

Exchange to Utrecht University

Application instructions

Once you have received our email and link, you can start registration and the application process. *Before* you complete the online application, there are some documents you need to prepare.

1) Required documents

Formats for some of these documents can be found attached.

a) Course selection form

You can find the list of courses per faculty here: www.uu.nl/exchange/courses

You can choose from the courses that are on offer this year, and you can expect that next year's courses will usually be the same but no guarantees can be given. It is therefore important to have back up selections, as some courses may be full or may not be scheduled for the period you attend.

b) Proof of Language proficiency (if required)

At Utrecht University we expect our exchange students to be proficient in English language. Ask your home university coordinator whether you are required to take an English language test, or need to complete a language proficiency form. This form is required for applicants planning to attend lectures in English and/or Dutch if these are not their native languages. The following test scores indicate the level of English that is [required](#).

c) Transcript of records

Please upload a copy of your **official** transcript/grade list. Your own print-out of your grades cannot be accepted.

Note that this information must be in English!

d) Copy of passport or ID card

Please upload a copy of your passport or ID card.



How to resize your documents

In general, a scan should not be larger than 1 Mb to be able to upload it.

- > Lower the resolution when initially scanning your document. The lower the resolution, the smaller the file size.
- > Remove unnecessary colors to reduce file size. Whenever possible, save the picture in black and white.
- > Reduce the height and the width of the image.
- > Save the image in a high compression picture format such as jpeg. You can do this by choosing "Save As" and selecting the ".jpg" extension as the file type.
- > Image editing programs such as MS Paint and IrfanView can further reduce the overall size of your images.

2) Online application: Osiris Application

Once you have prepared the required documents, you can start by registering **in Osiris Application >** Choose: "If you don't have a username/password, click here".

If you do not have an account, you can create one by clicking the link below:

[If you don't have a username/password, click here](#)

[Help](#)

OSIRIS Application works well with Mozilla FireFox and Internet Explorer.

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! Use Chrome or Firefox to access Osiris Application.

On the next page you choose English and "No" to the question "Do you have a student number from Utrecht University?"

After filling out the required fields, **you choose a request for:**
'Exchange application '2018-'2019'

Make sure to choose the correct request, and spell your (first) name(s) as written in your passport!

[Back](#) [Help](#)
Application details

In this screen you can start a new request or change an existing request.

Personal details

Family name *

Prefixes

First names *

Given name *

Gender *

Preferred language *

Date of birth *

Country of birth *

Place of birth *

Nationality *

Second nationality

Contact details

Personal e-mail address *

Repeat e-mail address *

Mobile phone

Request for *

[Create account](#)

[Back](#) [Help](#)

Surname / last name, as written in passport

for instance: 'de la' 'van' / leave blank

all **given names** as written in your passport, including middle names

Name by which you are generally known, can be different than passport, for instance: Elisabeth → Liz



Once you are registered, you will receive an email **to verify** your account. We advise you to verify **after** you submitted the application.

When you click 'Continue', you will get a list of questions to answer. For some questions you will need to upload one of the required documents.

At the end you will get an overview of all of the information you have provided.

Check once more whether all questions have been answered correctly. You can choose to 'Save' at any time and come back at a later stage, or you can 'Submit' the application. If you choose to submit you can no longer make any changes.



Good luck with your application!

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3) What happens next?

After submitting the application you will receive an e-mail with an overview of the answers you provided. During the weeks after the deadline, we will review your application.

If your application is incomplete you will receive an e-mail about this. By logging in to Osiris Application you can make the required changes and re-submit the application.

If the application is complete, you will receive an e-mail confirming this, and you will also receive an email on what to expect next.

Important: Consider your housing options early: www.uu.nl/exchange/housing.

You have to arrange housing yourself, either via SSH Short Stay or independently. The number of accommodation that Utrecht University reserves with SSH Short Stay is limited, and is offered on a first come, first serve basis. If you apply in time, your chances of finding accommodation through SSH Short Stay are good.

4) (Conditional) Approval

You will be informed about the result as soon as possible, but keep in mind that this may take one to two months.

The acceptance will be sent by email including further directions about possible visa requirements and other arrangements you need to take care of for your departure to Utrecht.

Do you want to check your application in the meantime?
Log in to Osiris Application and click 'details'. You can track the progress here.



Should you have any further questions, don't hesitate to contact us. We hope to see you in 2018-2019!

Kind regards,
Ingrid, Marja, Sahra, Nyncke and Clim

[UU International Office](http://uu.nl/international)
Utrecht University