

# MANUAL

*Online registration & application*



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## IMPORTANT INFORMATION BEFORE YOU START

### How to apply

#### Register / Create a Maastricht University (UM) account

Before you can apply as SBE exchange student, you have to create a Maastricht University (UM) account. Once you have submitted the request, you will receive an email containing your UM user ID number/username (i6.....) and password you need to start your application.

If you did not receive an email containing your UM user ID number/username and password within 8 hours after submitting your request, please contact ICT Servicedesk:

[servicedesk-icts@maastrichtuniversity.nl](mailto:servicedesk-icts@maastrichtuniversity.nl)

#### Important note:

In case you have applied for any study programmes at Maastricht University before, please contact us via [iro-incoming-sbe@maastrichtuniversity.nl](mailto:iro-incoming-sbe@maastrichtuniversity.nl).

As you already have an UM account (UM user ID number/username), we can activate this for you and you do not have to create a new UM account.

After we activated your UM account and informed you, you can start with your application as SBE exchange student (see page 7).

#### Start with your application as SBE exchange student

Make sure you start with your application within 7 days after you set up your UM account, since your UM user ID number/username will be locked otherwise. In case this happened, you must contact ICT Servicedesk via [servicedesk-icts@maastrichtuniversity.nl](mailto:servicedesk-icts@maastrichtuniversity.nl) in order to unlock your UM user ID number/username again.

**The application deadline for the fall semester is 01 May.**  
**The application deadline for the spring semester is 01 October.**

We advise you to complete your application as soon as possible. Do not wait until the deadline as it takes some time to process. In addition, if some of the required documents are missing or rejected, you will need time to take care of this.

#### To finish your application keep the following required documents at hand (pages 13-14):

- Digital copy of valid passport or European ID card.
  - EU: passport or European ID card must be valid for the entire official duration of the exchange period plus one month
  - NON-EU: passport must be valid for the entire official duration of the exchange period plus three months

Exchange Period	EU, valid until at least	NON-EU, valid until at least
Fall 2025	27-02-2026	27-04-2026
Year 2025-2026	03-08-2026	03-10-2026
Spring 2026	03-08-2026	03-10-2026

- Digital copy of an official portrait picture.  
 (the kind you get taken and use for a passport, not a copy of the picture on the passport)

3. Digital copy of the academic transcript of all semesters from current study in English, certified as true copy by home university. The transcript should clearly mention the name of the courses taken, the grade obtained for each course and the credits obtained per course.

***Only for master's level exchange students:  
(this is in addition to the academic transcript)***

4. Copy of a relevant bachelor's degree/diploma in English, certified as true copy by university or alternatively a statement from the home university in English, on university letter headed paper certifying that the student obtained at least 180 ECTS credits (worth three years of relevant study) or that the student will have obtained these by the time the student starts with the exchange period at SBE.

If you have any questions concerning your application at Maastricht University, please contact us via [iro-incoming-sbe@maastrichtuniversity.nl](mailto:iro-incoming-sbe@maastrichtuniversity.nl).

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 what we should change via [iro-incoming-sbe@maastrichtuniversity.nl](mailto:iro-incoming-sbe@maastrichtuniversity.nl).

**Make sure you mention your UM user ID number/username (i6.....).**

## REGISTRATION / CREATING A UM ACCOUNT

To get a Maastricht University (UM) account please go to:

<https://myum.unimaas.nl/forms/admission>

**Make sure you enter your name EXACTLY as it is on your passport or European ID card!**

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**

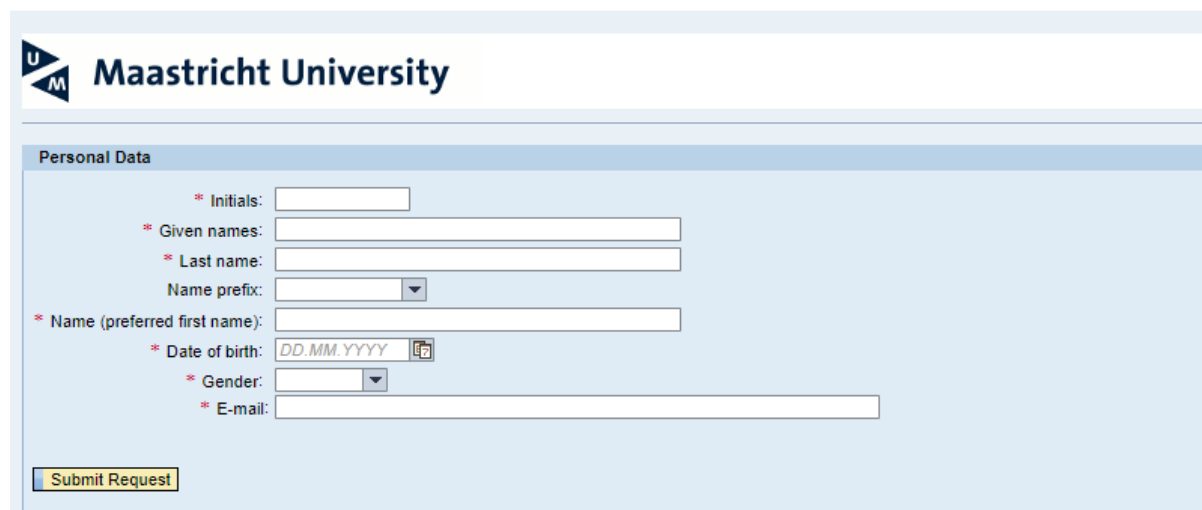
**Correct: Elizabeth Johanna Maria Edwards**

<b>EXAMPLE 1:</b>	<b>Elizabeth Johanna Maria Edwards</b>
Initial(s) =	EJM (without spaces or dots between the letters)
Given name(s) =	Elizabeth Johanna Maria
Last name(s) =	Edwards
Name =	Elizabeth

<b>EXAMPLE 2:</b>	<b>Wan Ting Ho</b>
Initial(s) =	WT
Given name(s) =	Wan Ting
Last name(s) =	Ho
Name =	Wan Ting

### 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 button labeled 'Submit Request'.

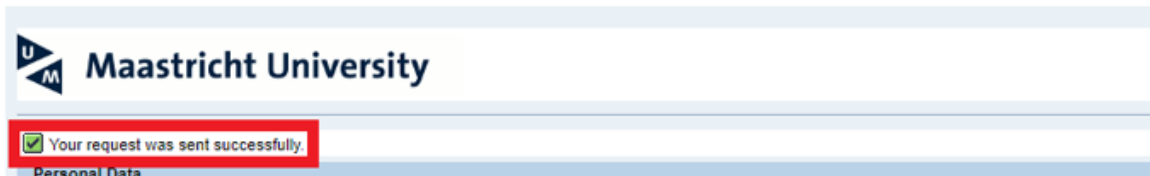
**Please note that all fields with a red asterisk (\*) are compulsory!**

When you have completed all fields click on 'Submit Request' (in the left corner of the screen).

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 'Exit' you will close this screen.

Within 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 number/username (i6.....) and password, and a link to the 'MyUM portal' to start your application.

*If at first it seems you did not receive any email, please check your spam box.* If there is also no email in your spam folder after 8 hours, please contact ICT Servicedesk:  
[servicedesk-icts@maastrichtuniversity.nl](mailto:servicedesk-icts@maastrichtuniversity.nl)

## APPLICATION AS SBE EXCHANGE STUDENT

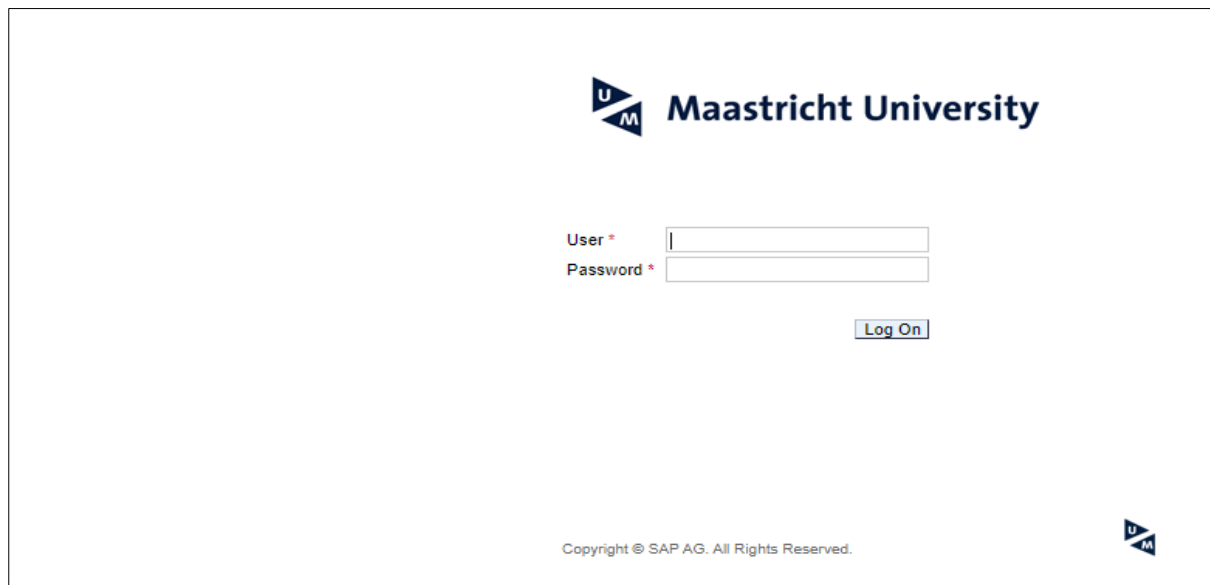
The application consists of six steps:

1. Faculty/ Programme Selection
2. Personal Data
3. Address Data
4. Communication/ Additional Data
5. Review
6. Uploading documents

**Make sure you complete all steps!**

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

In case you forgot your password, please use the link: <https://myaccount.maastrichtuniversity.nl/>



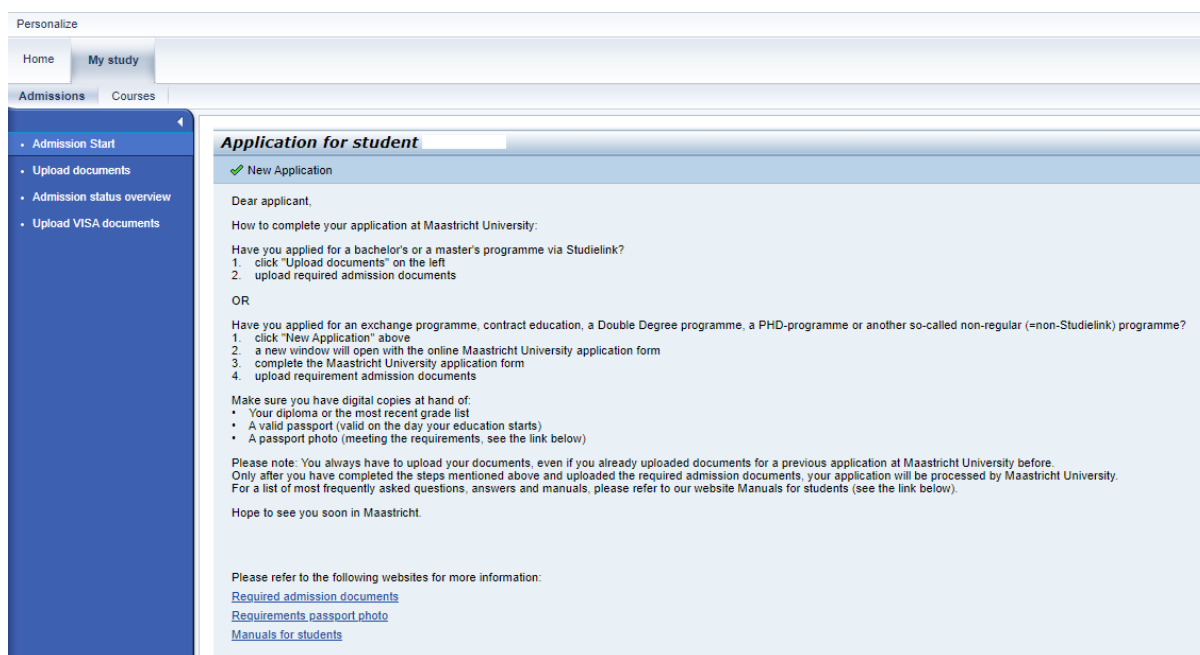
The screenshot shows the Maastricht University login page. At the top center is the Maastricht University logo and name. Below this, there are two input fields: 'User \*' and 'Password \*'. To the right of the 'Password \*' field is a 'Log On' button. At the bottom center, there is a copyright notice: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



The screenshot shows a web interface for Maastricht University. At the top, there is a navigation bar with 'Personalize', 'Home', and 'My study'. Below this, there are tabs for 'Admissions' and 'Courses'. A left-hand sidebar contains a menu with items: 'Admission Start', 'Upload documents', 'Admission status overview', and 'Upload VISA documents'. The main content area is titled 'Application for student' and features a 'New Application' button with a green checkmark. Below the button, the text reads: 'Dear applicant. How to complete your application at Maastricht University: Have you applied for a bachelor's or a master's programme via Studielink? 1. click "Upload documents" on the left 2. upload required admission documents OR Have you applied for an exchange programme, contract education, a Double Degree programme, a PHD-programme or another so-called non-regular (=non-Studielink) programme? 1. click "New Application" above 2. a new window will open with the online Maastricht University application form 3. complete the Maastricht University application form 4. upload requirement admission documents Make sure you have digital copies at hand of: • Your diploma or the most recent grade list • A valid passport (valid on the day your education starts) • A passport photo (meeting the requirements, see the link below) Please note: You always have to upload your documents, even if you already uploaded documents for a previous application at Maastricht University before. Only after you have completed the steps mentioned above and uploaded the required admission documents, your application will be processed by Maastricht University. For a list of most frequently asked questions, answers and manuals, please refer to our website Manuals for students (see the link below). Hope to see you soon in Maastricht. Please refer to the following websites for more information: [Required admission documents](#), [Requirements passport photo](#), [Manuals for students](#)

Just ignore the text and simply proceed by clicking on 'New Application' (at the top of the screen) and you will enter Step 1 of the application.



## Step 1: Faculty / Programme Selection

**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:

Fall semester: 31-08-2025 / 30-01-2026

Year semester: 31-08-2025 / 04-07-2026

Spring semester: 29-01-2026 / 04-07-2026

**Make sure you enter the dates EXACTLY as indicated above.**

**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.

### Important note:

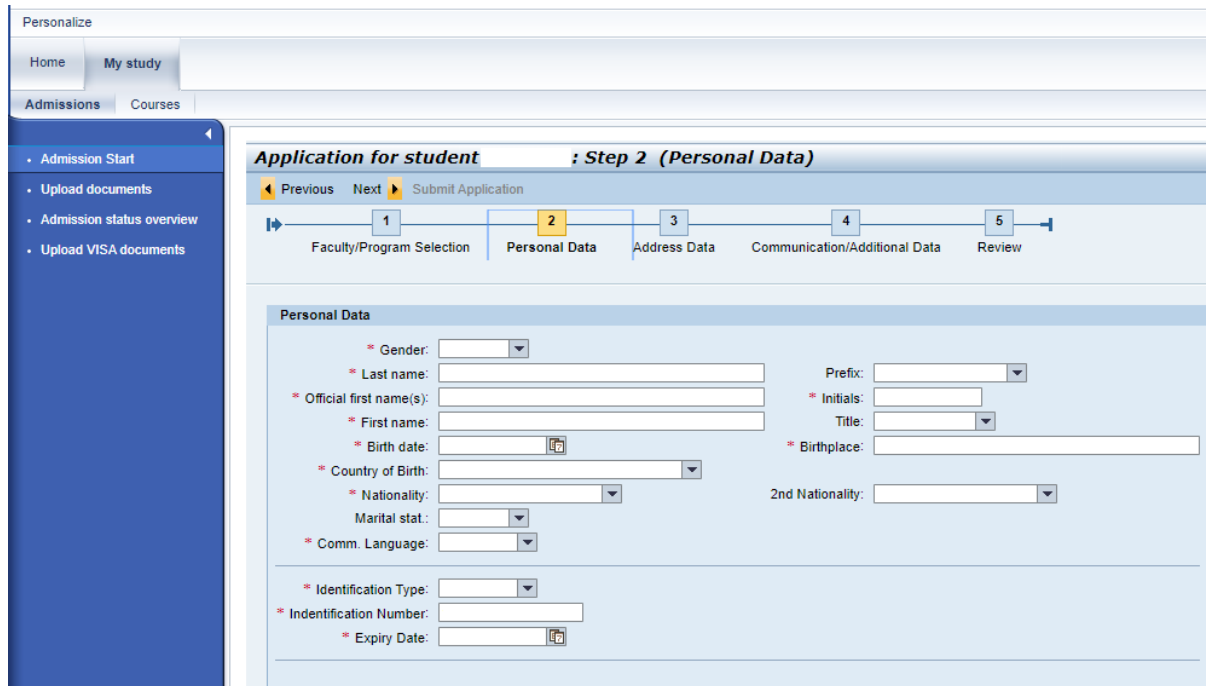
At the very end of your application, the following dates will appear: 01-09-2025 / 31-08-2026; these simply pertain to the academic year in which you will do your exchange.

After you have completed the Faculty / Programme Selection, proceed to Step 2 Personal Data by clicking at 'Next' (at the top of the screen).

## Step 2: Personal Data

**Make sure you enter your name EXACTLY as it is on your passport or European ID card!**

If applicable, this information will be used for your visa and/or residence permit application, 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.**

**For example, this is not correct: ELIZABETH JOHANNA MARIA EDWARDS**

**Correct: Elizabeth Johanna Maria Edwards**

<b>EXAMPLE 1:</b>	<b>Elizabeth Johanna Maria Edwards</b>
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Given name(s) =	Elizabeth Johanna Maria
Last name(s) =	Edwards
Name =	Elizabeth

<b>EXAMPLE 2:</b>	<b>Wan Ting Ho</b>
Initial(s) =	WT
Given name(s) =	Wan Ting
Last name(s) =	Ho
Name =	Wan Ting

### Nationality:

What you enter here is what determines the visa and/or residence permit application. If you have a 2<sup>nd</sup> nationality and a valid passport for both nationalities, and one of them is for an European country, make sure to list the European nationality first!

## 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

**Main Address:** Address in your home country

## 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**

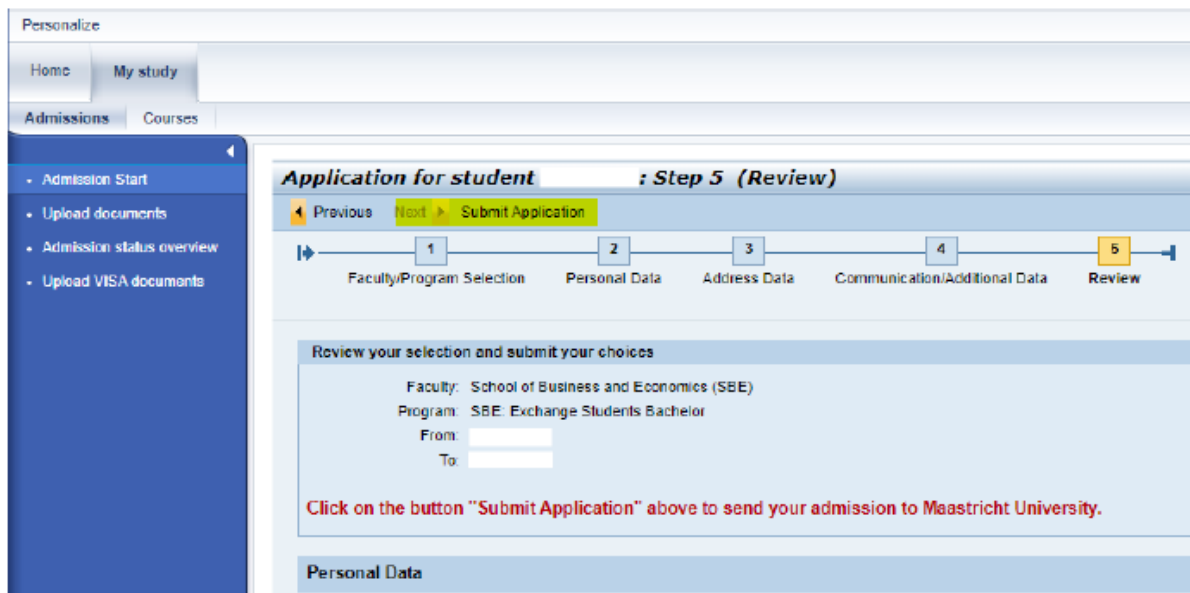
\* E-Mail Address:

Mobile Phone?:  Yes  No

Land line?:  Yes  No

## Step 5: Review & Submit Application

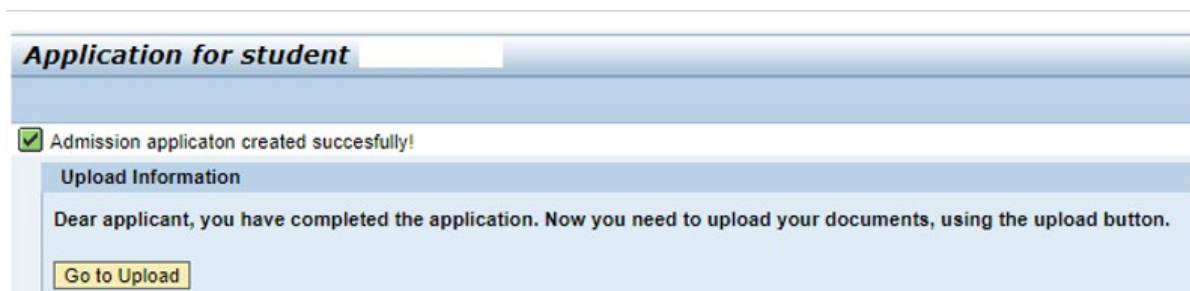
Review your programme selection and if everything is correct, submit your online application by clicking on 'Submit Application' (at the top of the screen).



The screenshot shows the 'Application for student' interface at Step 5 (Review). The page has a navigation menu on the left with options like 'Admission Start', 'Upload documents', 'Admission status overview', and 'Upload VISA documents'. The main content area features a progress bar with five steps: 1. Faculty/Program Selection, 2. Personal Data, 3. Address Data, 4. Communication/Additional Data, and 5. Review. Step 5 is highlighted. Below the progress bar, there is a section titled 'Review your selection and submit your choices' containing the following information: Faculty: School of Business and Economics (SBE), Program: SBE: Exchange Students Bachelor, From: [input field], and To: [input field]. A red instruction reads: 'Click on the button "Submit Application" above to send your admission to Maastricht University.' At the bottom, there is a 'Personal Data' section.

After you have submitted your application, you are not done yet: you still need to upload the following required documents:

## Step 6: Uploading Documents



The screenshot shows the 'Application for student' interface after successful submission. A green checkmark icon and the message 'Admission applicaton created succesfully!' are displayed. Below this is an 'Upload Information' section with 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 located at the bottom of the section.

**Before you upload your documents, make sure they meet the document requirements (see page 13).**

## Document requirements

### 1. Copy of valid passport or European ID card (PDF file)

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!

**EU:** Passport or European ID card must be valid for the entire official duration of the exchange period at SBE plus one month.

**NON-EU:** Passport must be valid for the entire official duration of the exchange period at SBE plus three months. Your passport is also required for the visa and/or residence permit application and the validity is therefore crucial.

Exchange Period	EU, valid until at least	NON-EU, valid until at least
Fall 2025	27-02-2026	27-04-2026
Year 2025-2026	03-08-2026	03-10-2026
Spring 2026	03-08-2026	03-10-2026

#### **A copy of an expired passport or European ID card is not accepted.**

Upload a copy of your birth certificate instead, request for a new passport or European ID card immediately, and inform us via [iro-incoming-sbe@maastrichtuniversity.nl](mailto:iro-incoming-sbe@maastrichtuniversity.nl).

#### **Double Nationality**

- If you indicated you have a double nationality, upload copies of both passport(s)/European ID card(s). If you only submit one, you will be registered as national of the country that issued that particular document.
- Both passport(s)/European ID card(s) 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 an official portrait picture (JPEG/JPG file) (official kind you get taken and use for a passport, not a copy of the picture on the passport)

As an exchange student you will be issued a UM student ID card (UM card). You need your UM card to identify yourself during exams. The UM card can be used at several food and beverage outlets and vending machines within UM. But you can also use it for printing or to borrow books at the library. In addition, you will need it to get access to UM buildings outside normal opening hours and to specific areas.

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

- must be in color and recent
- your face is completely visible, your head cannot be covered (no caps, hats)
- your head fills the picture as much as possible
- the picture has a plain background, is in focus and not rotated
- the size of the picture is at least 85 x 113 pixels (w x h: 30 x 40 mm)



### 3. Copy of academic transcript (PDF file)

Upload the academic transcript of all semesters 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 Business or Economics (or related). If you are a bachelor's level 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/diploma or statement from home university (PDF file); this is in addition to the academic transcript

Upload your bachelor's degree/diploma in a relevant field of study in English, certified as true copy by university. If you are a master's level student, you have to have a bachelor's degree in a relevant field of study worth three years of study.

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 study), or that you will have obtained these by the time you start your exchange 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].*

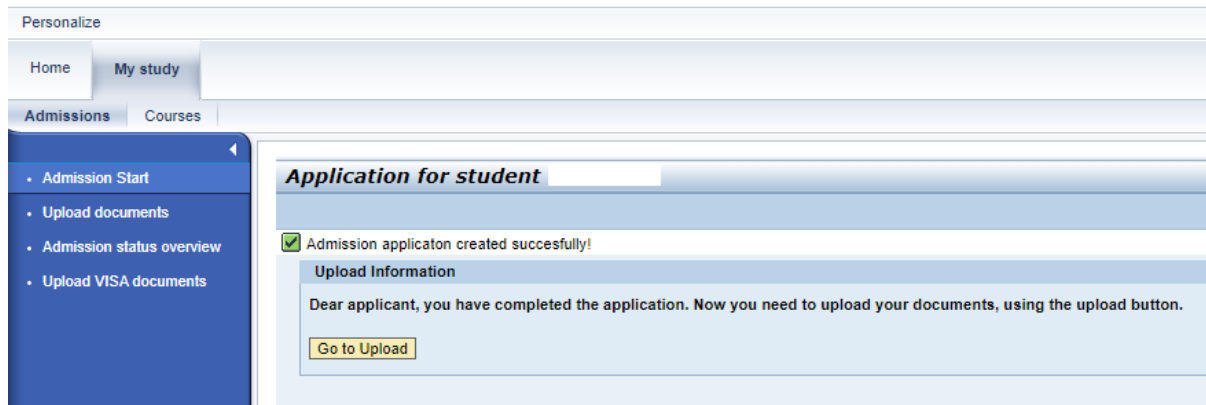
*The student's major is Marketing / Supply Chain Management / Organization / Strategy / Finance / Accounting / Information management.*

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

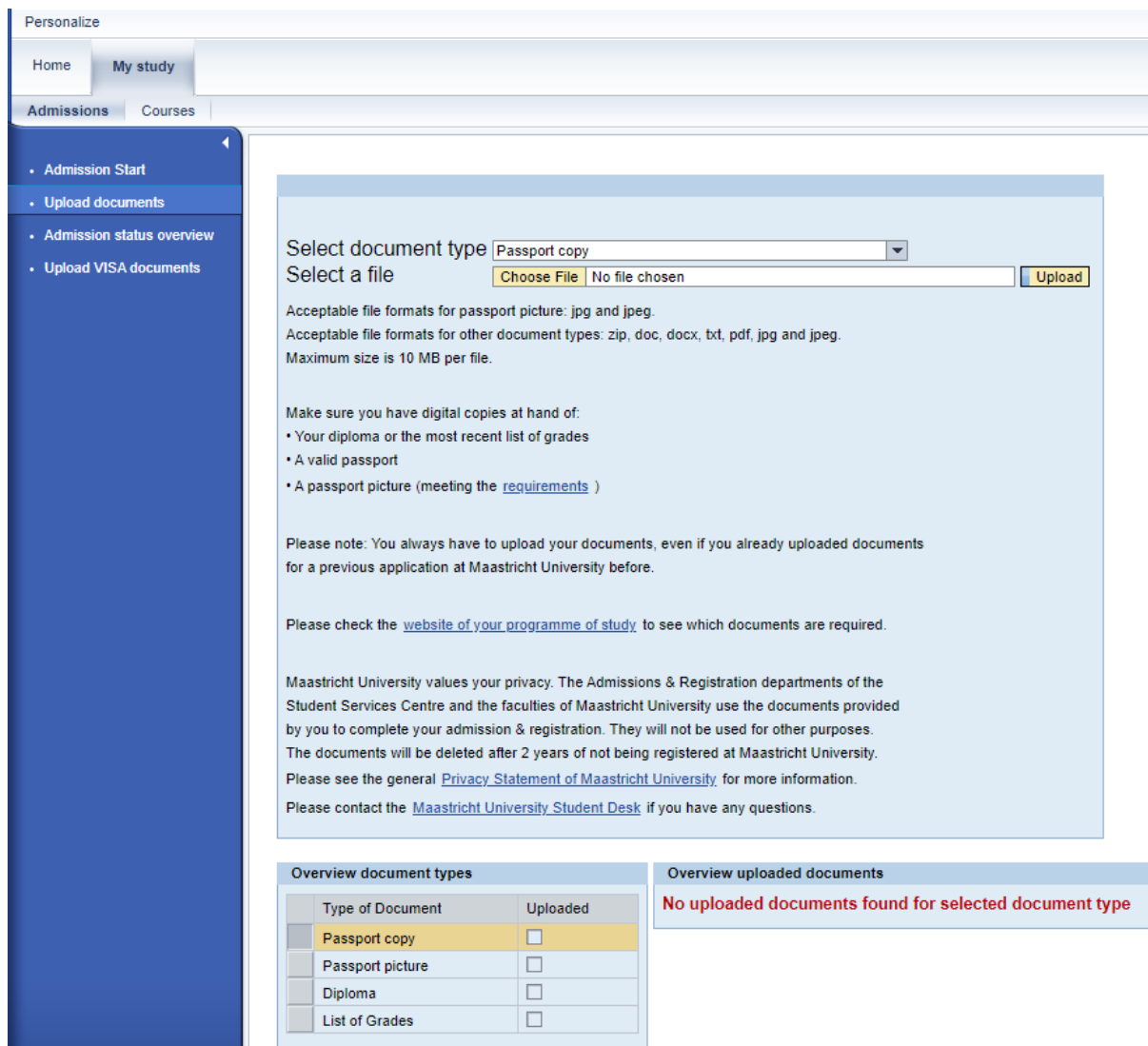
*Signed on [date], Signature"*

## Instructions for uploading documents:

Now that you know exactly what to upload, it is time to click on 'Go to Upload'.



You will see the following:



First, select the type of document you want to upload from the list, for example 'Passport copy'.

Select the document you want to upload via Choose file:



Click on "Upload" to submit the file.

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

Overview document types		Overview uploaded documents				
Type of Document	Uploaded	Type of Document	Original filename	Date uploaded	Time uploaded	Action
Passport copy	<input checked="" type="checkbox"/>	Passport copy	Dummy.pdf	19.11.2019	142348	<a href="#">Download</a>
Passport picture	<input type="checkbox"/>					
Diploma	<input type="checkbox"/>					
List of Grades	<input type="checkbox"/>					

**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!



## What happens next?

### Application

We will process your application as soon as possible.

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 UM admission status is therefore 'conditionally approved'.

#### **Important note for 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 UM admission status is therefore 'conditionally approved'.

#### **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 start your exchange in September, you will receive the email at the start of May
- If you start your exchange in February, you will receive the email at the start of November

You can access your Maastricht University email account via [webmail.maastrichtuniversity.nl](mailto:webmail.maastrichtuniversity.nl) or Student Portal. Log in with your UM user ID number/username (i6.....) and password.

If you hear from UM's Visa Office, we urge you to respond as soon as possible and to provide them with the necessary documents to avoid a delay in your visa and/or residence permit process. Once they are satisfied with the documents you sent, UM's Visa Office will forward your file to Dutch Immigration (IND), who may need eight weeks to process your visa and/or residence permit application. After the approval of Dutch Immigration (IND), your UM admission status will change from 'conditionally approved' to 'approved'.

We strongly recommend that you do not book any flights or train tickets until the visa and/or residence permit has been approved by Dutch Immigration (IND) and you have picked it up at the embassy.

**For visa related questions please contact UM's Visa Office directly via:**

**[visa@maastrichtuniversity.nl](mailto:visa@maastrichtuniversity.nl)**

### Admission

You will receive an acceptance letter via e-mail about three months before the start of your exchange at SBE.