

Guidelines for Application: ESSB Incoming Exchange Students

Step 1: Personal details

In case you have an EEA passport, please add this as your (first) nationality. This makes it easier for us to process your application and immigration.

The request you have to choose is: *ESSB – Application Exchange Programme 2019 – 2020*. Please do not pick any of other requests, because we will not be notified if you have handed in the application under the wrong request.

The screenshot shows the 'Application details' page of the Erasmus University Rotterdam application system. The header includes the university name and logo. Below the header, there is a navigation bar with 'Hello' and 'Application details'. The main content area is titled 'Personal details' and includes a link for 'Instructions for registration of personal details'. The form fields are as follows:

Family name *	<input type="text"/>	Date of birth *	<input type="text" value="(dd/mm/yyyy)"/>
Prefixes	<input type="text"/>	Country of birth *	<input type="text" value="Make a choice"/>
First names *	<input type="text"/>	Place of birth *	<input type="text"/>
Name (as known by) *	<input type="text"/>	Nationality *	<input type="text" value="Make a choice"/>
Gender *	<input type="text" value="Make a choice"/>	Second nationality *	<input type="text" value="Make a choice"/>
Preferred language *	<input type="text" value="English"/>		

Below the personal details section is the 'Contact details' section with a link for 'Instructions for registration of contact details'. It includes fields for 'Personal e-mail address *', 'Repeat e-mail address *', and 'Mobile phone'. At the bottom, there is a 'Request for' dropdown menu with 'Make a choice' selected, and a green 'Create account' button.

After you have filled out the first page, your account will be created. Now you can start filling out your **Postal address**. We will send out all official communication to that address, so please make sure that you will be receiving your mail in the coming months.

The screenshot shows the 'Postal address' section of the application form. It includes a link for 'Instructions for registration of address'. The form fields are as follows:

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"/>		

Below the postal address section is a 'Request for' dropdown menu with 'ESSB - Application Exchange Programme 2019-2020' selected. Below that is a message: 'Please select your exchange period you here below. Your official university registration dates will appear accordingly.' This is followed by the 'General' section with a link for 'General instructions'. The 'General' section includes fields for 'Application period *' (Make a choice), 'Start date (see above) *', 'End date (see above) *', 'Status', and 'Date submitted'. At the bottom, there is a green 'Continue' button.

After clicking on continue, you will see the message below. This message contains a link to the application guidelines, a page that also contains this document.

exchange@essb.eur.nl'. Below this, it states 'Fields with * are obligatory.' and 'Have a look at the [Application guidelines](#) and make sure you have all the documents.' At the bottom, there are two green buttons: 'Back' on the left and 'Continue' on the right."/>

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Welcome Step 2 of 8

Application Exchange Programme

Thank you for your interest in our exchange programme! We are looking forward to receiving your application for the next study period! Please fill out the application form after pressing "Continue". If you have any questions do not hesitate to contact us at exchange@essb.eur.nl

Fields with * are obligatory.

Have a look at the [Application guidelines](#) and make sure you have all the documents.

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Step 2: Academic information & motivation

After you have pressed continue, the next page will be shown. On this page you can start filling out your academic profile, including your current level of studies and your current programme. Later in the application procedure, we will ask you to upload an **official transcript** and an **overview of the courses you are currently taking at your home university** to validate the information that you have provided to us in the application form.

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Academic information & motivation Step 3 of 8

1 Full name Home University:
*

2 Current level of studies:
* BA or undergraduate student
 MA or graduate student

3 Which year of studies in your current programme are you in right now?
* 1
 2
 3
 4
 5

4 Name of your current programme of studies/major at Home University and, if applicable, the name of the minor specialization, too:
*

5 Current GPA/Average grade
*

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In the second part of the same page, you will be asked to fill out information that we might need to make your exchange period as smooth as possible. The university has special arrangements and facilities in place for students with [functional impairments or learning disabilities](#). Please share with us what you see fit.

The amount of EC/study credits that you will need to obtain is something we need to know, too. Please know beforehand how many study credits/ EC you will have to bring back to your home university. This will make it easier for us to provide you with guidance.

We also require you to provide the contact details of your exchange coordinator at your home university. **Please make sure that the contact details are accurate.**

The last thing we will ask from you is a motivational letter on why you would like to attend Erasmus School of Social and Behavioural Sciences. **Please share with us your academic motivation to attend the ESSB.**

6 Do you have any learning disabilities/functional impairments you would like to inform us about that might influence the results of studies?

7 Please add any comments regarding the amount of EC/study credits you need.
*

8 Name of exchange coordinator at Home University (in full):
*

9 Email address of exchange coordinator:
*

10 Phone number with international area code:
*

11 Postal address of exchange coordinator:
*

12 Postal code and city of exchange coordinator:
*

13 Country of exchange coordinator:
*

Motivation

14 Why would you like to go on exchange at ESSB? (max 1.000 characters)
*

Step 3: Preliminary course choice

In this section, you will fill out your preliminary course choice. The courses you choose here are not definitive, but the options to change courses are quite strict. Please keep in mind that picking courses is an important part in planning your exchange, so please read the information on the [course offer pages](#) carefully and consult your exchange coordinator, study the course descriptions. The course choice is very unlikely to change, so you can as well choose courses now.

Please be aware that if you are only attending the **fall (first) semester** at Erasmus University Rotterdam, by default you are only attending courses in **block 1-3**; spring (second) semester means block 4-8. Also, please be aware that the courses that are 15 EC (minors), will take up both **block 1 and 2**.

For a description of each individual course, please take a look at our [course overview](#).

If you are planning on following courses outside ESSB, please study the options on our page [Courses at other faculties](#) and inform us if you wish to take any of those. Please mind that this is purely informative, you will have to take care of registration for these courses yourself.

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Preliminary course choice Step 4 of 8

Request for course registration.

Please mark the courses of your preference at ESSB. Please mind that it is strongly recommended to check upon the eligibility requirements of the courses and the amount of EC before choosing any of the courses below. Consult [ESSB course offer](#) for more information about picking courses.
Check the [website](#) for more information about picking courses.

In case you wish to follow a course at [another faculty of EUR](#) / a course in Dutch at ESSB (only for EMPA master students) please fill in the information below as follows: faculty name, course code, course name, amount of EC/ study credits. This is to inform us of your choice.

Registration for this course will have to happen according to the procedure of the respective faculty.

For Sociology courses we advise a strong statistical and methodological background as most courses will have a research component. In order to follow this course you need to be a psychology major and/or have proven knowledge of the particular topic by having followed related courses. For this course the Department of Psychology will have to give you an additional approval based on your background in psychology.

In order to follow 'Cognition' you need to be a psychology major and/or have proven knowledge of the particular topic by having followed related courses. For this course the Department of Psychology will have to give you an additional approval based on your background in psychology. Memory can only be taken if the student has followed 'Foundations of Cognitive Brain Research' as it is a basic module to understand 'Memory'. Furthermore for this course the Department of Psychology will have to give you an additional approval based on your background in psychology.

16 Courses Bachelor

- Block 1 Globalisation / Culture and Society 6 EC
- Block 1 Political Science 6 EC
- Block 1 Positive Organisational Psychology 15 EC
- Block 1 Crosscultural Psychology 15 EC
- Block 1 Social Psychology: people in groups 5 EC
- Block 1 Cognition: Thinking and Remembering 6 EC
- Block 2 Globalisation II - Economy and Politics 6 EC
- Block 2 Network Governance 6 EC
- Block 2 Positive Organisational Psychology 15 EC
- Block 2 Crosscultural Psychology 15 EC
- Block 2 Personality Psychology: Differences between people 6 EC
- Block 3 International Migration 6 EC
- Block 3 Technology, Policy and Society 6 EC
- Block 3 History and Methods of Psychology 5 EC
- Block 3 Applied Philosophy for Science 5 EC
- Block 4 Global & European Governance 7,5 EC
- Block 3 The professional School 6 EC
- Block 4 Biological Psychology: The Human 5 EC
- Block 4 Brain & Cognition: Perception 5 EC
- Block 4 Leadership & Coaching 6 EC
- Block 4 Foundations of Cognitive Brain Research 6 EC
- Block 5 Economics, Welfare and Distribution 6 EC
- Block 5 Political Philosophy and Democracy 7,5 EC
- Block 5 Developmental Psychology: The Changing Man 5 EC
- Block 5 Organisational Psychology 6 EC
- Block 5 Engines for Learning 6 EC
- Block 5 Memory 8 EC
- Block 6 Organisation & Management 6 EC
- Block 6 Management Consultancy & Policy 7,5 EC
- Block 6 Clinical Psychology: Normal or external 6 EC
- Block 6 Clinical Psychology: Anxiety & Stress 5 EC
- Block 6 Occupational Health & Safety 6 EC
- Block 6 Understanding DLY1IXSEA & DY5C4LCUL4 6 EC
- Block 6 The Brain 6 EC
- Block 7 Public Policy 6 EC
- Block 7 Organisational Psychology: Working man 5 EC
- Block 7 Developmental Psychology: From Infancy to Old Age 5 EC
- Block 8 International Law & Regulation 6 EC
- Block 8 Educational Psychology: Learning Man 5 EC
- Block 8 Organisational Psychology: Performance at Work 5 EC

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Step 4: Documents

The following documents need to be provided:

- **Official transcript of academic record in English:** a scan (photocopy) of an official copy of your academic record(-s) at the moment of application (official = signed and stamped/ validated by your home university in a different way that is indicated on the document).
- **Copy of your passport or European ID card (front and back):** a scan (photocopy) of the personal data page of your passport/ ID card and (if applicable) residence permit (both sides). The document(s) must be valid. Please note that we only accept ID cards/ passports in English.
- **Proof of English proficiency:** In case you are a native speaker, please upload your passport a second time; if you are studying in an English-speaking country you may upload your transcript of records a second time in the field requesting language proficiency. Please have a look at the [eligibility criteria](#) to see which tests are accepted by our faculty. Sometimes there are special arrangements with your Home University regarding the type of proof you may present; please consult your home exchange coordinator about it.
- **An official nomination letter of your Home University:** This letter should be signed and stamped, just like your transcript. It should include a clear confirmation that the partner university

has officially nominated you. This is optional, and not mandatory, unless your nomination has not been sent to us yet and you are providing us with the nomination during the application.

- **Screenshot of PBL-training:** Screenshot of completed PBL training (of the progress, indicating that you have completed all the assignments as seen in the left-hand menu). In order to gain access to PBL-based classes you must prove that you know the basics of PBL.
- **List of courses that you are currently following:** If they are not reflected in the transcript yet and/ or course descriptions/ syllabi of psychology courses. This needs to be done in order to provide us with most-up-to-date information and increase your chances of being enrolled for these courses.

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Documents Step 5 of 8

17 An official academic transcript in English (starting from Bachelor year 1 to present. Please include the courses you are currently enrolled in and that you will finish before the start of your exchange).
• Attachment +

18 A copy of your passport or European ID card (front and back). If you have a double nationality and one of your nationalities is EU/ EEA, please upload this passport.
• Attachment +

19 Proof of proficiency in the English language (In case you are a native speaker, please upload your passport a second time to prove your English proficiency, if you are studying in an English-speaking country you may upload your transcript of records a second time.)
• Attachment +

20 An official nomination letter of your Home University.
Attachment +

21 Screenshot of completed PBL-training (See [PBL-training](#)), of its progress, indicating that you have completed all the assignments as seen in the left-hand side menu. In order to gain access to PBL-based classes you must know the basics of PBL.
• Attachment +

22 List of courses you are currently following: (If they are not reflected in the transcript yet) and/or course descriptions/ syllabi of psychology courses. (In case you intend to follow 2nd/3rd year psychology courses please add a list of courses you are following during the semester when you are applying for exchange (thus all the psychology courses you will have followed before the beginning of your exchange) in order to provide us with most-up-to-date information and increase your chance to be enrolled for these courses.)
Attachment +

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Step 5: ICE

Your Emergency Contact is the person you would like to be called first should you have an emergency. This can either be your parents or someone else.

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ICE Step 6 of 8

In case of emergency, please contact:

23 Name:
•

24 Relationship to you:
•

25 Phone: (starts with 00 instead of +)
•

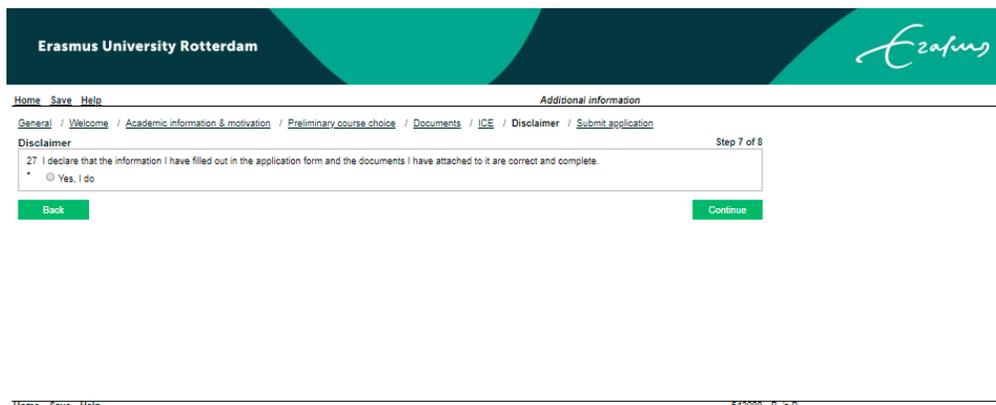
26 Email address:
•

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Step 6: Disclaimer

Here you have to declare that the information you have filled out is correct and complete.



The screenshot shows the Erasmus University Rotterdam application form. At the top, there is a header with the university name and logo. Below the header, there is a navigation bar with links for Home, Save, and Help. The main content area is titled "Disclaimer" and contains a text box with the following text: "I declare that the information I have filled out in the application form and the documents I have attached to it are correct and complete." Below this text box, there is a radio button labeled "Yes, I do". At the bottom of the form, there are two buttons: "Back" and "Continue".

Step 7: Submitting your application

After you have gone through all the steps of the application, you can review your application one more time. After you have reviewed your application, you are ready to submit your form.

After you submit the online application form we will review it and let you know within two working weeks' time should we be in need of additional documents/ information.

Within 2-3 weeks' time after the application closes, we will inform you whether you are accepted at the as an exchange student. You will receive a confirmation by email.



The screenshot shows the Erasmus University Rotterdam application form. At the top, there is a header with the university name and logo. Below the header, there is a navigation bar with links for Home, Save, and Help. The main content area contains a text box with the following text: "This is the last step before submitting your application. Submit your application using the button below. On receipt of your application, we will automatically send you a confirmation of receipt." Below this text box, there are two buttons: "Back" and "Submit application".