

## Guidelines application portal Incoming exchange Erasmus School of Social and Behavioural Sciences (ESSB)

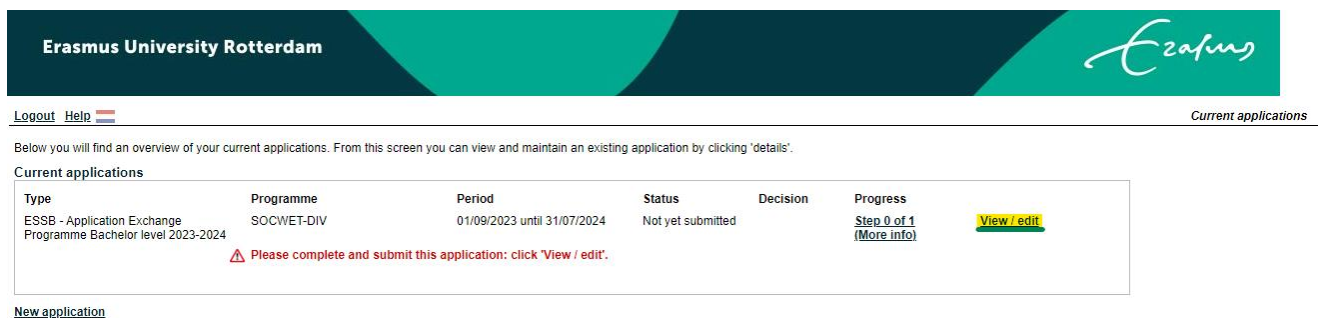
The purpose of this document is to inform and guide incoming exchange students (Bachelor & Master) through the application portal of the Erasmus School of Social and Behavioural Sciences (ESSB). Please read the guidelines carefully and make sure you fill in the form correctly. If you have any questions, please contact [exchange@essb.eur.nl](mailto:exchange@essb.eur.nl).

First and foremost, it is important that you know that your registration as an incoming exchange student at the Erasmus School of Social and Behavioural Sciences will be done for you automatically. The only things you need to do yourself are the following:

### ➤ Step 1

The registration has been done for you and you have received two e-mails: the first one from the Education & Student Affairs Department containing your ERNA account details (student number and password), the second one with the invitation to follow up your application, containing a link to the EUR Admissions Portal. Click on the link sent to you in the second email.

Once you have entered the application portal, you should see the following on your webpage:



The screenshot shows the Erasmus University Rotterdam application portal. At the top, there is a navigation bar with "Erasmus University Rotterdam" on the left and the Erasmus logo on the right. Below the navigation bar, there are links for "Logout" and "Help". On the right side of the page, there is a link for "Current applications". The main content area displays a table of current applications. The table has columns for Type, Programme, Period, Status, Decision, and Progress. There is one application listed: "ESSB - Application Exchange Programme Bachelor level 2023-2024" under the Programme "SOCWET-DIV", with a period of "01/09/2023 until 31/07/2024" and a status of "Not yet submitted". The progress is "Step 0 of 1 (More info)". A yellow button labeled "View / edit" is next to the application. Below the table, there is a red warning icon and text: "Please complete and submit this application: click 'View / edit'". At the bottom left of the screenshot, there is a link for "New application".

Type	Programme	Period	Status	Decision	Progress
ESSB - Application Exchange Programme Bachelor level 2023-2024	SOCWET-DIV	01/09/2023 until 31/07/2024	Not yet submitted		Step 0 of 1 (More info)

**To continue with the application process, please click on "View/Edit". (Please note that you should not click on "New Application".)**

Once you have clicked on **View/Edit**, you will see an overview of your personal information as shown below:

Erasmus University Rotterdam

Help Application details

In this screen you can change an existing application or add a new application.

**Personal details** [Instructions for registration of personal details](#)

Family name \*  Date of birth \*  (dd/mm/yyyy)

Prefixes  Country of birth \*  Make a choice

First names \*  Place of birth \*

Name (as known by) \*  Nationality \*  Make a choice

Gender \*  Make a choice

Preferred language \*  English

Second nationality  Make a choice

**Contact details** [Instructions for registration of contact details](#)

Personal e-mail address \*  Mobile phone

Repeat e-mail address \*

Request for  Make a choice

[Create account](#)

Most of the sections have already been filled in for you, but please double check that you have entered all the correct information. If everything is correct, click 'continue'. *(If anything is missing/the information is incorrect and you are unable to change it yourself, please email [exchange@essb.eur.nl](mailto:exchange@essb.eur.nl)).*

➤ **Step 2**

Welcome, please read and press 'continue'.

Welcome Step 2 of 8

Thank you for your interest in the ESSB exchange programme. We look forward to receiving your application. Please have a look at the [Application guidelines](#). If you have any questions, please do not hesitate to contact us [exchange@essb.eur.nl](mailto:exchange@essb.eur.nl).

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➤ **Step 3**

Next, you fill in information about your home university, the year you are currently in (for undergraduates only), your programme, your GPA, any learning disabilities/functional impairments, the name of your exchange coordinator and his/her contact details. Finally, you briefly explain your motivation for studying at ESSB.

Then click 'continue'. It is possible to save your application and continue later by clicking on 'save' in the top left-hand corner.

Academic information & motivation

Step 3 of 8

1 Full name Home University:  
\*

2 Which year of your bachelor/undergraduate programme are you currently in at your home university?  
\*  1  
 2  
 3  
 4  
 5

3 What is the name of your bachelor/undergraduate programme at your home university?  
\*

4 Current GPA/Average grade  
\*

5 Do you have any learning disabilities/functional impairments you would like to inform us about that might influence your studies?

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

7 Email address of exchange coordinator:  
\*

8 Phone number with international area code:  
\*

**Motivation**

9 Please explain briefly why you would like to go on exchange to the Erasmus School of Social and Behavioural Sciences (max 500 characters).  
\*

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➤ **Step 4**

Select the courses you would like to take during your exchange at ESSB. The page looks different for Bachelor and Master students; if you are a Master student, please go to [page 5](#) for instructions.

**For Bachelor/Undergraduate students:**

Please select the period of your exchange (Fall/ Full year). Once you have selected the period, you will see the courses you can choose from. Please make sure that you only select the courses you really want to take and that the courses you select match the number of credits you need for your home university.

**Preliminary course choice**

Step 4 of 8

Please select the courses you would like to take during your exchange at ESSB below. You can find the course offer of ESSB [via this link](#). Please make sure to check the eligibility requirements of the courses and make sure to select courses that meet the amount of study credits you need to obtain during your exchange. After submitting your application, you will automatically be enrolled for the courses you have selected. If you would like to take a course at another faculty, please find more information at the bottom of this page.

10 Please select the period of your exchange

\*

11 Block 1

Globalisation and Society 6 EC

12 Block 1

Political Science 6 EC

13 Block 1 en 2

Minor Crosscultural Psychology 15 EC

14 Block 1

Social Psychology; people in groups 5 EC

15 Block 1

Cognition: Thinking and Remembering 5 EC

16 Block 2

Globalisation and Society II 6 EC

If you would like to take a course(s) at another faculty (which is possible but limited), you can enter information about the course at the bottom of the page. Please note that this is not always possible and that the registration procedure at other faculties is usually different, and you will need to register for the course yourself by following the instructions on the faculty's website or by contacting their exchange office.

23 In case you wish to follow a course at another faculty, please have a look at [this webpage](#) and fill in the following information below about the course you would like to take at another faculty.

- Faculty name
- Course name (incl. course code)
- Number of study credits/EC

Please be aware that the registration procedure at other faculties differs from the procedure at ESSB.

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**For Masters/Graduate students:**

If you are a Public Administration student at one of the universities below, please select 'EMPA Public Administration'.

- Katholieke Universiteit Leuven
- Université Catholique de Louvain
- Tallinn University of Technology
- Institut d'Études Politiques de Paris
- Deutsche Universität für Verwaltungswissenschaften Speyer
- Corvinus University of Budapest
- Bocconi University
- University of Ljubljana
- Université de Genève
- Fundação Getulio Vargas
- University of Konstanz
- University of Limerick
- Ca' Foscari University of Venice
- Higher School of Economics Moscow

If you are studying Migration Studies at one of the universities below, please select 'EUMIGS Migration Studies'.

- University Salzburg
- Université de Liège
- University of Copenhagen
- École Normal Supérieure de Lyon
- Université Côte d'Azur
- Universität Osnabrück
- Universitat Pompeu Fabra Barcelona
- University of A Coruña
- Linköping University
- Malmö University
- University of Neuchâtel
- Ecole des Hautes Etudes en Sciences Sociales (EHESS)
- Instituto Superior de Ciencias do Trabalho e da Empresa (ISCTE)

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*Additional information*

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**Preliminary course choice**

Step 4 of 8

9 If you are a public administration student at a university which is a partner of the [EMPA network](#), please select EMPA public administration. If you are a migration studies student at a university which is a partner of the [EuMIGS network](#), please select EUMIGS migration studies.

\*

### EMPA Public Administration

Please select the master's programme 'International Public Management and Policy' or 'Urban Governance'. After selecting this programme, you will see the courses you can choose from.

**Preliminary course choice** Step 4 of 8

9 If you are a public administration student at a university which is a partner of the [EMPA network](#), please select EMPA public administration. If you are a migration studies student at a university which is a partner of the [EuMIGS network](#), please select EUMIGS migration studies.

\*

10 We advise EMPA exchange students to choose the majority/all of their courses from one of the following master programmes. Of which master programme would you like to take the majority/all your exchange courses? For more info on the Master programme International Public Management and Policy and the course offer, please go to [this webpage](#). For more info on the Master programme Governance and Management in the Public Sector and the course offer, please go to [this webpage](#).

\*

### EUMIGS Migration Studies

If you have selected 'EUMIGS Migration Studies', you will see the courses you can choose from.

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**Preliminary course choice**

9 If you are a public administration student at a university which is a partner of the [EMPA network](#), please select EMPA public administration. If you are a migration studies student at a university which is a partner of the [EuMIGS network](#), please select EUMIGS migration studies.

\*

Below, please select the courses you would like to take during your exchange at ESSB. Please make sure to select courses that meet the amount of study credits you need to obtain during your exchange. After submitting your application, you will automatically be enrolled for the courses you have selected.

10 Block 1

Politics of Migration and Diversity 5 EC

Comparative Public Policy 5 EC

11 Block 1 and 2

Governance of Migration and Diversity 5 EC

History of Migration and Diversity 5 EC

12 Block 2

Sociology of Migration and Diversity 5 EC

At the bottom of the page, you have the option to provide information if you wish to take an additional/different (masters) course offered by the faculty. We cannot guarantee that this will be possible and will contact you after you have completed your application. Please make sure that you select information about which course you would like to take and how many EC's the course is.

23 In case you wish to follow a course at another faculty, please have a look at [this webpage](#) and fill in the following information below about the course you would like to take at another faculty.

- Faculty name
- Course name (incl. course code)
- Number of study credits/EC

Please be aware that the registration procedure at other faculties differs from the procedure at ESSB.

Next, press 'continue'.

#### ➤ Step 5

This page allows you to upload the required documents.

#### Bachelor students upload the following documents:

- Official recent transcript of records from home university
- Copy of passport/ID card
- Proof of English Language Proficiency

- If you are enrolled in a fully English-taught programme at your home university, please upload your transcript of records again.
- If you are a native English speaker, please upload a copy of your passport/ID again.
- For more information about our English language requirements, please see [this page](#)

**Masters students upload the following documents:**

- Official recent transcript of records from home university
- Copy of passport/ID card
- Proof of English Language Proficiency
  - If you are enrolled in a fully English-taught programme at your home university, please upload your transcript of records again.
  - If you are a native English speaker, please upload a copy of your passport/ID again.
  - For more information about our English language requirements, please see [this page](#)

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**Documents** Step 5 of 8

24 Please upload a recent transcript of records of your bachelor/undergraduate programme at your home university (in English).  
\* Attachment +

25 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 +

26 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 +

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Next, press 'continue'.

➤ **Step 6**

Please provide details of a contact person (family member or close friend) who we can contact in the event of an emergency. Then press 'continue'.

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**ICE** Step 6 of 8

o In case of emergency, we would like to be able to contact someone close to you. Please provide the contact details of a family member or close friend. The person will only be contacted in case of a real emergency

28 Name of contact person:  
\*

29 Phone number (including country code – starting with 00 instead of +..)  
\*

30 Email address of contact person:  
\*

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➤ **Step 7**

Read the disclaimer and select 'Yes, I do' and click 'continue'.

**Disclaimer**

Step 7 of 8

31 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.

\*  Yes, I do

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[Continue](#)

➤ **Step 8**

You will see an overview of your application. Please check that the information you have provided is complete and correct. **If so, please click 'Submit Application' at the bottom of the page. Please do not forget to do this, otherwise we will not receive your application!**

Please confirm your application by clicking on 'submit application' below. You will receive an automatic confirmation by email.

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[Submit application](#)

Once you have submitted your application, you will be taken to a page that looks like the screenshot below. You have successfully submitted your application!

*OSIRIS Application - Confirm application*

Thank you for submitting your application. You will receive an overview of your application within a few minutes by e-mail. This e-mail message serves as a confirmation and includes your student number. Please check your e-mail (and if necessary your spam folder) carefully.

[Ok](#)

You will receive an automatic email confirming that we have received your exchange request. You can close the window and we will contact you soon with more information about the next steps (this can take up to 2-4 weeks, so please be patient). In the meantime, please visit our [exchange webpage](#) for more information.