA MARIA EDWARDS

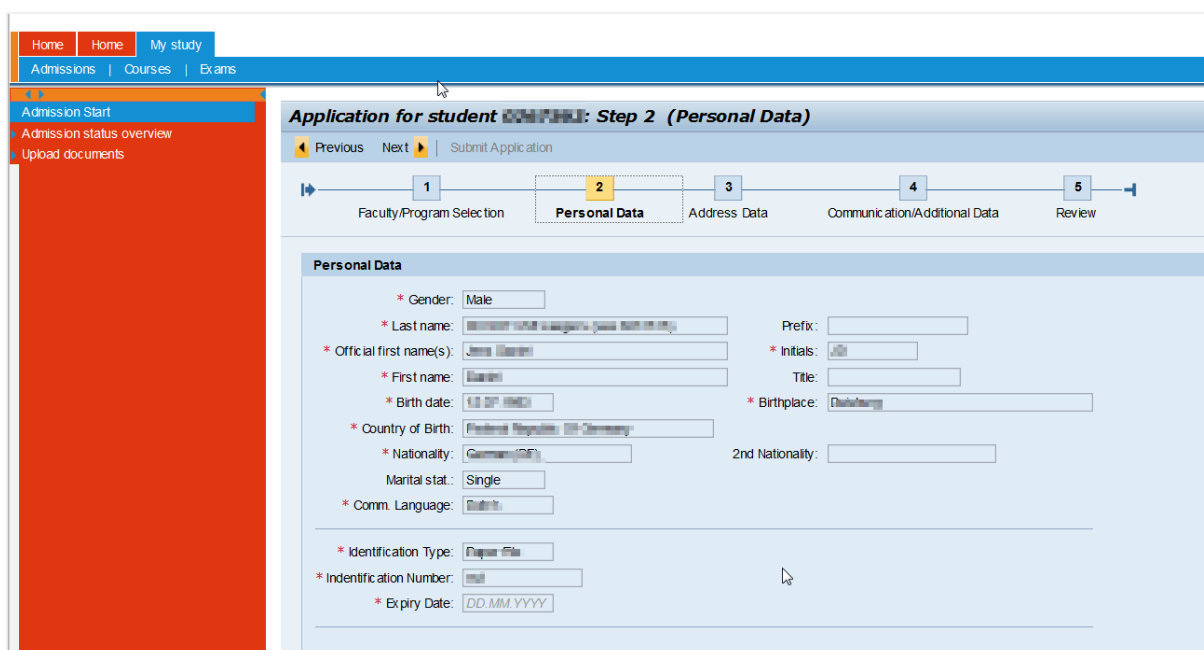
correct: Elizabeth Johanna Maria Edwards

Last name(s) =	Surname(s) / Family name(s)
Official first name(s) =	Given name(s)
First name =	Preferred first name
Initial(s) =	First letters of your first name(s)

EXAMPLE:	Elizabeth Johanna Maria Edwards
Last name =	Edwards
Official first name(s) =	Elizabeth Johanna Maria
First name =	Elizabeth
Initial(s) =	EJM (without any dots between the letters)

EXAMPLE 2:	Wan Ting Ho
Initial(s) =	WT
Given name(s) =	Wan Ting
Last name(s) =	Ho
Name =	Ashley

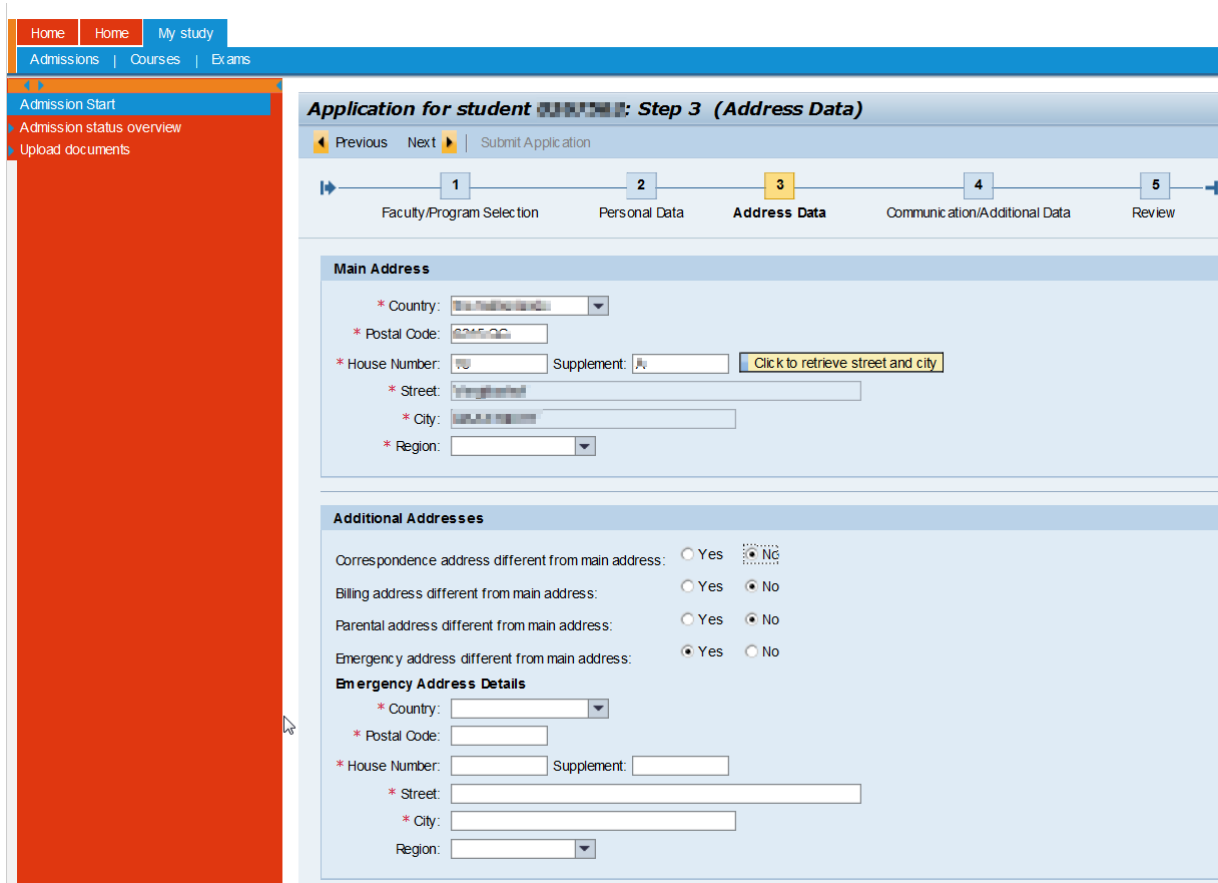
! The first nationality is leading for the visa application. If you have a double nationality, and you have a valid passport for both nationalities, make sure to list the European nationality first !



The screenshot shows the 'Application for student' portal. The top navigation bar includes 'Home', 'Home', and 'My study'. Below this, there are links for 'Admissions', 'Courses', and 'Exams'. A sidebar on the left contains 'Admission Start', 'Admission status overview', and 'Upload documents'. The main content area is titled 'Application for student ~~COMPLETE~~: Step 2 (Personal Data)'. It features a progress bar with five steps: 1. Faculty/Program Selection, 2. Personal Data (highlighted), 3. Address Data, 4. Communication/Additional Data, and 5. Review. The 'Personal Data' section contains various input fields for personal information, including Gender, Last name, Official first name(s), First name, Birth date, Country of Birth, Nationality, Marital status, Comm. Language, Prefix, Initials, Title, Birthplace, 2nd Nationality, Identification Type, Identification Number, and Expiry Date. The fields are populated with example data for a student named Elizabeth Johanna Maria Edwards.

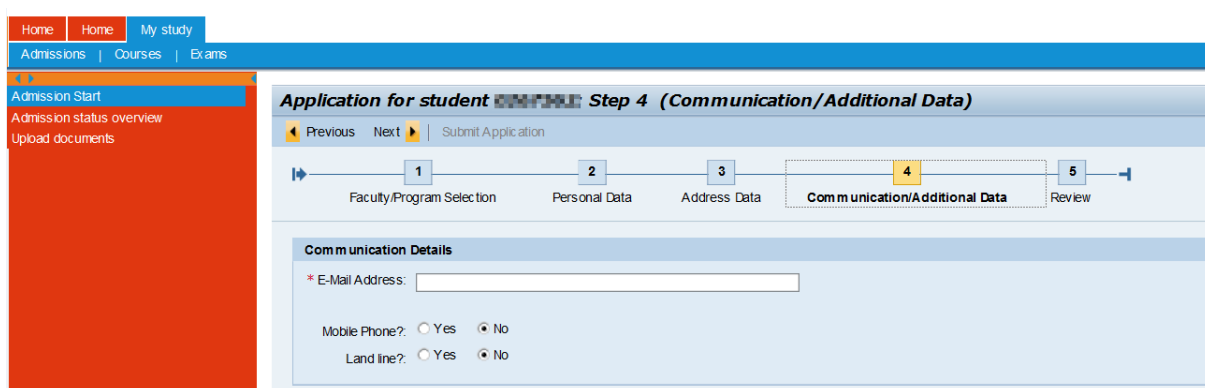
Once filled out all required fields in Step 2, go on to **Step 3** "Address Data" or click on [Next](#) 


Step 3: Address Data



After filling out all details, please click on **Step 4** "Communication/Additional Data" or click on [Next](#) 

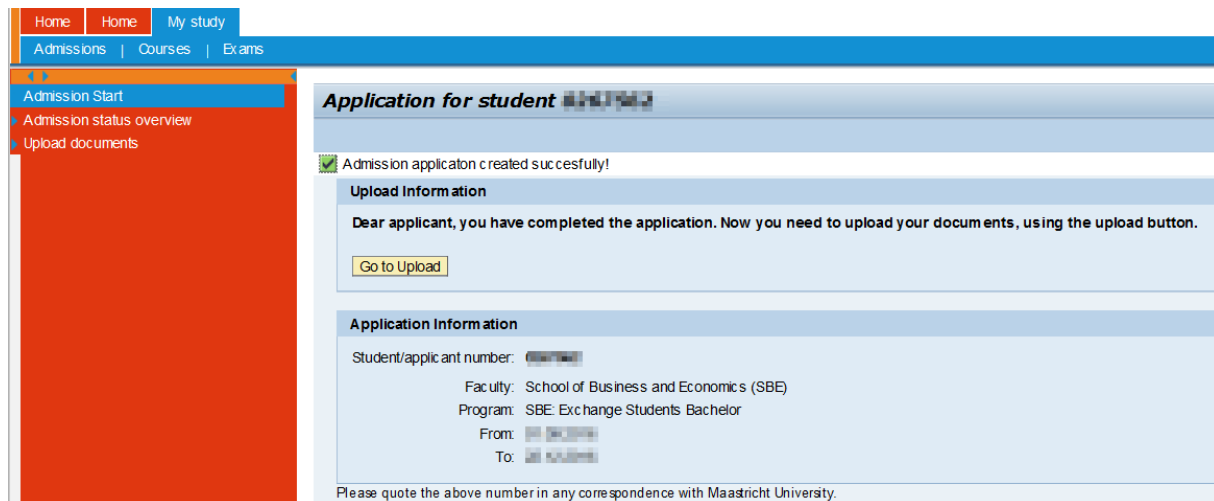
Step 4: Communication/Additional Data



Once you have finished this step, move on to **Step 5** "Review" or click on [Next](#) 

Step 5: Review

Review your programme selection and if correct, submit your online application by clicking on the button “Submit Application” on top of the screen. Once submitted, you will receive the following message:



Upload documents

After submitting your application, you need to upload your documents.

For all exchange students:

Copy of valid passport or European ID card

Copy of portrait picture

Copy of academic transcript from current study in **English and certified**

Only for master level exchange students:

Copy of bachelor degree or 180 ECTS statement from home university in **English and certified**

Requirements of documents:

Copy of valid passport or European ID card

Make sure that the passport number or European ID card number, your name, date of birth and place of birth are clearly visible on the copy, as well as the period for which the passport or ID card is valid. Please upload all pages covering personal information of your passport; both sides of your ID card.

Passport NON-European citizens:

Must be valid until at least three months after the end of your registration period at Maastricht University. Your passport is required for the visa and/or residence permit and therefore a crucial document.

Passport or ID card European citizens:

Must be valid a least one month after the end of your registration period at Maastricht University.

Double Nationality

If you indicated that you have a double nationality upload copies of both passports or ID cards.

If you only submit one copy of a passport or ID card you will be registered as national of the country that issued that particular document. If one of your nationalities is European, please fill out the European nationality as first nationality.

Important note 1:

A copy of an expired passport or European ID card is not accepted. Upload a copy of your birth certificate and request a new passport or European ID card immediately.

Please inform us via: iro-incoming-sbe@maastrichtuniversity.nl

Important note 2:

If you are a NON-EU national currently studying at a university in [the Schengen area](#), please upload a copy of your residence and study permit of that country in your application file.

Having a study permit for a Schengen country might mean you will not have to apply for a visa and/or residence permit for the Netherlands. Once you have uploaded this copy, your file will be reassessed and you will be informed via email about possible further steps in the Immigration process for the Netherlands.

Copy of portrait picture

Students at the UM have a UM card (university identity/student card).

The portrait picture on this card must satisfy the following requirements:

- the picture is recent
- your head is not covered so no caps or hats, your face is completely visible
- your head fills the picture as much as possible
- the picture is focused
- the picture is not rotated
- the sizes is at least 85 x 113 pixels (w x h: 30 x 40 mm)
- the file format is JPEG or JPG
- the picture may be in colour or black-and-white

Copy of academic transcript

Upload the academic transcript from your current study **in English and certified** by your home university. The transcript should clearly mention the name of courses, the grade you obtained for each course and the obtained credits per course. We can only accept you if you major in Economics or Business (or related). If you are a bachelor's student, you have to have completed at least two semesters of relevant study before you start your exchange programme at SBE.

Copy of bachelor degree or 180 ECTS statement from home university in English and certified (only for master level exchange students)

If you want to take master's level courses while at SBE, you have to upload your bachelor's degree in a relevant field of study **in English** (worth three years of relevant studies). Alternatively, a statement from your home university, **in English and on university letter headed paper**, certifying that you have obtained at least 180 ECTS in the relevant field (economics, business, marketing etc). Or that you will have obtained at least 180 ECTS in the relevant field at the start of your exchange semester.

Please find below an example of the statement:

"To whom it may concern

In my capacity of [insert position] I, [insert name], herewith confirm that [Insert name student] has already completed three years of study, with a total of 180 ECTS or more, towards the bachelor degree of economics / (international) business / econometrics.

or

[Insert name student] will complete three years of study, with a total of 180 ECTS or more, towards the bachelor degree of economics / (international) business / econometrics, before the start of the exchange semester.

The student's major is Marketing / Supply Chain Management / Organization / Strategy / Finance / Accounting / Information management.

At the day of writing, the student is in his / her ... year of study at [name of institution].

Signed on [date], Signature"



Upload documents:

Upload Information

Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.

[Go to Upload](#)

First, select the supporting document you want to upload from the list. Then click on "Browse" to find the file, e.g. "Passport Picture", on your computer and select this file. Click on the "Upload" button to submit the file. You will see the following screen:

Home Home My study
Admissions Courses Exams

Admission Start
Admission status overview
Upload documents

Select document type
Select a file

Diploma

Acceptable file formats for passport picture: jpg and jpeg.
Acceptable file formats for other document types: zip, doc, docx, txt, pdf, jpg and jpeg.
Maximum size is 10 MB per file.

Make sure you have digital copies at hand of:

- Your diploma or the most recent list of grades
- A valid passport
- A passport picture (meeting the [requirements](#))

Please note: You always have to upload your documents, even if you already uploaded documents for a previous application at Maastricht University before.

Please check the [website of your programme of study](#) to see which documents are required.

Overview document types

Type of Document	Uploaded
Diploma	<input type="checkbox"/>
Passport copy	<input type="checkbox"/>
Motivation letter	<input type="checkbox"/>
International Experience letter	<input type="checkbox"/>
CV	<input type="checkbox"/>
Portfolio	<input type="checkbox"/>
Reference letter 1	<input type="checkbox"/>
Passport picture	<input type="checkbox"/>
List of Grades	<input type="checkbox"/>

Overview uploaded documents

No uploaded documents found for selected document type

Choose the document you want to upload via:

Passport copy

Browse... Upload

Browse your computer for the correct document and click on [Upload](#) . If you succeeded in uploading a document it will show up in:

Overview uploaded documents		
Type of Document	Original filename	Date uploaded
Passport copy		20130515

Important note:

Without uploading the required documents, a delay in your student exchange application will occur so you may endanger your course registration!



4. What happens next?

We will process your application as soon as possible.

After all the required documents are uploaded and approved, your application is finished. You will receive an automatically generated message informing you about the approval of your admission.

If not all the required documents are uploaded or approved, you will receive an automatically generated message informing you about the missing or declined document(s). Your application is not complete and therefore your admission is conditionally approved.

Visa / residence permit

Maastricht University has its own Visa Office. If applicable, UM's Visa Office will contact you regarding the visa and/or residence permit application. If you hear from them, **we urge you to respond as soon as possible and to provide them with the necessary documents.** After your file is complete, do know that it can take 8 weeks to process your visa application.

For visa related questions please contact the Visa Office directly: visa@maastrichtuniversity.nl.

Acceptance letter

Your acceptance letter will be send out to you digitally about three months before the start of your semester abroad.