



Study abroad at

School of Business and Economics

[MANUAL ONLINE REGISTRATION & APPLICATION](#)

MAASTRICHT UNIVERSITY

School of Business and Economics

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CONGRATULATIONS!

Your home university nominated you for an exchange at the Maastricht University School of Business and Economics (SBE)! To help you to move easily through our online registration and application procedure we made this manual.

You may want to print and keep it next to you as you take all steps needed to become an SBE exchange student.

1. General information / Preparation

The application deadline for the fall semester is 01 May.

The application deadline for the spring semester is 01 October.

Note:

In case you have applied for any study programmes at Maastricht University before, you already have a UM account and can skip step 2. You can go directly to step 3 on page 6. You will keep the same student ID number for the rest of your life.

Before you can apply as SBE exchange student, you have to create a Maastricht University (UM) account (pages 4-5 of the manual). Once you have submitted the request, you will receive an email* containing your UM user ID number and the password you need to complete your application at SBE. **Make sure you follow up within 7 days after you set up your UM account, since your user ID will be locked otherwise. In order to unlock your username again, you must contact ICT Servicedesk: servicedesk-icts@maastrichtuniversity.nl.**

To finish your application keep the following documents at hand (see also Upload Documents requirements of documents):

1. Digital copy of your valid passport or European ID card.
2. Digital copy of a portrait picture of you (the official kind you use for a passport or driver's licence).
3. Digital copy of the academic transcript of all semesters from your current study (in English, certified as true copy by your home university).

Only for master's level exchange students:

4. Copy of a relevant bachelor's degree (in English, certified as true copy by university) or a statement from the home university (in English, on university letter headed paper) (see also Upload Documents requirements of documents).

If you have any questions concerning your registration and application at Maastricht University, contact us via iro-incoming-sbe@maastrichtuniversity.nl; make sure you always mention your Maastricht University user ID number (always starts with i6.....).

If you discover you made a mistake or want to change anything, please do NOT complete a new form and DO NOT WITHDRAW your application, but just let us know via iro-incoming-sbe@maastrichtuniversity.nl what we should change.

*If you did not receive an email containing your UM user ID number and password, please contact ICT Servicedesk: servicedesk-icts@maastrichtuniversity.nl

2. Creating a UM account

To get a Maastricht University account please go to:

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

Make sure you enter your name EXACTLY as it appears on your passport!

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

Do not leave Caps Lock on. For example, this is not correct: ELIZABETH JOHANNA MARIA EDWARDS

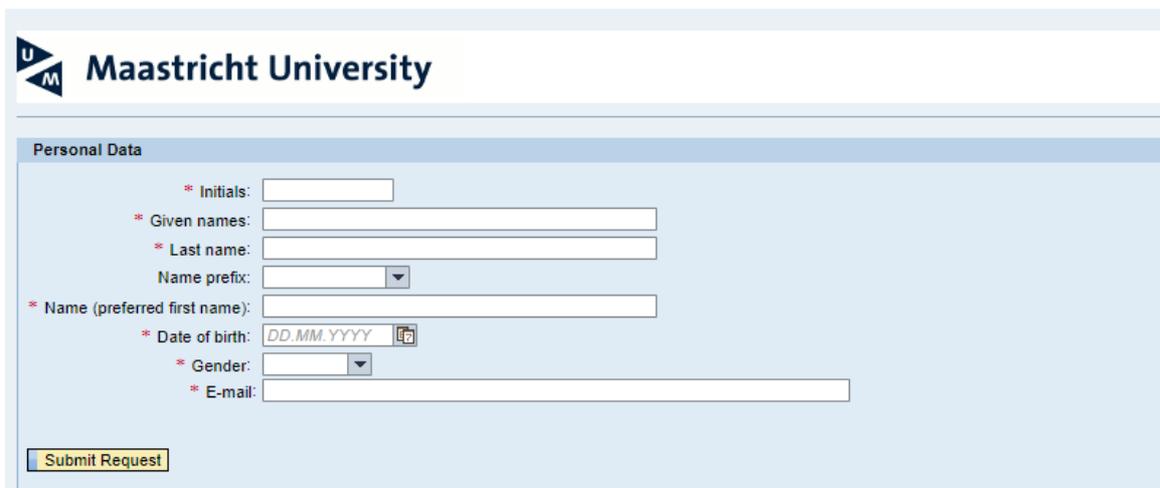
Correct: Elizabeth Johanna Maria Edwards

EXAMPLE 1:	Elizabeth Johanna Maria Edwards
Initial(s) =	EJM (without spaces or 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 Maastricht University registration form. At the top left is the Maastricht University logo. Below it is the title "Personal Data". The form contains several fields, each with a red asterisk indicating it is compulsory:

- * Initials: [text input]
- * Given names: [text input]
- * Last name: [text input]
- Name prefix: [dropdown menu]
- * Name (preferred first name): [text input]
- * Date of birth: [text input with format DD.MM.YYYY and a calendar icon]
- * Gender: [dropdown menu]
- * E-mail: [text input]

At the bottom left of the form is a yellow button labeled "Submit Request".

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

When you have completed all fields click  in the left corner of the page.

If you were successful, you will see the following:

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.



By clicking  you will close this screen.

Within eight (8) hours of submitting your request, you should receive an email at the address you just entered on the registration form (so make sure you enter a correct email address!). This email will contain your UM user ID and password, and a link to the “MyUM portal”. Please follow the instructions in the email to enter the application form for an exchange at the School of Business and Economics.

If at first it seems you did not receive any email, please check your spam box. If there is also no mail in your spam folder after eight hours, contact ICT Servicedesk: servicedesk-icts@maastrichtuniversity.nl

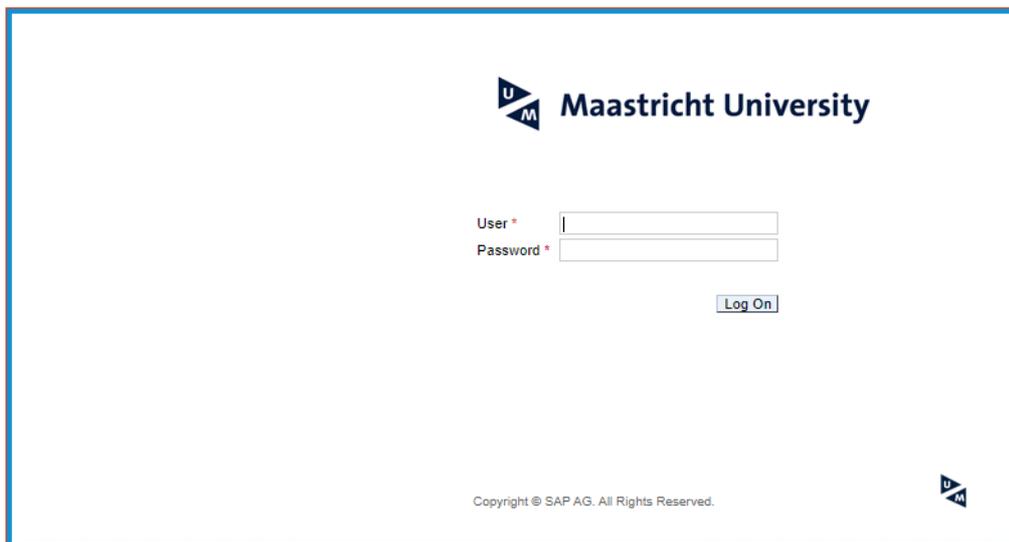
3. Application as SBE exchange student

The application consists of six steps:

1. Faculty/ Programme Selection
2. Personal Data (yes, again)
3. Address Data
4. Communication/ Additional Data
5. Review
6. Uploading documents

Make sure you take all steps!

Please go to the My UM Portal via <http://myum.unimaas.nl> and logon with your UM user ID number (always starts with the letter i6.....) and password:



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



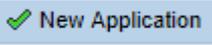
The screenshot shows the MyUM portal home page. At the top, there is a navigation menu with three items: "Home", "Home", and "My study". Below the menu, the text reads: "Welcome to MyUM." followed by "Please select an item from the menu above."

Click on “My study” and choose “Admission Start” to go to the online application form.



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

The screenshot shows a web interface for Maastricht University. At the top, there are navigation tabs: 'Personalize', 'Home', and 'My study'. Below these are 'Admissions' and 'Courses'. The 'Admissions' section is expanded, showing a list of options: 'Admission Start', 'Upload documents', 'Admission status overview', and 'Upload VISA documents'. The main content area is titled 'Application for student' and features a prominent 'New Application' button with a green checkmark icon. Below the button, there is a message to the applicant, instructions on how to complete the application, and a list of required documents. The message includes instructions for both bachelor's/master's and exchange/contract education programs. It also mentions that digital copies of documents are required, including a diploma, a valid passport, and a passport photo. A note states that previous applications at Maastricht University do not exempt the user from uploading documents again. At the bottom, there are links to 'Required admission documents', 'Requirements passport photo', and 'Manuals for students'.

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

Step 1: Faculty / Programme Selection

Personalize

Home My study

Admissions Courses

- Admission Start
- Upload documents
- Admission status overview
- Upload VISA documents

Application for student : Step 1 (Faculty/Program Selection)

Previous Next Submit Application

1 2 3 4 5

Faculty/Program Selection Personal Data Address Data Communication/Additional Data Review

Study Selection

* Faculty: School of Business and Economics (SBE)

* Program of Study: SBE: Exchange Students Bachelor

* Start: 01.09.2020

* End: 22.12.2020

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

*Faculty:

School of Business and Economics (SBE)

Please scroll down  in the list and select School of Business and Economics (SBE)

*Program of Study:

SBE: Exchange Students Bachelor

or

SBE: Exchange Students Master

Check with your home university if they nominated you as bachelor's or as master's level student. Make sure to select the right programme!

*Start / *End

Enter the dates **exactly** as indicated below:

Fall semester: 01-09-2021 / 28-01-2022

Year semester: 01-09-2021 / 08-07-2022

Spring semester: 31-01-2022 / 08-07-2022

If you enter different dates, you will not be able to register for courses!

The start and end date of your study at SBE do not have to match your actual stay.

After you have completed the Study Selection, proceed to **Step 2 Personal Data** by clicking  at the top

Application for student

Previous Next Submit Application

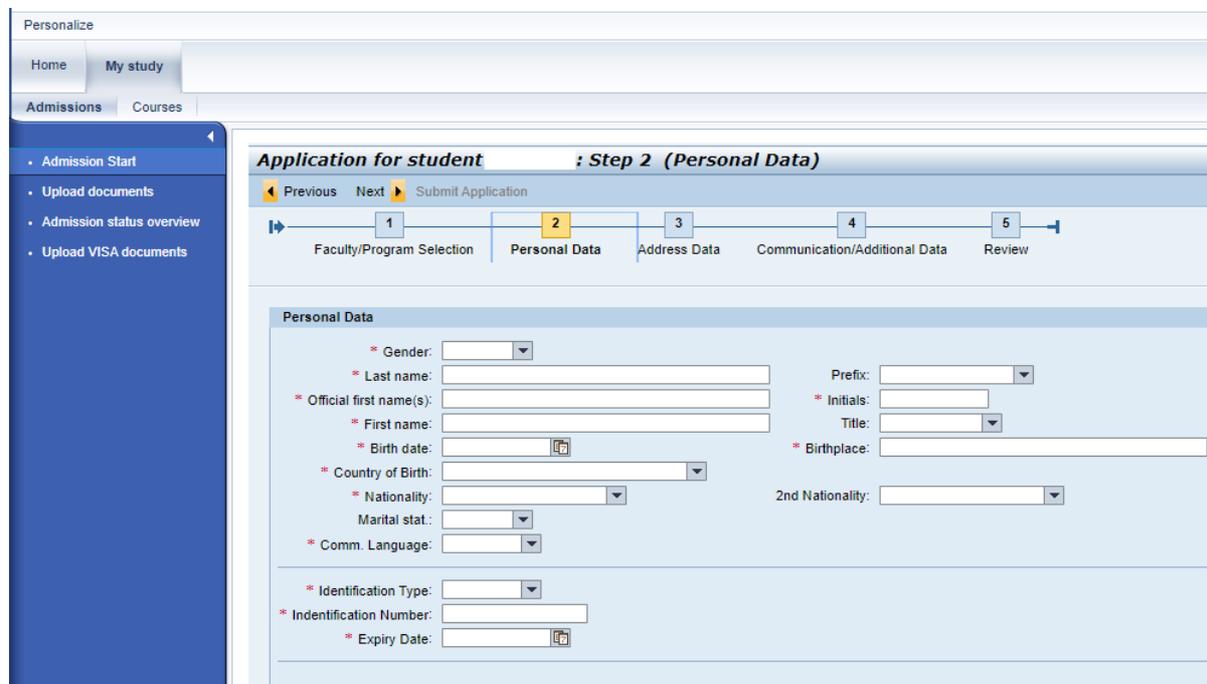
IMPORTANT NOTE:

At the very end of your application, the following dates will appear: **01-09-2021 / 31-08-2022**; these simply pertain to the **academic year** in which you will do your exchange. If your exchange (as indicated above in ***Start/*End**) at SBE is for a full year, these dates will match. However, if you plan to be here for fall or spring only, do not worry, you will still be registered correctly!

Step 2: Personal Data

Once again, you have to enter your personal information.

Make sure you enter your **name EXACTLY as it is on your passport**. This information will be used for your visa and/or residence permit, so if it does not match your passport you risk being denied entry at the border!



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

Do not leave Caps Lock on: ELIZABETH JOHANNA MARIA EDWARDS is not correct
Correct: Elizabeth Johanna Maria Edwards

EXAMPLE 1: Elizabeth Johanna Maria Edwards
 Initial(s) = EJM (without spaces or 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

* **nationality** : what you enter here is what determines the visa application. **If you have a *2nd nationality, a valid passport for both nationalities, and one of them is for an EU country, make sure to list the European nationality first!**

Once you have completed all required fields in Step 2, go on to **Step 3: Address Data** by clicking 

Step 3: Address Data

Personalize

Home My study

Admissions Courses

- Admission Start
- Upload documents
- Admission status overview
- Upload VISA documents

Application for student : Step 3 (Address Data)

Previous Next Submit Application

1 2 3 4 5

Faculty/Program Selection Personal Data Address Data Communication/Additional Data Review

Main Address

* Country:

* Postal Code:

* House Number: Supplement:

* Street:

* City:

* Region:

Additional Addresses

Correspondence address different from main address: Yes No

Billing address different from main address: Yes No

Parental address different from main address: Yes No

Emergency address different from main address: Yes No

After filling out all details, proceed to **Step 4 Communication/Additional Data** by clicking 

Step 4: Communication / Additional Data

Personalize

Home My study

Admissions Courses

- Admission Start
- Upload documents
- Admission status overview
- Upload VISA documents

Application for student : Step 4 (Communication/Additional Data)

Previous Next Submit Application

1 2 3 4 5

Faculty/Program Selection Personal Data Address Data Communication/Additional Data Review

Communication Details

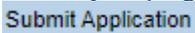
* E-Mail Address:

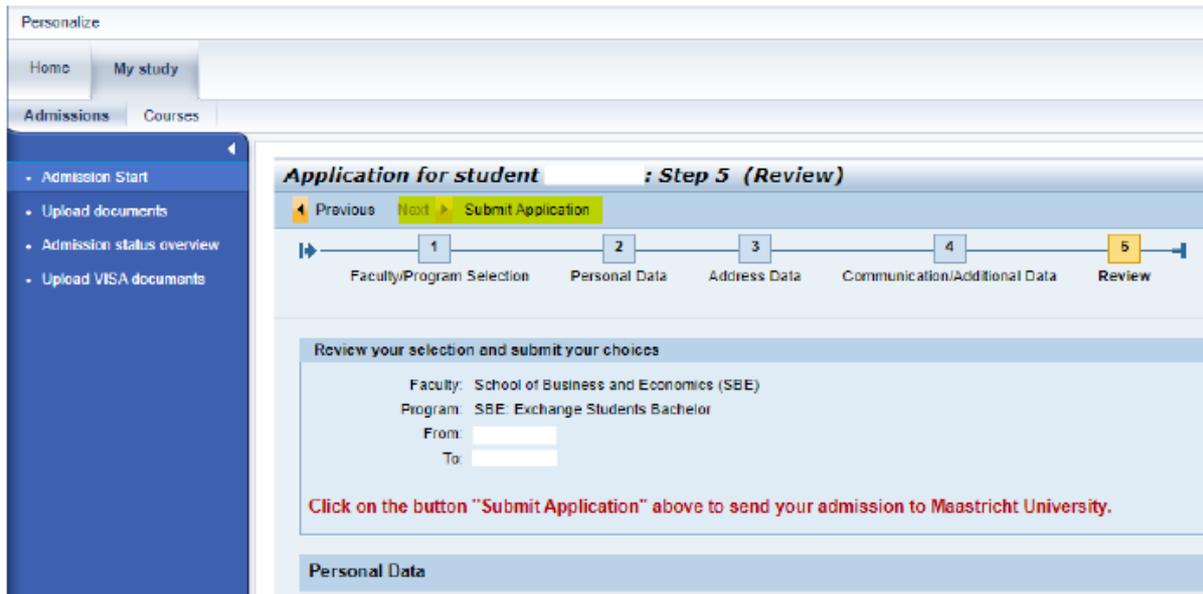
Mobile Phone?: Yes No

Land line?: Yes No

Once you have finished this step, proceed to **Step 5 Review** by clicking 

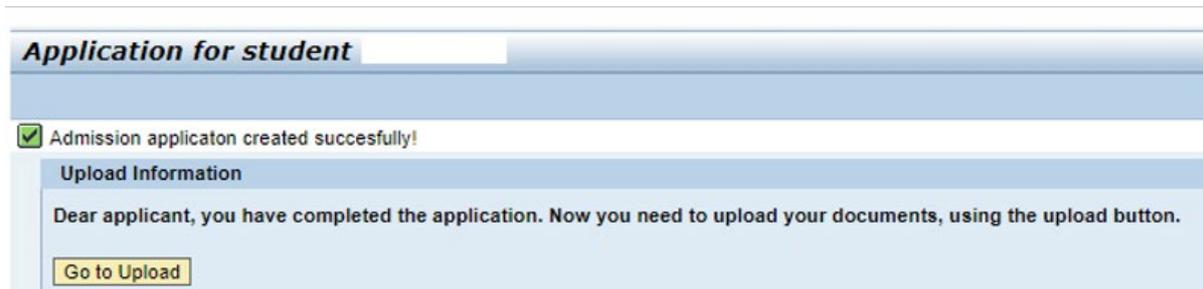
Step 5: Review & Submit Application

Review your programme selection and if everything is correct, submit your online application by clicking  at the top of the screen.



The screenshot shows the 'Application for student' interface at Step 5 (Review). A progress bar at the top indicates five steps: 1. Faculty/Program Selection, 2. Personal Data, 3. Address Data, 4. Communication/Additional Data, and 5. Review. The 'Review' step is highlighted in yellow. Below the progress bar, the user is prompted to 'Review your selection and submit your choices'. The selected information is displayed: Faculty: School of Business and Economics (SBE), Program: SBE Exchange Students Bachelor, and fields for 'From' and 'To' dates. A red instruction states: 'Click on the button "Submit Application" above to send your admission to Maastricht University.' A 'Personal Data' section is partially visible at the bottom.

Step 6: Uploading Documents



The screenshot shows a success message: 'Admission application created successfully!' with a green checkmark icon. Below this is the 'Upload Information' section, which contains the text: 'Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.' A yellow button labeled 'Go to Upload' is positioned at the bottom of this section.

After you have submitted your application, you are not done yet: you still need to upload those documents we mentioned earlier!

For all exchange students:

1. Digital copy of your valid passport or European ID card.
2. Digital copy of a portrait picture of you (the official kind you use for a passport or driver's licence).
3. Digital copy of the academic transcript of all semesters from your current study (in English, certified as true copy by your home university).

Only for master's level exchange students:

4. Copy of a relevant bachelor's degree (in English, certified as true copy by university) or a statement from the home university (in English, on university letter headed paper).

Requirements of documents:

1. Copy of valid passport or European ID card

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

NON-European citizens:**

- Passport must be valid for the entire official duration of your exchange (see Step 1: Faculty / Programme Selection) at Maastricht University *plus THREE months*. Your passport is also required for the visa and/or residence permit and the validity is therefore crucial.
- A copy of an expired passport is not accepted. Upload a copy of your birth certificate instead, request a new passport immediately, and inform us via iro-incoming-sbe@maastrichtuniversity.nl.

European citizens:

- Passport or European ID card must be valid for the entire official duration of your exchange (see Step 1: Faculty / Programme Selection) at Maastricht University *plus ONE month*.
- A copy of an expired passport or European ID card is not accepted. Upload a copy of your birth certificate instead, request a new passport or European ID card immediately, and inform us via iro-incoming-sbe@maastrichtuniversity.nl

Double Nationality

- If you indicated you have a double nationality, *upload copies of both passports/ID cards*. If you only submit one, you will be registered as national of the country that issued that particular document.
- Both passports/ID cards have to be valid; see above! If only one is valid, you will be registered as national of the country that issued that particular document.
- If one of your nationalities is European, please list this as first nationality.

**** Important note:**

If you are a NON-European exchange student coming from a partner university located in [the Schengen area](#), please upload a copy of your residence and study permit of that country in your application file, and inform us immediately. Why? Because if you have a study permit for a Schengen country, you might be exempted from applying for a visa and/or residence permit for the Netherlands. Once you have uploaded this copy, the Visa Office will reassess your file. They will inform you via email about any possible further steps in the Immigration process for the Netherlands.

2. Copy of portrait picture (the official kind you use for a passport or driver's licence)

As an exchange student you, too, will be issued a UM card. You use it to identify yourself at test locations, to borrow books at the library, or to make copies/printouts. You can also use it to pay at the UM restaurants and vending machines.

The picture you upload for the UM card must meet the following requirements:

- must be recent;
- your head cannot be covered (no caps, hats);
- your face is completely visible;
- your head fills the picture as much as possible;
- the picture is in focus;
- the picture is not rotated;
- the size is at least 85 x 113 pixels (w x h: 30 x 40 mm);
- the file format is JPEG or JPG.

3. Copy of academic transcript

Upload the **entire** academic transcript from your current study **in English and certified as true copy** by your home university. The transcript should clearly mention the name of the courses you took, the grade you obtained for each course, and the credits you obtained 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/one academic year of relevant study before you start your exchange programme at SBE.

Only for master's level exchange students

4. Copy of relevant bachelor's degree or statement from home university (this is in addition to the academic transcript)

Copy of a relevant bachelor's degree (in English, certified as true copy by university) or a statement from the home university (in English, on university letter headed paper).

If you want to take master's level courses while at SBE, you also have to upload a copy (**in English, certified as true copy by university**) of your bachelor's degree in a relevant field of study (worth three years of relevant studies).

Alternatively, we also accept a **statement from your home university (in English and on university letter headed paper)** certifying that you have obtained at least 180 ECTS credits (worth three years of relevant studies) in the relevant field, or that you will have obtained these by the time you start your exchange semester at SBE.

Please find below an example of the statement:

“To whom it may concern

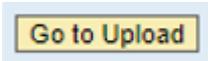
In my capacity of [insert position] I, [insert name], herewith confirm that [Insert name student) has already/will have [delete which is not relevant] completed three years of study, with a total of 180 ECTS credit or more, that count towards the bachelor's degree of economics / (international) business / econometrics at [insert name of institution].

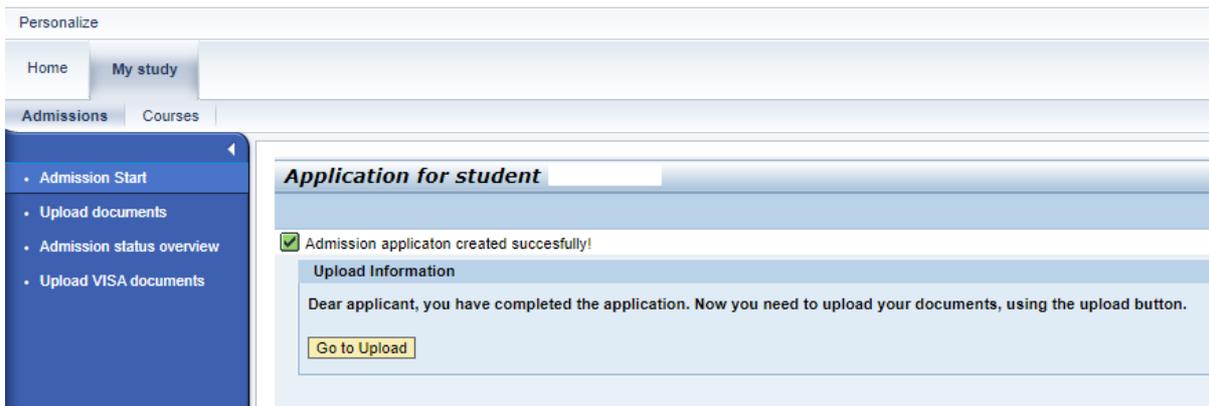
The student's major is Marketing / Supply Chain Management / Organization / Strategy / Finance / Accounting / Information management.

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

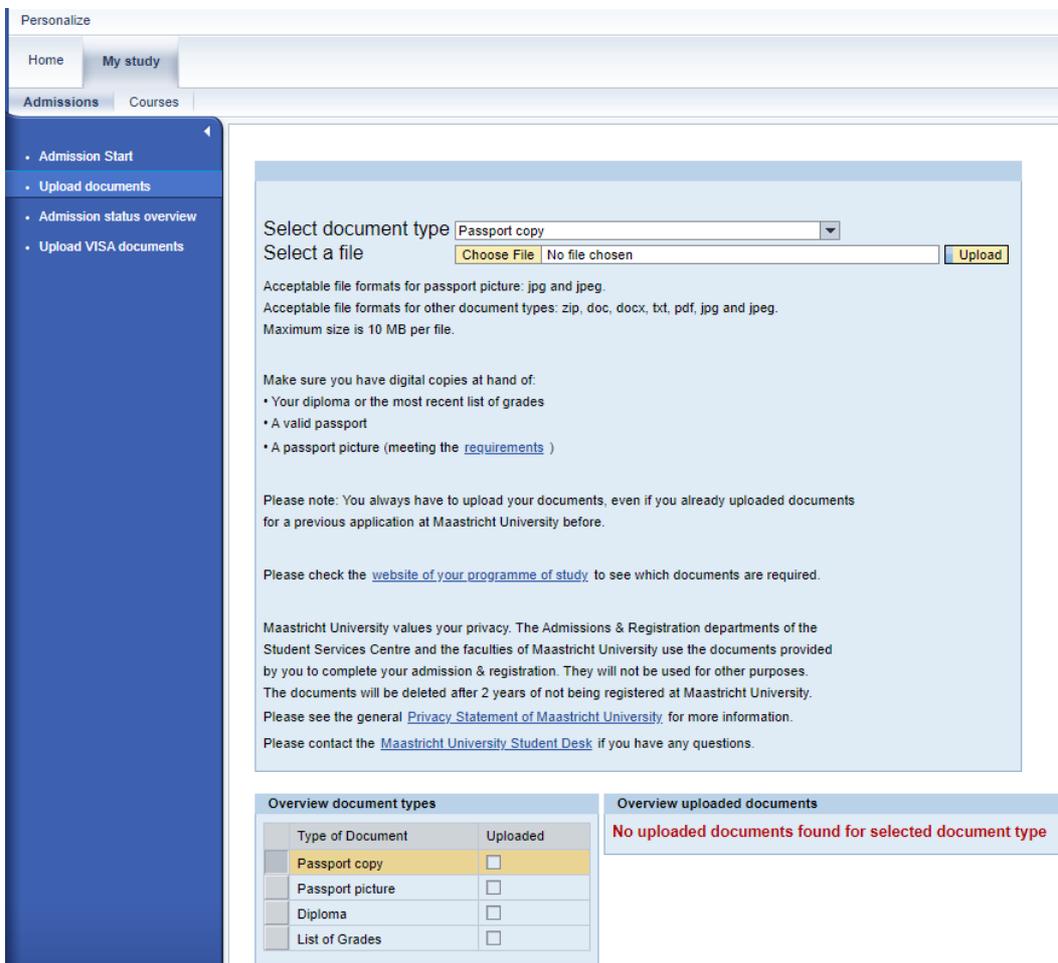
Signed on [date], Signature”

Instructions for uploading documents:

Now that you know exactly what to upload, it is time to click the  button.



You will see the following:



First, select *the* type of supporting document you want to upload from the list, for example 'Passport copy'. Select the *document you want to upload* via Choose file:



Click on the "Upload" button to submit the file.

If you succeeded in uploading the document, it will show up in:



Overview document types	
Type of Document	Uploaded
Passport copy	<input checked="" type="checkbox"/>
Passport picture	<input type="checkbox"/>
Diploma	<input type="checkbox"/>
List of Grades	<input type="checkbox"/>

Overview uploaded documents				
Type of Document	Original filename	Date uploaded	Time uploaded	Action
Passport copy	Dummy.pdf	19.11.2019	142348	Download

Important note:

If you do not upload all required documents, you will delay your student exchange application, which means you might end up being unable to register for courses before the deadline!

4. What happens next?

We will process your application as soon as possible.

EU students: If 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 some of the required documents are missing or rejected, you will receive an automatically generated message telling you what is missing or incorrect. As your application is deemed incomplete, your admission is therefore 'conditionally approved'.

Non-EU students: Even if all the required documents are uploaded and approved, your application is only finished once you have met all visa and/or residence permit requirements (see below). Your admission is therefore 'conditionally approved'.

If some of the required documents are missing or rejected, you will receive an automatically generated message telling you what is missing or incorrect.

All students: you will receive an acceptance letter via e-mail about three months before the start of your exchange semester at SBE.

Visa and/or residence permit

The visa and/or residence permit application will be initiated by Maastricht University's Visa Office. Depending on your nationality, UM's Visa Office will contact you regarding the visa and/or residence permit application via your Maastricht University email account. If you hear from them, **we urge you to respond as soon as possible and to provide them with the necessary documents ASAP**. Once they are satisfied with the documents you sent, UM's Visa Office will forward your file to Immigration, who may need eight weeks to process your visa application and/or residence permit application. After the approval of Immigration your UM admission status will change from 'conditionally approved' to 'approved'.

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