ONLINE REGISTRATION & APPLICATION
MAASTRICHT UNIVERSITY
School of Business and Economics
We advise you to carefully read this manual as it will assist you in a quick dispatch of the online registration and application process.
1. General information

The application deadline for the fall semester is set on 15 May and for the spring semester 15 October.

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 form within 7 days after the registration.

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.
2. 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!

Please make sure that you do not fill out your name entirely in CAPITAL letters.
For example: wrong: ELIZABETH JOHANNA MARIA EDWARDS
   correct: Elizabeth Johanna Maria Edwards

Initials = First letters of your first names
Surname = Family name/Last name
Name = First name
Official first names = same way your first names are shown on your passport

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

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:
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, check your spam box as well.
3. Application

The application consists of 5 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
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”.

Please click on \( \text{New Application} \) 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
* SBE: Double Degree
* SBE: Triangle Programme
* SBE: MGB Programme

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

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!

Fall semester: 04-09-2017 till 31-01-2018
Spring semester: 05-02-2018 till 15-07-2018
Year semester: 04-09-2017 till 15-07-2018

After completing all details please move on to Step 2 “Personal Data” or click on Next.
Step 2: Personal Data

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 Date” 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

Click on the button “Submit Application” above to send your admission to Maastricht University.

Personal Data

- Consec: Male
- Title: 
- Surname: 
- Given name(s): 
- Birth date: 
- Place of birth: 
- Country of birth: 
- Nationality: 
- Zet nationality: 
- Marital status: 
- Comm. language: 
- Identification type: 
- Identification number: 
- Expiry date:
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:

**Application for student #434343**

**Upload information**

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

[Go to Upload]

**Application information**

- Student/applicant number: 434343
- Faculty: School of Business and Economics (SBE)
- Program: SBE Exchange Students Bachelor
- To: [email]

Please quote the above number in any correspondence with Maastricht University.
After completing all abovementioned steps and submitting your application, you can go to:

"Upload documents"

<table>
<thead>
<tr>
<th>Upload information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.</td>
</tr>
<tr>
<td>Go to Upload</td>
</tr>
</tbody>
</table>

Please make sure that you keep a digital copy (on your computer) of all required documents at hand to finish your application. The required documents for **all** exchange students are:

1. Passport photo
2. Copy passport (for EU citizens a copy of the identity (ID) card is sufficient). Your passport must be valid until at least three months after the end of your registration period at Maastricht University.
   Non-European Nationalities; please upload **all** pages covering personal information of your passport.
3. Latest academic transcript from current study, in English and certified

   **Only** for Master level exchange students:
4. Bachelor Degree or a certified Statement that you have obtained at least 180 ECTS in a relevant field of study by the time you come to Maastricht

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:

First of all, choose the document you want to upload via:

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

Supporting document requirements

1. Passport Copy
Make sure that the passport 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 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. Non-European Nationalities; please upload all pages covering personal information of your passport.

Copies of an expired passport are not accepted.
If you do not yet have a valid passport, you need to upload a copy of your birth certificate and request a new passport immediately. You passport is required for visa/residence permit application and therefore a crucial document! If you do not have a valid passport at the time of application, please let us know via iro-incoming-sbe@maastrichtuniversity.nl.

EU citizens suffice by uploading a copy of their Identity (ID) Card.

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. Please fill out the European nationality as first nationality.

2. Passport Picture
We will use your picture for your file and for your university identity/student card.

Check below for our specifications carefully:

Format; JPEG/ .JPG
Size; 40 x 30 mm
Resolution; min. 150dpi
Colour modus; RGB
If your picture document does not fulfil above specifications, your application will be delayed. We cannot approve your application without an utilizable passport picture.

3. **Latest academic transcript**
Upload your latest academic / grade transcript from 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.

**Only** relevant for Master level exchange students:

4. **Bachelor/Undergraduate 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’s 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.

Find an example of such a statement on page 20.
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

[insert name] 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”

Important note:
Without uploading a passport copy, passport picture, latest transcript (and when relevant, a copy of a Bachelor degree) a delay in your student exchange application will occur so you may endanger your course registration!
5. What happens next?

After you have uploaded all required supporting documents, you are finished with your application. We will process your application as soon as possible.

If your application is successful and approved, you will receive an automatically generated message informing you about the approval of your admission.

Your Acceptance Letter will be sent out to you digitally three months before the start of your semester abroad.