

# 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).

#### ➤ Step 1

Go to the application portal at: [https://sis.eur.nl/osiris\\_aanmeld\\_eurprd/AanmakenAccount.do](https://sis.eur.nl/osiris_aanmeld_eurprd/AanmakenAccount.do).

You will arrive at a page that looks like the screenshot below. If the page does not open correctly, please try using a different web browser. Fill in your personal details on the page and make sure they are correct and complete. Fields marked with an asterisk (\*) are mandatory.

Please select one of the two options below under 'Request for'.

- If you are a bachelor/undergraduate student, please select: **ESSB - Application Exchange Programme Bachelor level 2024-2025**
- If you are a master/graduate student, please select: **ESSB - Application Exchange Programme Master Level 2024-2025**

Then press 'Create account'.

The screenshot shows the registration form for the Erasmus University Rotterdam application portal. The header includes the Erasmus University Rotterdam logo and the Erasmus logo. Below the header, there is a navigation bar with 'Help' and 'Application details'. The main content area contains the following sections:

- Personal details** (with a link to 'Instructions for registration of personal details'):
  - Family name \* (text input)
  - Prefixes (dropdown menu)
  - First names \* (text input)
  - Name (as known by) \* (text input)
  - Gender \* (dropdown menu: Make a choice)
  - Preferred language \* (dropdown menu: English)
  - Date of birth \* (text input: dd/mm/yyyy)
  - Country of birth \* (dropdown menu: Make a choice)
  - Place of birth \* (text input)
  - Nationality \* (dropdown menu: Make a choice)
  - Second nationality (dropdown menu: Make a choice)
- Contact details** (with a link to 'Instructions for registration of contact details'):
  - Personal e-mail address \* (text input)
  - Repeat e-mail address \* (text input)
  - Mobile phone (text input)
- Request for** (dropdown menu: Make a choice)
- Create account** (green button)

Next, fill in your personal details and select the period of your exchange. For master/graduate students, this is already filled in.

**General**

Application period	*	Make a choice
Start date (see above)	*	01/09/2021
End date (see above)	*	31/12/2021
Status		Not yet submitted
Date submitted		

Then press 'Continue'.

➤ **Step 2**

Welcome message: 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**

You will then be asked to enter information about your home university, the year you are currently in (for undergraduates only), your study programme, your GPA, any learning disabilities, the name of your exchange coordinator and their contact details.

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

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**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:  
\*

➤ **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 4 of this document for instructions.

**For bachelor/undergraduate students:**

Please choose the period of your exchange. 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.

If you would like to take a course from another faculty (something that is possible but restricted), you can find the contact information for other EUR-faculties on [our website](#).

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Preliminary course choice

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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.

9 Please select the period of your exchange

\*

10 Choose your courses here:

- Global Challenges 6,5 EC
- Sociology 1 6,5 EC
- Social Psychology: People in Groups 5 EC
- Brain and Cognition: Thinking and Remembering 5 EC
- Network Governance 7,5 EC
- Minor: Crosscultural Psychology: Fundamentals and Ethnic Differences 15 EC
- Minor Positive Organizational Psychology - Engaged Employees and Employee Empowerment in Flourishing Organizations 15 EC
- Personality Psychology: Differences between People 5 EC

11 Choose your courses here:

- Biological Psychology: The Human Body 5 EC
- Policy Analysis 7,5 EC
- Quantitative methods 7,5 EC
- International Law 6,5 EC
- Organisation and Management 6,5 EC
- The World of Work 5 EC
- Educational Psychology 5 EC
- Global and European Governance 7,5 EC
- Political Philosophy and Democracy 7,5 EC

12 Choose your courses here:

**For master/graduate students:**

If you are a student of Public Administration 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
- Malmö University
- 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
- Paris 1 Panthéon-Sorbonne University
- Université Côte d'Azur
- Universität Osnabrück
- Universitat Pompeu Fabra Barcelona
- University of A Coruña
- Linköping University
- Malmö University
- University of Neuchâtel
- Instituto Superior de Ciencias do Trabalho e da Empresa (ISCTE)

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'

If you have selected the 'EMPA Public Administration', 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.

11 If you have a comment about your course choice or would like to request to be enrolled in an additional master course offered by the faculty which is outside of your exchange programme, please include info here.

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Next, press 'continue'.

#### ➤ **Step 5**

Use this page to upload the required documents.

**You will be asked to upload the following documents;**

- Current official transcript from home university
- Copy of passport/ID card
- Proof of English proficiency
  - For more information about our English language requirements, see [this page](#)

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**Documents** Step 5 of 8

12 Please upload a recent transcript of records of your master programme at your home university (in English).

\* Attachment   
132436483\_406138437386244\_5606...jpg  **New**

13 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   
132436483\_406138437386244\_5606...jpg  **New**

14 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 English-speaking country, you may upload your transcript of records a second time; if your programme at your home university is taught entirely in English, please upload a statement from your home university). You can find out more about the English language requirements [here](#)

\* Attachment   
132436483\_406138437386244\_5606...jpg  **New**

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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

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'.

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

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*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 shortly with more information about the next steps (this can take up to 2 weeks, so please be patient). In the meantime, please visit our [exchange webpage](#) for more information.