ONLINE REGISTRATION & APPLICATION
MAASTRICHT UNIVERSITY, SCHOOL OF BUSINESS AND ECONOMICS
Contents

1. General information ........................................................................................................ 3
2. Registration ..................................................................................................................... 4
3. Application ...................................................................................................................... 7
   Step 1: Faculty / Programme Selection .............................................................................. 9
   Step 2: Personal Data ....................................................................................................... 10
   Step 3: Address Data ........................................................................................................ 11
   Step 4: Communication/Additional Data ......................................................................... 12
   Step 5: Review .................................................................................................................. 13
4. Additional Information .................................................................................................. 16
5. Completion of Application ............................................................................................. 19

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 2014-2015 semester is 15 May 2014. The application deadline for the Spring 2014-2015 semester is 15 October 2014.

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 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.
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:
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 exists out 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 Admissions 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 New Application and you will enter Step 1 of the application.

Please note that all fields with an asterisk (*) are compulsory!
Step 1: Faculty / Program Selection

Faculty:
* School of Business and Economics

Program of Study:
* SBE: Exchange Students Bachelor
* SBE: Exchange Students Master
* SBE: Double Degree
* SBE: Triangle Programme

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

You have to fill out your period of exchange as described below. Make sure that you use these exact dates, since by using different dates you endanger your registration at Maastricht University and you will not be able to register for courses!

Fall semester: 01-09-2014 to 31-01-2015
Year: 01-09-2014 to 30-06-2015
Spring semester: 01-02-2015 to 30-06-2015

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**

Application for student 6073464: Step 3 (Address Data)

Main Address

- Country:
- Postal Code:
- House Number:
- Street:
- Place of Residence:
- 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 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

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 6073464

- Admission application created successfully!

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: 6073464
- Faculty: School of Business and Economics (SBE)
- Program: SBE: Double Degree
- From: 17.07.2014
- To: 01.09.2013

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”

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 one month after the end of your registration period at Maastricht University.
   - Non-European Nationalities; please upload all pages 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:

```
<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Original filename</th>
<th>Date uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport copy</td>
<td></td>
<td>20130515</td>
</tr>
</tbody>
</table>
```

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 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 17.
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]

Signature”

Important note:
Without uploading a passport copy, passport picture, latest transcript (and when relevant, a Bachelor degree) a delay in your student exchange application will occur!
5. Completion of Application

Accept your Approved Admission
After uploading all required supporting documents in the system, we will start processing your application. Once approved, you will receive an automatically generated message from the system informing you about the approval of your admission.

Please bear in mind that you will receive your Certificate of Enrolment during the Introduction Days in Maastricht. Your Letter of Acceptance will be sent out digitally by the end of May.

Congratulations!

Your application at Maastricht University, School of Business and Economics is now entirely complete!