

Instructions

How to Apply for a Study Programme offered by Hanze University of Applied Sciences, Groningen

This step-by-step instruction manual is intended for new foreign students who have not yet obtained a prior diploma in the Netherlands and who wish to apply for an English study programme at Hanze University of Applied Sciences, Groningen.

General Information

Studielink is the Dutch online application tool for higher education in the Netherlands. To apply for one of our study programmes, please access Studielink via the Hanze UAS website.

The application process consists of a few steps:

1. Go to the Hanze UAS Studielink site – www.hanze.studielink.nl (change the language setting to English, by clicking on the appropriate flag icon on the left-hand side of the page);
2. Apply for a Studielink user name and password;
3. Create your personal Studielink account;
Log into your Studielink account and submit an enrolment application.

Important note:

Do not use the arrows in your browser to go forward or back.

In some cases the page will be expired and you will need to login again.

Automatical verifications

As an international student, with a foreign nationality, a foreign address and a foreign diploma, Studielink cannot automatically verify your personal details and previous diploma(s). Studielink will generate errors and will ask you to contact the institution. Please ignore these messages and continue to answer the remaining questions as they relate to you. Within a few days after receiving your application, you will receive an e-mail from our International Student Office with further instructions.

If you have any further questions regarding your Studielink application, please contact our Student Administration Office:

📞 +31 50 595 2750

✉️ studentadministration@org.hanze.nl

For other questions you can contact our International Student Office

📞 +31 50 595 4033.

✉️ iso@org.hanze.nl

Instructions

Step 1 Start





Go to www.hanze.studielink.nl.



In the opening page of Studielink, change the language to English by clicking on the appropriate icon on the left-hand side of the page.

 	Welkom bij Studielink Regel je inschrijving online Via Studielink schrijf je je in voor een opleiding aan een hogeschool en/of universiteit. Studielink geeft je inschrijfggegevens automatisch door aan DUO als dat nodig is. Weet je nog niet precies hoe de inschrijfprocedure bij jouw hogeschool / universiteit verloopt, klik dan op de website van de onderwijsinstelling . Inloggen Heb je nog een Studielink gebruikersnaam en wachtwoord van voor 8-2-2010? Zet deze dan nu eenmalig om! Inloggen met DigiD (voor iedereen met een officieel Nederlands woonadres) Aanvragen inloggegevens en inloggen (UITSLUITEND voor studenten met een buitenlands woonadres)
Studentenhelpdesk Veelgestelde vragen Algemene voorwaarden Disclaimer	

 	Welcome to Studielink Arrange your enrolment on-line You enrol in a study programme at an institution of higher education via Studielink. Studielink will automatically pass your enrolment details on to DUO if necessary. If you do not know exactly how the registration procedure at your university / institution of higher professional education works, then visit the institution's website for more information . Log in Request login details and log in (EXCLUSIVELY for students with a home address abroad) Do you still have a Studielink user name and password from before 8-2-2010? Convert this now (once only)! Log in with DigiD (for anyone with an official home address in the Netherlands)
Student Helpdesk Frequently Asked Questions General conditions Disclaimer	

Instructions

Step 2 Apply for a Studielink User Name and Password

⇒ Click on 'Request login details and log in'.

Log into Studielink

Username	<input type="text"/>	<i>Fill in your username and password</i>
Password	<input type="password"/>	

[Forgot user name and/or password \(existing account\)](#)

[Apply for user name and password \(only for new users\)](#)

Please note: You can only apply for a username and password if you have an official residential address outside the Netherlands. If you do have an official residential address in the Netherlands ("you are registered in a Dutch municipality"), you cannot use this option and you must choose to "Log in with DigiD" on the Studielink homepage. If you do apply for a Studielink username and password with a Dutch address, the wizard will block you when you enter the details.

⇒ Click on 'Apply for user name and password'.
Note: As a foreign student, please ignore the message that you should log in with DigiD and just click on 'Apply for user name and password'.

Instructions

General conditions

Studielink requests various personal details needed by DUO and/or the institution for higher education for your application and enrolment. This is largely prescribed by law. However, not all questions are regulated by law. That's why, in a number of cases, you need to grant explicit permission for the use, forwarding or verification of your details. This question is asked several times in the wizard. It concerns the following details:

a) GBA-details
With the establishment of Studielink, the written application and enrolment is replaced with an electronic application and enrolment. To make this possible, Studielink needs to ascertain your identity beforehand. The identity and personal details of students not resident in the Netherlands will be verified by the institution of higher education where they wish to study. Studielink performs the legally required verification at the start of the process. If you do not authorise this, you will need to arrange it yourself at the institution of higher education where you wish to study.

Finally, we request your attention for the following matters. The questions posed in Studielink are

I agree with the conditions.

[Go to Studielink's welcome page.](#)

- ⇒ Read the 'General conditions', tick the box 'I agree with the conditions' and click on 'Continue'.

Access to Studielink

1 Start Start step 1 of 3

2 User name This will enable you to apply for access to Studielink if you do NOT have an address in the Netherlands.

3 Confirm

If you do live in the Netherlands, log in via DigiD. If you have problems applying, please contact the Studielink Student Helpdesk.


After fully completing the details, you'll receive an e-mail with your password. With this you can log in to Studielink.

[Go to Studielink's welcome page.](#)

- ⇒ Click on 'Continue to next step'.
- ⇒ Choose a user name that is easy for you to remember.
*Suggestion:
write down your username since you will need it later to log in to your Studielink account.*
- ⇒ Enter the e-mail address to which you want your Studielink e-mail to be delivered.
- ⇒ Enter your mobile phone number.

Instructions

- ⇒ Click on 'Continue to next step'.
- ⇒ Check your data. If they are incorrect, click on 'To previous page' and make the necessary changes. If they are correct, tick the box 'I confirm that the details above are correct' and then click on 'Send my details' to receive your user name and password via e-mail.

 Your request for a user name has been completed.
Your details have been sent.
You'll receive your password at the e-mail address provided, generally immediately. Check your e-mail and follow the instructions in the e-mail message.

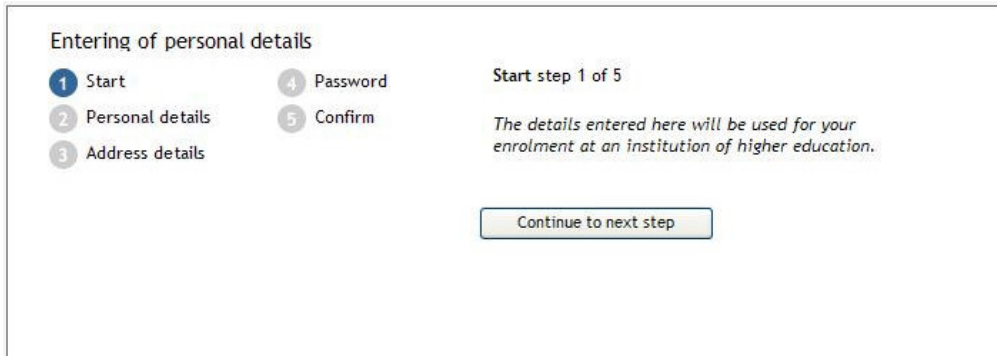
[Go to Studielink's welcome page.](#)

Instructions

You will receive your user name and password within a few minutes at the e-mail address you provided. With this user name and password, you can log in to Studielink and submit an enrolment application. In Step 4 you will be asked to change your password into a personal one. Do not forget to write down your user name and password.

Step 3 Log into Studielink to Create your Personal Studielink Account

- ⇒ Click on 'Go to Studielink's welcome page', or go to www.hanze.studielink.nl.
- ⇒ Click on 'Request login details and log in'.
- ⇒ Enter your chosen user name and the password you received from Studielink by e-mail. Click on 'Login' and the following window will appear.



Entering of personal details

1 Start 4 Password Start step 1 of 5

2 Personal details 5 Confirm *The details entered here will be used for your enrolment at an institution of higher education.*

3 Address details

Continue to next step

- ⇒ Click on 'Continue to next step' to enter your personal details.

Instructions

Step 4 Personal Details

Surname*	<input type="text"/>	<i>Enter your details here exactly as they are printed in your passport or on your identity card. If you are married, enter your own (maiden) name. Choose only 00 for day and month if your birthdate is unknown.</i>
Name supplements <i>i</i>	<input type="text"/>	
Name (as known by)* <i>i</i>	<input type="text"/>	
Official first names* <i>i</i>	<input type="text"/>	
Gender*	male <input type="button" value="v"/>	
Date of birth*	1 <input type="button" value="v"/> - January <input type="button" value="v"/> - <input type="text"/>	
Place of birth*	<input type="text"/>	
Country of birth*	<input type="text" value="v"/>	
Nationality*	<input type="text" value="v"/>	
Second Nationality <i>i</i>	- <input type="text" value="v"/>	
Cell phone number <i>i</i>	+ <input type="text"/> - <input type="text"/>	<i>You can change your e-mail address and mobile telephone number here. Enter your country code and your mobile telephone number in separate fields. If you wish to enter another country code, select one here.</i>
E-mail address*	<input type="text"/>	
Language of correspondence	English <input type="button" value="v"/>	
I herewith grant permission to check the information about my previous education* <i>i</i>	<input type="radio"/> yes <input type="radio"/> no	<i>If you don't grant permission, the application will demand a lot more effort. Read the i-button.</i>

* Mandatory fields.

Continue to next step

- ⇒ Enter your full name, as stated in your passport.
If married, always enter your maiden name.
- ⇒ Also enter the rest of your personal details at this point.
- ⇒ Tick 'yes' where it says 'I grant permission to verify my previous education details, and click on 'Continue to next step'. Studielink cannot automatically verify your previous education since you obtained your diploma abroad. The International Student Office of Hanze UAS will check your previous education manually.

Instructions

Step 5 Address Details

Entering of personal details

1 [Start](#) 4 Password Address details step 3 of 5
2 [Personal details](#) 5 Confirm *Enter here the address where you are officially registered in your municipality. You'll have an opportunity later to enter a separate correspondence address.*
3 [Address details](#)

Official address (as specified in the municipal personal records database)

[Enter official residential address](#)

⇒ Click on 'Enter official residential address'.

Note:

Please enter your foreign residential address details here. Hanze UAS will use this address for all correspondence, so please make sure to change this address to your Dutch address upon arrival, otherwise all post will continue to be sent abroad.

Enter official residential address

Country

Street / street number / addition *

Postal code / place

Province

Country

Telephone number (fixed line) + -

Country code, area code and subscription number. For example: +31 - 30 1234567 If you wish to enter another country code, select one here.

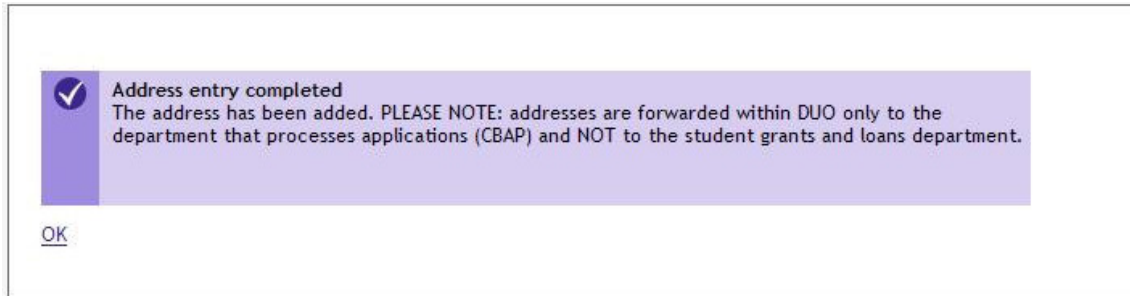
* Mandatory field

[Go back](#)

[Cancel](#)

⇒ Enter your address details and click on 'Save'.

Instructions

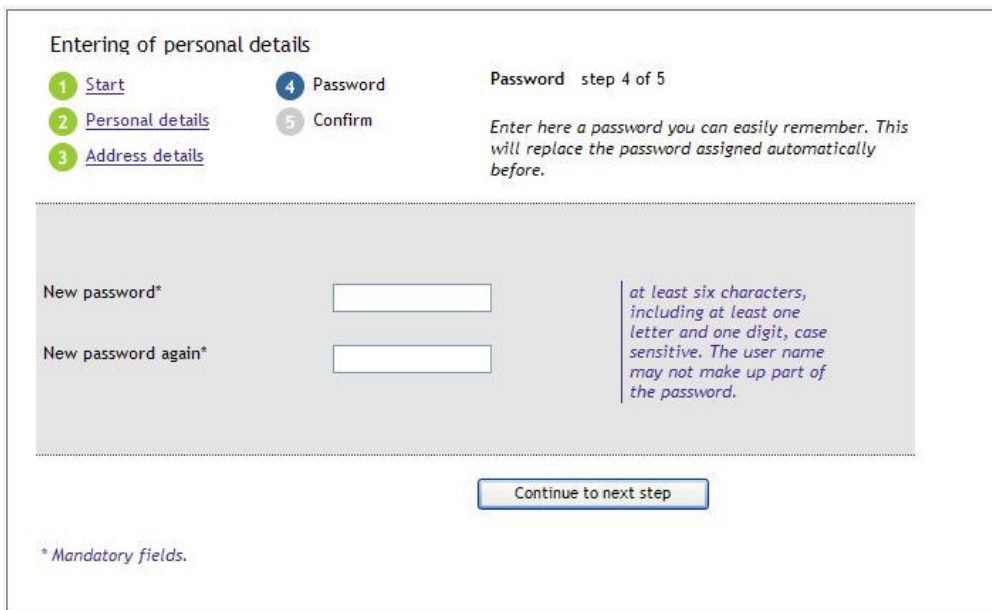


✓ **Address entry completed**
The address has been added. PLEASE NOTE: addresses are forwarded within DUO only to the department that processes applications (CBAP) and NOT to the student grants and loans department.

OK

- ⇒ Click on 'OK'.
- ⇒ Check whether the data are correct and click on 'Continue to next step'.

Step 6 Enter New Password



Entering of personal details

1 Start 4 Password Password step 4 of 5
2 Personal details 5 Confirm Enter here a password you can easily remember. This will replace the password assigned automatically before.3 Address details

New password*

New password again*

at least six characters, including at least one letter and one digit, case sensitive. The user name may not make up part of the password.

Continue to next step

* Mandatory fields.

- ⇒ Studielink wants you to create and enter a new and easy-to-remember password to ensure confidentiality and privacy.
*Very important:
write down your user name and new password since you will need it to log in to your Studielink account.*
- ⇒ Click on 'Continue to next step'.
- ⇒ Check whether your data is correct, tick the box 'I confirm that the details above are correct' and click on 'Send my details'.

Instructions



✓ **Entering of personal details completed**
Your details have been sent. You may now continue to submit an enrolment application.

If you live in the Netherlands, the IB-Groep will verify your personal details with the Dutch Municipal Personal Records Database (GBA). If the verification is successful, you'll receive a letter containing a code (the verification code) at the address entered. You should then enter that code in Studielink.


If you are not resident in the Netherlands, the institute where you intend to study will verify your details.


[To my personal page.](#)

You are now registered with Studielink.

Click on 'To my personal page' to submit an enrolment application for the study programme of your choice.

Step 7 Enrolment Application





Home

My enrolments

My details

My messages

[Change password](#)

[Log out of Studielink](#)

[Student Helpdesk](#)

[Frequently Asked Questions](#)

[General conditions](#)

[Disclaimer](#)

Welcome
Ik Testtest

Messages received

possible actions:

[New enrolment application](#)

My enrolments



Click on "New enrolment application" and then on 'Continue to next step'.

Instructions

Enrolment application

1 [Start](#)
 5 Specific questions
 Study programme step 3 of 8

2 [Personal details](#)
 6 Address details
 Choose the study programme for which you wish to apply.

3 Study programme
 7 Payment details

4 Previous education
 8 Confirm

Academic year*
 academic year 01-09-2011/31-08-2012
 academic year 01-09-2012/31-08-2013

Course category*
 Bachelor's or other non master programmes
 Master or other advanced courses

[Continue](#)

* Mandatory fields.



Select the academic year in which you wish to start your studies.



Select 'Bachelor's or other non master programmes'.

Note: a Dutch academic year runs from September 1 until August 31. Therefore, if you wish to start in February 2012, you should select 'academic year 01-09-2011 /31-08-2012'.

Enrolment application

1 [Start](#)
 5 Specific questions
 Study programme step 3 of 8

2 [Personal details](#)
 6 Address details
 Choose the study programme for which you wish to apply.

3 Study programme
 7 Payment details

4 Previous education
 8 Confirm

Academic year 01-09-2011/31-08-2012

Level study programme University of Applied Sciences

Course category Bachelor's or other non master programmes

Institution Hanze Hogeschool Groningen [To the institution website](#)

Study programme title (institution) -make a choice-

Place -make a choice-

Course type -make a choice-

[Continue](#)

[Go back](#)

[Search again](#)

Instructions

- ⇒ Select the study programme for which you wish to apply.
- ⇒ Select the location. "Groningen"
- ⇒ Select the course type 'full-time'. A summary of the details provided will now appear.

Enrolment application

1 [Start](#) 5 Specific questions **Study programme** step 3 of 8
 2 [Personal details](#) 6 Address details *Choose the study programme for which you wish to apply.*
 3 **Study programme** 7 Payment details
 4 Previous education 8 Confirm

Academic year	01-09-2011/31-08-2012	
Level study programme	University of Applied Sciences	
Course category	Bachelor's or other non master programmes	
Institution	Hanzehogeschool Groningen	To the institution website
Study programme title (institution)	B Bedrijfseconomie	
Study programme title (nationwide)	B Bedrijfseconomie	
Place	GRONINGEN	
Course type	full-time	
Course starting date	2011/2012	Click here to change these details, for instance if you wish to start in a higher year or at a different moment.
Enrolment type	student	
Commence study from the month of	September 2011	
Start in first year	yes	

If you have a non EU nationality, you need to obtain a (temporary) residence permit. Please contact the institution of higher education for further information.

[Search again](#)
[Go back](#)

Note:

- If you wish to start in a month other than September, click on the link on the right-hand side 'Click here to change these details, for instance if you wish to start in a higher year or at a different moment'. Open the dropdown box 'Commence study from the month of' and select the preferred month. Then click on 'Modify' (see the print screens below).
- If you wish to start in a higher year, click on the link on the right-hand side 'Click here to change these details, for instance if you wish to start in a higher year or at a different moment'. Untick the box 'Start in first year' by clicking on it once. Then click on 'Modify' (see the following print screens).

Instructions

Modify details

Enrolment type i	student v	
Course starting date i	2011/2012 v	
Commence study from the month of i	February 2012 v	
Start in first year i	<input checked="" type="checkbox"/>	<p style="font-size: small; margin: 0;">If you uncheck the box it means that you wish to apply for enrolment as an advanced-year student.</p>

[Modify](#)
[Cancel modification](#)

Enrolment application

- [1 Start](#)
- [2 Personal details](#)
- [3 Study programme](#)
- [4 Previous education](#)

- [5 Specific questions](#)
- [6 Address details](#)
- [7 Payment details](#)
- [8 Confirm](#)

Study programme step 3 of 8

Choose the study programme for which you wish to apply.

Academic year	01-09-2011/31-08-2012	
Level study programme	University of Applied Sciences	
Course category	Bachelor's or other non master programmes	
Institution	Hanze Hogeschool Groningen	To the institution website
Study programme title (institution)	B Bedrijfseconomie	
Study programme title (nationwide)	B Bedrijfseconomie	
Place	GRONINGEN	
Course type	full-time	
Course starting date	2011/2012	Click here to change these details, for instance if you wish to start in a higher year or at a different moment.
Enrolment type	student	
Commence study from the month of	February 2012	
Start in first year	yes	

If you choose a starting month (e.g. October or March) that does not match the first month of the (selected) intake moment (e.g. September or February), you will generally require the institution's permission. Please check with the institution.

If you have a non EU nationality, you need to obtain a (temporary) residence permit. Please contact the institution of higher education for further information.



If applicable to you, modify the details, then check if the details are correct so far, and click on 'Continue to next step'.



Instructions

Step 8 Previous Education Details

Enrolment application


1 [Start](#) 5 Specific questions Previous education step 4 of 8
 2 [Personal details](#) 6 Address details
 3 [Study programme](#) 7 Payment details
 4 [Previous education](#) 8 Confirm

Here you can enter or supplement the previous education details, on the grounds of which you can be admitted to a study programme. You may continue if you've provided this information before. Click on the i-button for more information.

Previous education	Diploma received	Date diploma (to be) received	Verified 
<input type="button" value="Add previous education details."/> 			

- ⇒ Click on “Add previous education details”.
- ⇒ Select the country in which you obtained, or expect to obtain, your diploma and click on ‘continue’.
- ⇒ Indicate whether you have already received your previous education diploma by clicking either ‘yes’ or ‘no’.
- ⇒ Enter the date of when you obtained, or expect to obtain, your diploma.

If you have entered just now that you will obtain your diploma on a later date, please change your diploma status in Studielink as soon as you have obtained it.

Previous education	Diploma received	Date diploma (to be) received	Verified 
<p>Add previous education</p> <p> Selected country: INDONESIA Diploma received: yes Date diploma (to be) received: 01-01-2008 Select diploma: <ul style="list-style-type: none"> -make a choice- -make a choice- -other- International Baccalaureate Surat Tanda Tamat Belajar Sekolah Menengah Surat Tanda Tamat Belajar Sekolah Menengah Umum Surat Tanda Tamat Belajar-Madrasah Aliya </p> <p style="text-align: center;"> Go back Cancel addition </p>			

Instructions

- ⇒ Select the sort of diploma which you obtained, or expect to obtain. If this diploma is not mentioned in the list, select '-other-'.
- ⇒ Click on 'Continue'.
- ⇒ Check whether all the details are correct and click on 'Continue'.
- ⇒ Click on 'Continue to next step'.

Note: Studielink can only verify Dutch diplomas. Therefore, ignore the message in Studielink that your non-Dutch diploma could not be verified and continue to answer the remaining questions as they relate to you.

Step 9 Specific Questions

In this step you are asked some specific questions from Hanze, UAS. Please answer these questions as they apply to you.

Step 10 Address Details

Enrolment application

1 [Start](#)

2 [Personal details](#)

3 [Study programme](#)

4 [Previous education](#)

5 [Specific questions](#)

6 **Address details**

7 [Payment details](#)

8 [Confirm](#)

Address details step 6 of 8

At this moment Studielink has registered the following addresses for you. Select the address that you wish to register for correspondence with the selected institution.

Should you wish to use another correspondence address, you can [provide another address here](#).

Correspondence addresses

Street / street number / addition	Street plus number	
Postal code / place	Postal code plus place	
Province	Province	
Country	Country	
Telephone number (fixed line)	Telephone number	

This address is/will be registered with:
- DUO (afdeling CBAP)

[Click here to select this address.](#)

[Continue to next step](#)

Instructions

- ⇒ Previously, you have provided the details of your foreign home address. If your home address is the same as your correspondence address, click on the bullet next to 'Click here to select this address' and then on 'Continue to next step'.
- ⇒ If your home address is not the same as your correspondence address, click on 'provide another address here' on the right-hand side and fill in the address details.

Note:

Hanze UAS will continue to use the correspondence address you entered at step 2. Please make sure that this address is up-to-date at all times. Therefore, as soon as you know your Dutch address details, go to your Studielink account, click on the left-hand side on 'My details', scroll down to where it says 'Correspondence addresses' and change your foreign correspondence address into a Dutch one.

Step 11 Payment Details

Now Studielink will ask you a few questions about the payment of the tuition fees.

Enrolment application

1 Start	5 Specific questions	Name account holder step 7 of 8
2 Personal details	6 Address details	<i>The university or other institute of higher education has indicated that you can provide your payment details from 01 May 2010 via Studielink. Please read the text below for an important explanation.</i>
3 Study programme	7 Payment details	
4 Previous education	8 Confirm	


Before you continue, please check [what the procedure to pay tuition fees is at this educational institution](#). PLEASE NOTE: entering these details does not mean completing a payment online!

NOTE: it is not yet possible to provide your payment details via Studielink to the university or university of applied sciences of your choice. If the upper right corner of your screen displays a date in the near future, please provide your payment details via Studielink as soon as possible after this date. If this date is still far away, this educational institution will probably make payment arrangements without relying on Studielink.

At the moment, Hanze UAS does not make use of the payment details that are entered in Studielink. You will receive further instructions on payments from our institution directly.

- ⇒ Therefore, if Studielink offers you the question of who will be paying, click on 'I don't know yet who will pay'.
- ⇒ Then click on 'Continue to next step'.

Instructions



Home

My enrolments

My details

My messages

Enrolment application


1 [Start](#) 5 [Specific questions](#) Name account holder step 7 of 8

2 [Personal details](#) 6 [Address details](#) Indicate here how you intend to pay the tuition fees.

3 [Study programme details](#) 7 [Payment details](#)

4 [Previous education](#) 8 [Confirm](#)

Before you continue, please check with your institution what the possible methods of paying the tuition fees are. Click [here](#) for further information on the tuition fees due and methods of payment. PLEASE NOTE: entering these details does NOT mean that your paying online!

Please choose who is going to pay *  I am paying

my parents are paying

someone else is paying

I don't know yet who will pay

* Mandatory field

Step 12 Confirm



Check whether your data are correct, tick the box 'The details above are correct' and click on 'Send my enrolment application'.

The details above are correct.

[Print details for your own administration](#)

If you press the button below, your enrolment application will be sent to the selected institution.

Instructions

- ⇒ Return to your personal page. When you click on 'My enrolments' on the left-hand side, you can view the details of the study programme you have applied for.
- ⇒ Click on the study programme to view the status of your submitted enrolment application or to withdraw your enrolment application.

We thank you for your application.