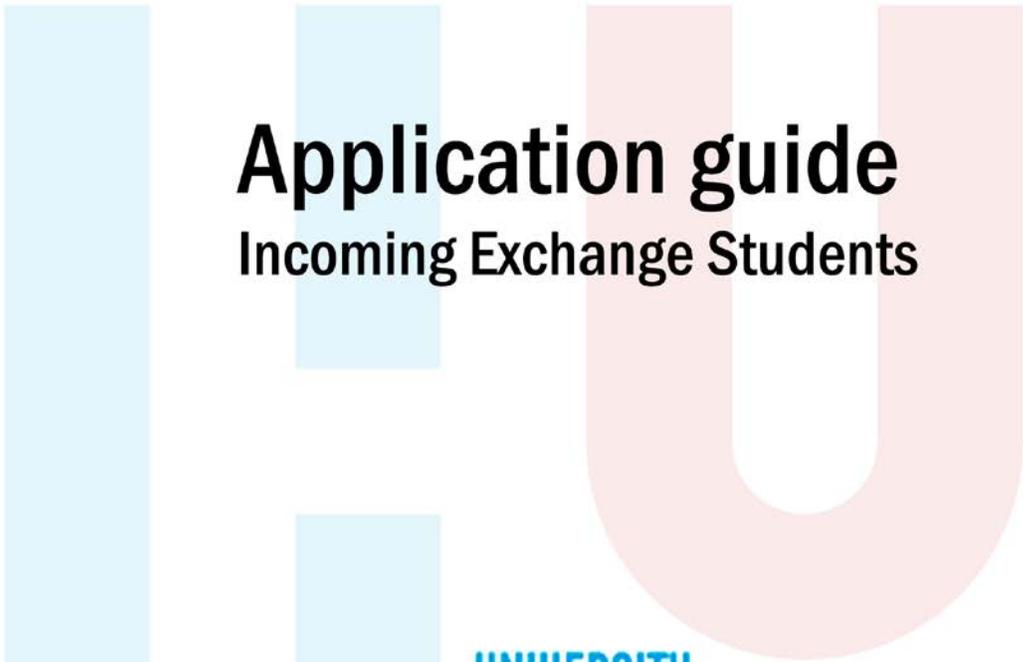


INTERNATIONAL OFFICE



Application guide
Incoming Exchange Students

**UNIVERSITY
OF APPLIED
SCIENCES
UTRECHT**

**MEDIACOMMUNICATION SOCIAL WORK
INT.BUSINESS EDUCATION SOFTWARE
ENGINEERINGJOURNALISMHEALTH CARE**

Dear Student,

Congratulations, you have been nominated to study at HU University of Applied Sciences Utrecht. Thank you for taking an interest in us. We are looking forward to receiving your application.

With this guide we would like to inform you about our application procedure and other important topics.

Please do not hesitate to contact us if you still have any other questions.

Kind regards,
Team Incoming
HU University of Applied Sciences Utrecht

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1 APPLICATION PROCEDURE

1.1 Preparation

Please prepare before you start filling in the online application!

The required documents for your online application, which should be uploaded via the online application system, are listed below.

Prepare the digital copies before you start!

File size may not exceed 3MB. Upload only word or pdf format

- A digital copy of your valid passport or identity document. Valid for at least 6 months!
- A digital copy of your proof of registration at your home university. This could also be a copy of your student card or a recent transcript.
- A digital version of the ‘SIGNATURE FORM’ which should be signed by you and your coordinator.
- A digital version of your LEARNING AGREEMENT (more information on page 14)
(If you do not need a learning agreement or if your learning agreement is not ready yet, you may skip this upload)
- Should you have other uploads that are specific for your programme, you may upload these in the section ‘Other uploads’. You can upload only one file, so bundle all other uploads in one file.

Example of other uploads:

- English ability certificate
- Curriculum Vitae
- Letter of recommendation
- Letter of motivation
- Course selection form
- Diploma

What to upload per programme in section other uploads!	
<ul style="list-style-type: none"> • Europe in the World • European Culture and European Journalism 	English ability certificate Curriculum Vitae Letter of recommendation Letter of motivation
<ul style="list-style-type: none"> • International communication and Media • Communication and Media Design 	ICM course selection form CMD course selection form
<ul style="list-style-type: none"> • International Diversity and Education 	English ability certificate Information Form
<ul style="list-style-type: none"> • English Language and Culture Programme • Law in Europe 	English ability certificate
<ul style="list-style-type: none"> • Co-Design studio 	Motivation letter
<ul style="list-style-type: none"> • Double degree programme 	Diploma TOEFL or IELTS score

1.2 Short instructions on how to fill in your online application form:

A more detailed version is shown on page 5

You must apply online through the webpage <https://www.osiris.hu.nl/osiris-io-inkomend>

*The online application system works well with Mozilla FireFox 2.x or higher and Internet Explorer 6.x or higher
Other internet browsers may give password or login problems*

Please select:

EXCHANGE AND NON-DEGREE STUDENTS:>

You need to create a password and username by clicking on: **‘if you don’t have a username/password, click here’**

- Choose option: ‘no’
- Fill in the form and create your account.
- After submitting the form you will receive a username and a password by e-mail (sometimes this e-mail is recognized as Spam/Junk-mail; therefore check your Spam/Junk mail folder as well).
- After filling in and submitting the ‘Application form for Exchange’ you will receive an email: **“confirmation of your application”**.
- **Application deadline**
 - Spring semester: June 1 2013
 - Fall semester: November 1 2013
 - Europe in the World programme: April 1 2013
 - European Culture and European Journalism: 1 Oktober 2013

2 OSIRIS APPLICATION SYSTEM

Step-by-step example and explanation of the online application system

- 2.1 Create an account
- 2.2 Activate your account
- 2.3 Application form

2.1 Create an account

Open the webpage

<https://www.osiris.hu.nl/osiris-io-inkomend>

*The online application system works well with Mozilla FireFox 2.x or higher and Internet Explorer 6.x or higher
Other internet browsers may give password or login problems*

OSIRIS Incoming Students - Welcome - Windows Internet Explorer

https://www.osiris.hu.nl/osiris-io-inkomend/Welkom.do

File Edit View Favorites Tools Help

Convert Select

Favorites 92920v.nl OV-reisinformati... Digibewust - www.digibewu... Symphony Gezondheidscent... Web Slice Gallery

OSIRIS Incoming Students - Welcome

HOGESCHOOL UTRECHT OSIRIS

[Help](#) [Welcome](#)

Welcome, International Student!

User name [Change username / Password forgotten?](#)

Password [Change password](#)

Login

FULL BACHELOR'S DEGREE STUDENTS:

Four-year degree students must first apply through Studielink before they can log into Osiris. If you are applying for a full degree program and do not yet have a Studielink account, please create one at www.studielink.nl

After you create a Studielink account, you will receive a separate username and password from HU University of Applied Sciences Utrecht by email after a couple of minutes. Please use this username and password to log in above and complete your registration at our university. >

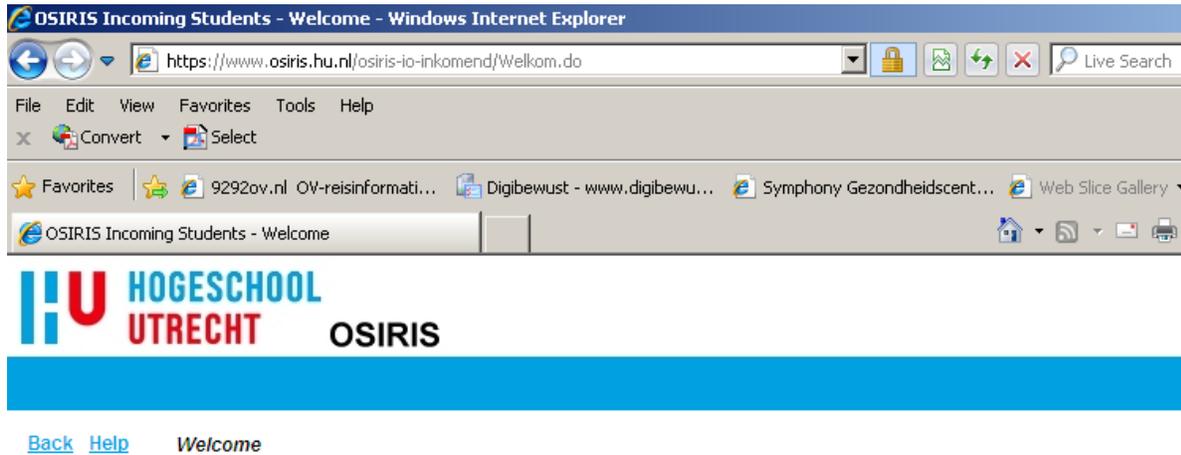
EXCHANGE AND NON-DEGREE STUDENTS:>

Exchange students from partner universities and applicants for non-degree programmes, please create a username and password for registration by using the link below.

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

[Help](#) OSIRIS Incoming Students works well with Mozilla FireFox 2.x or higher and Internet Explorer 6.x or higher

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



Have you previously applied to or studied at Hogeschool Utrecht?
Choose option 'NO'

The following window will open:

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

If you are an incoming exchange student you can create a new application below. If you are a regular degree student, you can answer the required additional questions by scrolling down to the bottom of the page.

Personal details		Instructions for registration of personal details	
Family name *	<input type="text"/>	Date of birth *	<input type="text"/> (dd/mm/yyyy)
Prefixes	<input type="text"/>	Country of birth *	<input type="text"/> Make a choice
First names *	<input type="text"/> Ann Mari Roze	Place of birth *	<input type="text"/>
Given name *	<input type="text"/> Ann	Nationality *	<input type="text"/> Make a choice
Gender *	<input type="text"/> Make a choice	Second nationality	<input type="text"/> Make a choice
Preferred language *	<input type="text"/> English		

Contact details		Instructions for registration of contact details	
Personal e-mail address *	<input type="text"/>	Mobile phone	<input type="text"/>
Repeat e-mail address *	<input type="text"/>		

Request for * Application for Exchange

Select option Application for Exchange

Given name= your first name

Answer the questions and tick on the button ‘Create Account’

2.2 Activate your account

After you have created your account you will receive an e-mail ‘Confirmation of your request for a new IO-account’. See example below.

You need to log in with your new username and password to activate your account!

Dear student,

Your Student ID is: <your HU student number>

An account has been created for you.

Please use the information below to activate your account at our [website](#).

User name: <your username>

Password: <your password>

Your exchange application can NOT be processed unless you activate your account!

2.3 Application form

In the next window you have to fill in your ‘postal address’

We will use this address for your acceptance letter and to return your Learning Agreement.

Postal address		Instructions for registration of address	
Street name *	<input type="text"/>	Number	<input type="text"/> Number addition <input type="text"/>
Addition	<input type="text"/>		
Zip code	<input type="text"/>	City *	<input type="text"/>
Country *	<input type="text" value="Make a choice"/>	Telephone number *	<input type="text"/>

Example: address in Mexico

Street name= San Juan de Dios (without number)

Number= 50 (only a numeric combination)

Number addition= D

Addition= COLONIA LA SOLEDAD

Zip code= 20326

City= Mexico City

Country= Mexico

Example: address in South Korea

Street name= Tong Il Ro (without number)

Number= 999(only a numeric combination)

Number addition=

Addition= Apt., Bulgwang 11-dong, Eunpyeong-gu

Zip code= 122-751

City= Seoul

Country= South Korea

In the next part, please fill in the start date and the end date of your study period at HU. These dates apply to the duration of your stay.

These dates do not apply to the dates of your departure and return.

- Fall semester = start 1-9-2013 end 31-1-2014
- Spring semester = start 01-02-2014 end 30-6-2014
- Full year= start 01-9-2013 end 30-06-2014

General [General instructions](#)

Starting date (see above) *	<input type="text" value="01/02/2013"/>		Your home institution:	
End date (see above) *	<input type="text" value="30/06/2013"/>		Country *	<input type="text" value="Make a choice"/>
Status	Not submitted (02/10/2012)		City *	<input type="text" value="Make a selection"/>
Date submitted			Institute *	<input type="text" value="Make a selection"/>

Select your home institution!

Select your home institution from the list and click on the 'CONTINUE' button
If your university is not listed, contact us immediately.
Telephone 0031884818928,
Email incoming.io@h.nl

Additional information [Instructions for registration of additional information](#)

1) **STUDY PROGRAMME**

2) See our Programme offer on [our website](#) and Fill in the course name and the course code on the application form.

3) Which semester are you applying for?
*

4) Select your programme starting September.
State course name and course code
*

5) Select an alternative programme starting September.
This choice will be used in case we cannot place you at your first choice.
State course name and course code

6) Select your programme starting November
This will only be applicable if you selected a 15 European Credit programme in September.
If you have selected a 30 European Credit programme in September you can skip this question.
State course name and course code

7) Select your programme starting February.
State course name and course code

- 8) Select an alternative programme starting February.
This choice will be used in case we cannot place you at your first choice.
State course name and course code

- 9) Select your programme starting April.
This will only be applicable if you selected a 15 European Credit programme in February
If you have selected a 30 European Credit programme in February you can skip this question.
State course name and course code

- 10) Select an alternative programme starting April.
If you have selected a 15 European Credits programme which begins in February we also need an alternative .This choice will be used in case we cannot place you at you first choice.
State course name and course code

- 11) State your electives for September - February

- 12) State your electives for February - June

13) VISA PROCEDURE

- 14) Your nationality indicates that you must apply for an MVV visa to enter the Netherlands & a further residence permit (VVR) to participate in a study at HU for longer than 90 days.

The MVV and VVR application must be submitted to the Dutch Immigration (IND) by HU - before our specified deadline, it is not possible to submit it yourself.

The actual visa application will take place only after you have been accepted as exchange student to the programme of your choice. Please note: as part of the application procedure you need to pay visa fees and will be required to provide documents or pay an advanced deposit to prove you have sufficient finances during your stay.

- 15) There are costs involved for applying for an MVV and VVR: visa fees and HU administration costs.

The visa fees for VVR and MVV together amount to 600 euro. The HU fee for administrative costs is 680 euro for a minimum 12 months stay, and 340 euro for a stay less than 6 months (not applicable for scholarships awards).

- 16) What is your marital status?

*

- 17) All necessary information on the MVV and VVR application procedure, including deadlines and documents to submit, can be found on our website: [Entry Visa & Residence Permit \(MVV & VVR\)](#)

Please follow our deadline date advice, complete the visa application forms and send the original documents to us by normal post as soon as possible.

18) **EDUCATION**

19) What is your major at your Home University?

20) What is the name of your coordinator?

*

21) What is the position of your coordinator?

*

22) What is the phone number of your coordinator?

*

23) What is the E-mailadres of your coordinator?

*

24) **EMERGENCY INFORMATION**

25) The name of the person we should contact in case of emergency

*

26) Phone number of the person to contact

*

27) E-mail

28) Relation to you?

*

29) You can fill in a second person we can contact, in case the first contactperson is not available.

30) **SPECIAL NEEDS**

HU University of Applied Sciences Utrecht is happy to support students with a functional disability or chronic illness. You are entitled to request certain facilities and modifications in consultation with and on the advice of the student counsellor. However, it is important that you record that you are a special needs student when you apply. We will then pass your information to the student counsellor who will decide on the best possible support during your study period at our institution.

31) Name of your functional disability or chronic illness?

32) What kind of support do you need?

33) **ACCOMMODATION**

If you want to apply for housing please go to our [housing webpage](#) for more information on how to apply.
Registration fee: 175 euro

*

34) **UPLOAD DOCUMENTS**

Some documents are required to process your application as exchange student. Please upload necessary documents. The upload file size may not exceed 3MB and the file format should be pdf or word document!
If necessary you may save your application and proceed later!

35) Upload your identity document which should be valid for at least 6 months.

Attachment 

36) Upload your proof of registration at your home institution. This could be a declaration of the registration office or a recent transcript or a copy of your student card.

Attachment 

37) Upload the [signature form](#) with your signature and the signature of your study abroad coordinator for your nomination?

Attachment 

38) Upload your Learning agreement.

The learning agreement is a form that must be filled in by all Erasmus students: it is a condition for receiving the Erasmus grant and provides you with a clear study planning. If you are not an Erasmus student, your home institution may have requested you to fill in a learning agreement according to their own specifications. You may use your home institution format or [download](#) a format from our website.

Put the name of your programme choice on top and specify each subject and credit. Be sure to fill in a separate learning agreement for each semester! You may not mix courses from different programmes! We will return your signed learning agreement in your information package which will be hand out during the introduction day.

Attachment 

39) Do you apply for 'Europe in the World' or 'European Culture and European Journalism' or 'International Diversity in Education' or 'English Language and Culture' ?

Attachment 

40) Should you have [other uploads](#) which depends on the choice of your programme you may upload here.

You may upload one document so bundle all document in one file.
See application guide for more detail about what to upload for which programme!

Attachment 

41) **FACEBOOK INFORMATION**

Meet other applicants on [facebook](#)! Submit your application first!
To submit: tick on the button CONTINUE and then SUBMIT APPLICATION

42) You will receive e-mails from our mailserver. Check your mailbox and spam mail folder for the e-mails.

This is the last step before you can submit your request. Your request will be processed as soon as possible.

1. Check if all required fields are filled out.
2. Check if all required documents have been attached (if applicable).
3. Submit your request with the button below.

[Continue](#)

[Back](#) [Save](#) [Delete](#) [Help](#)

Answer the questions and click twice on the 'CONTINUE' button to submit your application

3 STATUS OF YOUR APPLICATION

After you submit your application, you will receive an email informing you on the status of your application.

Explanation:

Not yet submitted : You have not submitted your application. Your application cannot be processed until it has been submitted.

Submitted: We have received your online request and we will start processing your application

Not yet verified: Your application is not activated; you need to log in again to verify your account.

Incomplete: Your application is incomplete. Uploads are missing or documents are incorrect.

Application complete: We have received all your required documents.

Provisional approved: Your application has been conditionally approved.

Rejected: Your application has been rejected.

Approved: Acceptance notification.

4 ACCEPTANCE

To receive an acceptance letter your application status must be 'approved'. You will be informed by e-mail. An original version of the acceptance letter can be sent by email on request. If you'd like to request an original, please do so after the following dates:

- Fall semester - July
- Spring semester - End of December or beginning of January.

5 INTRODUCTION

It is very important that you attend the introduction for visiting students. The introduction gives you the chance to meet your classmates, get to know each other and find your way around HU. You will learn who to contact for which questions and find out about topics like visa, housing and life in Utrecht. The course coordinator will meet with you during the introduction, and provide you with the class schedule and other information necessary to make a successful start in your programme.

Also, not attending the introduction means missing out on important practical information. You will learn how to log on to the HU network and intranet, which is used for all things related to your education at HU, and how to use your 'HU e-mail account'. Although the International Office is always willing to help, finding out all this information on your own after a late arrival will take extra time and make the start-up more difficult.

- Introduction fall semester **Friday August 30 2013**

6 IMPORTANT TO KNOW

- Application deadline for fall semester **June 1 2013**
- Classes start on **September 2 2013**
- Classes end **January 31 2014**

7 LEARNING AGREEMENT

The learning agreement is a form that must be filled in by all Erasmus students: it is a condition for receiving the Erasmus grant and provides you with a clear study planning. If you are not an Erasmus student, your home institution may have requested you to fill in a learning agreement according to their own specifications. You may use your home institution format or [download](#) a format from our website.

Put the name of your programme choice on top and specify each subject and credit. Be sure to fill in a separate learning agreement for each semester!

You may not mix courses from different programmes!

We will return your signed learning agreement in your information package we will hand out during the introduction day.

If you need to make any changes to your learning agreement, you must do so in the first week after arrival. Please use the 'Changes to original proposed study programme' form (page 2 in the download above).

8 HOUSING INFORMATION

HU University of Applied Sciences Utrecht has outsourced the student housing to Short Stay Solutions. Please note that you can rent an accommodation for over a period of 5 months (one semester) or 10 months (a full academic year). The rental period is should always state full months. For example: 1-09-2013 until 30-6-2014.

For more information about student housing click on:

<http://international.hu.nl/Practical%20Matters/Housing.aspx>

http://issuu.com/hogeschoolutrecht/docs/housing_utrecht_non_eu

9 VISA INFORMATION

For information about visa go to:

<http://international.hu.nl/Practical%20Matters/Visa%20procedures.aspx>

10 SPECIAL NEEDS

Information for students with special needs:

<http://international.hu.nl/Practical%20Matters/Special%20Needs.aspx>

11 OTHER RELEVANT INFORMATION

Last but not least, please see the [international student guide](#) for all sorts of practical information on living in Utrecht, from how to take public transit to where to shop for groceries. [Facts and Figures HU](#) provides you with some information about HU, such as its history, student and staff numbers, and strategic goals.

Other relevant links:

- Nuffic supplies information for international students on [preparation and stay](#).
- On [Utrecht Studentcity.com](#) you will find information which you will need to make your stay in Utrecht as comfortable as possible.
- Meet the [HUincoming studentens](#) on facebook!

SIGNATURE FORM



HOGESCHOOL UTRECHT

PO Box 13102 – 3507 LC Utrecht
Oudenoord 340
3513 EX Utrecht – The Netherlands
T. +31 (0)88 481 89 28

DECLARATION APPLICANT

I hereby declare that the information provided on the online application form and all other documents is correct and legitimate. I understand that misrepresentation of this data may result in the cancellation of my registration at Hogeschool Utrecht.

Name home institution:.....

Name applicant:

Signature applicant:

Place and date:

DECLARATION EXCHANGE COORDINATOR

I Hereby declare that the applicant has been selected and nominated as an exchange student for the proposed international programma.

Name exchange coordinator:

Signature exchange coordinator:

Place and date:.....

Stamp:

Erasmus ID code:

(Erasmus ID code is only applicable for Erasmus partners)