

# ON-LINE REGISTRATION & APPLICATION

## Registration

The application deadline for the fall 2012-2013 semester is 15 May 2012.  
The application deadline for the spring 2012-2013 semester is 15 October 2012.

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 the user ID and password which you need for the application to SBE. Please note that your user ID and Password will be blocked if you do not complete the application form within **7 days** after the registration.

If you have any questions concerning your registration and application at Maastricht University, please contact us via **iro-incoming-sbe@maastrichtuniversity.nl**. Always mention your Maastricht University "user ID number"(starts with I60\*\*\*\*\*) 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.

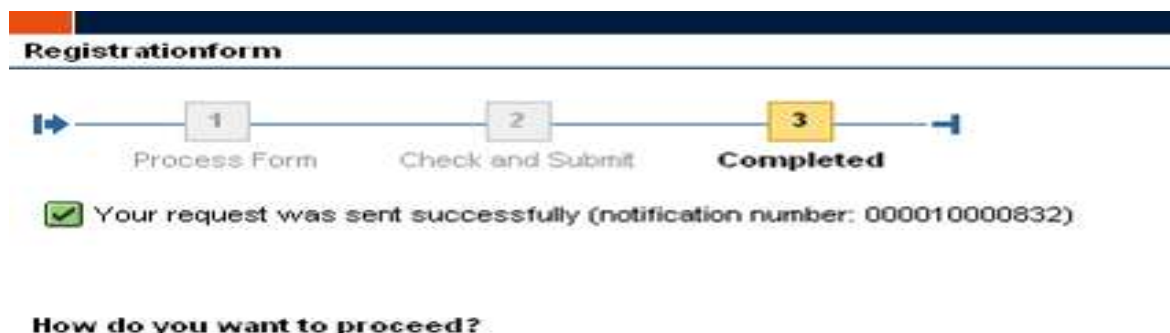
For registration at Maastricht University please go to:

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

Complete all required fields on the form (marked with an \*) and other relevant fields.  
If you need help with a specific question click 

When you have completed all fields click the NEXT button.

If you forgot one of the required fields you will get an error message.  
If the process is completed successfully you will get this message:



The screenshot shows a web interface for a registration form. At the top, there is a dark blue header bar with the text "Registrationform" in white. Below the header, a progress bar indicates the completion status of three steps: 1. Process Form, 2. Check and Submit, and 3. Completed. Step 3 is highlighted in yellow, indicating it is the current step. Below the progress bar, a green checkmark icon is followed by the text "Your request was sent successfully (notification number: 000010000832)". At the bottom, the text "How do you want to proceed?" is displayed.

Within 24 hours, you will receive an email at the email address you just entered on the registration form (so make sure you enter the correct data!). Please go to your inbox and follow the instructions in this email, which will contain your user ID and password and a link to the "My UM portal".

## Application

Before you start your online application, please make sure that you have a digital copy of all required documents at hand to finish your application:

- Passport Photo
- Copy Passport
- Latest academic transcript from current study, in English and certified
- Bachelor Degree/Statement 180 ECTS (Master level only)

Without these documents a delay in your student exchange application will occur.

Please go to the link below for the online application, and enter your user ID and password in order to log on:

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

Click on ADMISSIONS and choose "new application" to go to the application form.

## Section 1 "Personal data input"

Make sure to enter the following data:

Programme type:

- exchange

Programme of study:

- exchange SBE Bachelor
- exchange SBE Master
- exchange SBE Double Degree

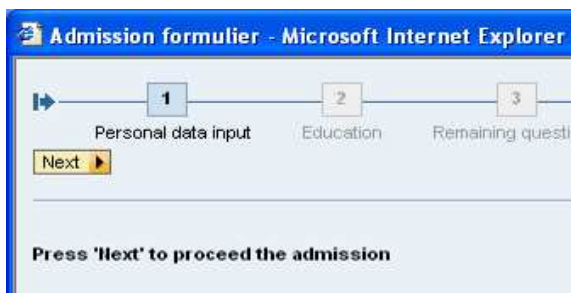
Please note that you have to fill out the period as follows:


- fall semester: 01-09-2012 to 31-01-2013
- year: 01-09-2012 to 15-07-2013
- spring semester: 31-01-2012 to 15-07-2013

After filling out all details please click on NEXT

## Section 2 "Education"


Go to the section 2 by clicking on the NEXT button.




In this section please ignore the questions "Previous education in the Netherlands" and "Previous education not in the Netherlands" and make sure you do NOT click on the plus sign 

Leave it like this:

**Previous education in the Netherlands**

1 

**Previous education not in the Netherlands**

1 

Please click on the NEXT button after completing this section.

### Section 3 "Remaining questions"

Now go to section number 3 "Remaining questions" by clicking on the NEXT button. Fill out this section and again click on NEXT.

### Section 4 "Upload documents"

First select the supporting document you want to upload. Then click on "Browse" to find the file, e.g. "Portret Picture", on your computer and select this file. Click on the "Upload" button to submit the file.

**Upload documents**

Select supporting document Portret Picture

Select a file  Browse...

Upload

Please check the website of your programme of study, to see which documents are required:

**Upload Document Overview**

Type of Document	Uploaded
Diploma	<input type="checkbox"/>
Passport copy	<input checked="" type="checkbox"/>
Motivation letter	<input type="checkbox"/>
International Experience letter	<input type="checkbox"/>
CV	<input type="checkbox"/>
Portfolio	<input type="checkbox"/>
Reference letter	<input type="checkbox"/>
Portret Picture	<input checked="" type="checkbox"/>
List of Grades	<input type="checkbox"/>
NT2 exam	<input type="checkbox"/>
TOEFL exam	<input type="checkbox"/>

Please be aware that you select the correct document name for your document:

Passport picture = portret picture

Copy passport = passport copy

Ba-degree = diploma

Do not use "other" for one of the documents mentioned above!

## Passport copy

Make sure that the number of the passport, your name, date of birth and place of birth are clearly visible on the copy, as well as the period in which the passport is valid; Your passport must be valid until at least one month after the end of your registration period at Maastricht University, SBE. If your passport is about to expire get it extended as soon as possible. If it was already extended we also need a copy of the page that mentions the extension. Your passport must be valid until at least one month after the end of your registration period at Maastricht University, SBE.

Copies of an expired passport are not accepted.

If you do not yet have a valid passport, upload a copy of your birth certificate and contact us.

Double Nationality:

If you indicated that you have a double nationality upload copies of both passports; if you only submit one passport copy you will be registered as national of the country that issued that particular passport.

## Portret Picture

Note that we will use your picture for your file and for the university identity card. Please check below for our specifications:

Format;	JPEG/ .JPG
Size;	40 x 30 mm
Resolution;	min. 150dpi,
Colourmodus;	RGB

## BA-degree

If you indicate on the application form that you intend to take courses at master's level please note that you have to upload a copy of your relevant Bachelor degree in English (worth three years of relevant studies) or a statement from your home university in English 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. The statement needs to be printed on university letter headed paper.

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*

*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***

*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]*

## Accept your approved admission

Once you have entirely completed your application and uploaded all required documents in the system, we will start processing your application. When approved, you will receive an automatically generated message from the system informing you about the approval of your admission. At that point, you will have to go back to the My UM portal (<http://myum.unimaas.nl>), log in with your personal details, go to "Admissions" > "Admission status overview" and **accept** your approved admission by clicking the "Accept" button.

The screenshot shows the Maastricht University My UM portal. The top navigation bar includes the Maastricht University logo, a search bar, and links for Help, Personalize, and Log Off. The main navigation bar lists: My study, Web Timetable, Home, Personal Data, Admissions (highlighted), Courses, Exams, Library, and ICTS Customer Portal. A left sidebar menu contains: Admission Start, Admission status overview (highlighted), and Upload documents. The main content area displays a table of admission applications:

Program of Study	Start date	End Date	Acad. Year	Reg. Type	Date of Receipt
SBE: Exchange Students Bachelor	01.09.2012	31.08.2013	2012	Non-Regular	04.05.2012

Below the table, the 'Admission Application Status' section shows:

- Admission Status: Admitted Applicant
- Status Supplement:
- Admission Process Status: Approved

At the bottom of this section are two buttons: **Accept** and **Decline**.

Below the buttons, the 'Approved' section contains the following text:

**Approved** For a regular programme: You have been accepted by Maastricht University as a student.  
 For a non-regular programme: You have been accepted by Maastricht University. However your registration will only be completed after you click the tab "Admission Overview" and confirm that you are committed to studying at Maastricht University.