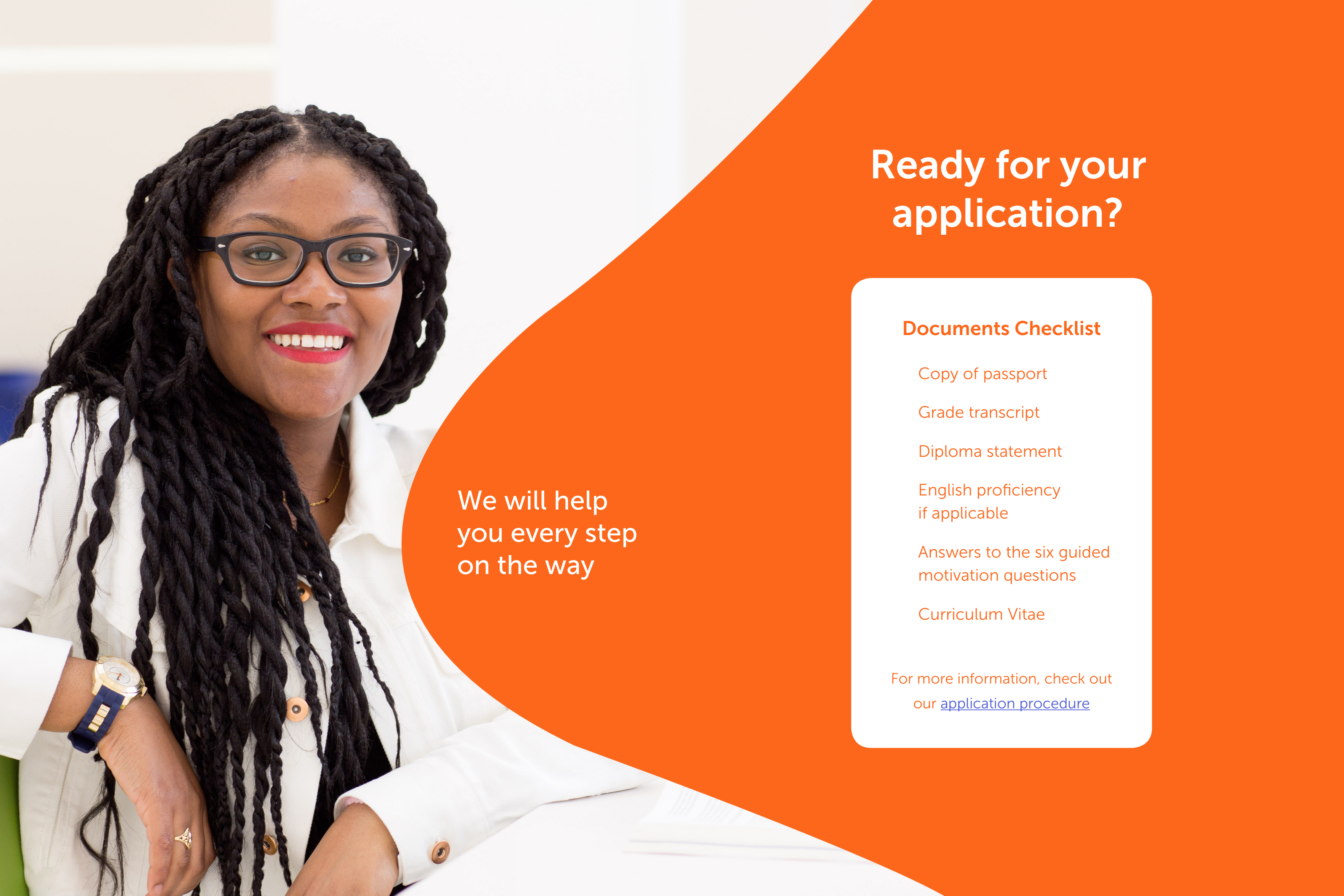


Erasmus
University
College

Application Manual

The guide for applying to EUC





Ready for your application?

Documents Checklist

Copy of passport

Grade transcript

Diploma statement

English proficiency
if applicable

Answers to the six guided
motivation questions

Curriculum Vitae

For more information, check out
our [application procedure](#)

We will help
you every step
on the way

Contact Details

We understand that picking the right university is an important decision to make that can sometimes be scary. Therefore, we are here to help you on every step of the way. If you have questions before or during your application, then don't hesitate to send our admissions officer Bertien Kuiper a message at selection@euc.eur.nl or give her a call at [+31 10 4089830](tel:+31104089830). Click on the music icon below to hear from Bertien.



Bertien Kuiper

General Guidelines

Please consider these guidelines during the entire application process.

- This application manual will help you submit your application to the Liberal Arts & Sciences programme at Erasmus University College (EUC). The application deadlines are:
 - early application deadline: 1 December 2018,
 - regular application deadline: 15 April 2019.
- Please make sure you have completed the EUC Application Checklist before starting your application to make sure you can progress as effortlessly as possible.
- After we have assessed your application you will be notified whether you have been selected or whether we require additional information or tests to determine if you are admissible.
- Please make note of the tips spread throughout this document. They will be a crucial source of Frequently Asked Questions, answers and preventing common mistakes.
- Your application starts in Studielink. We detail these steps below, but if you get stuck feel free to check out Studielink's [step-by-step guide](#) and [Q&A](#).

Step 1: Studielink account

Applying to EUC starts with registering at www.studielink.nl.

TIP Make sure the email address you use with Studielink is the same address you use to communicate with EUC.

Step 2: Studielink

The following actions are available after you have access to your Studielink account and should help you to answer the specific questions.

Previous education

Add your diploma that gives access to the Bachelor of Liberal Arts & Sciences. Applicants who have obtained their VWO diploma will have their diploma listed here automatically.

Study programme

Next up are some questions about the details of the programme you want to apply for. In the search box, type Liberal Arts & Sciences. Select '(bachelor) Liberal Arts and Sciences (Erasmus University College) (in English)'

After selecting, the fields 'Starting date', 'Type of Enrolment' and 'Start as' are filled in automatically. **Please leave the values as they are and click next.**

The next questions are concerned with 'Institutional questions', specifically referring to your application to Erasmus University Rotterdam.

Please fill them out completely and confirm.

After confirming these questions you have completed the necessary steps up until now.



TIP Studielink has great handbooks.
Find them at the General Guidelines above.

Step 3: Emails

After you have completed step 2, you will receive automatically generated emails from Erasmus University Rotterdam. Make sure to check your **spam folder** as they might be flagged as spam by your email server. Check the detail page of your enrolment application in Studielink regularly and keep watch for any announcements. Don't worry if you do not receive any emails from Erasmus University Rotterdam after finishing Step 2 immediately, these emails may take multiple days to arrive.

Email 1: 'New student number'

In this email, you will find your student number, which you need in all communication with Erasmus University Rotterdam (Erasmus University College). Keep your student number safe!

Email 2: 'Enrolment application sent to institution'

This email is a confirmation that you applied for the Liberal Arts & Sciences bachelor programme at Erasmus University College. Please check if everything is correct.

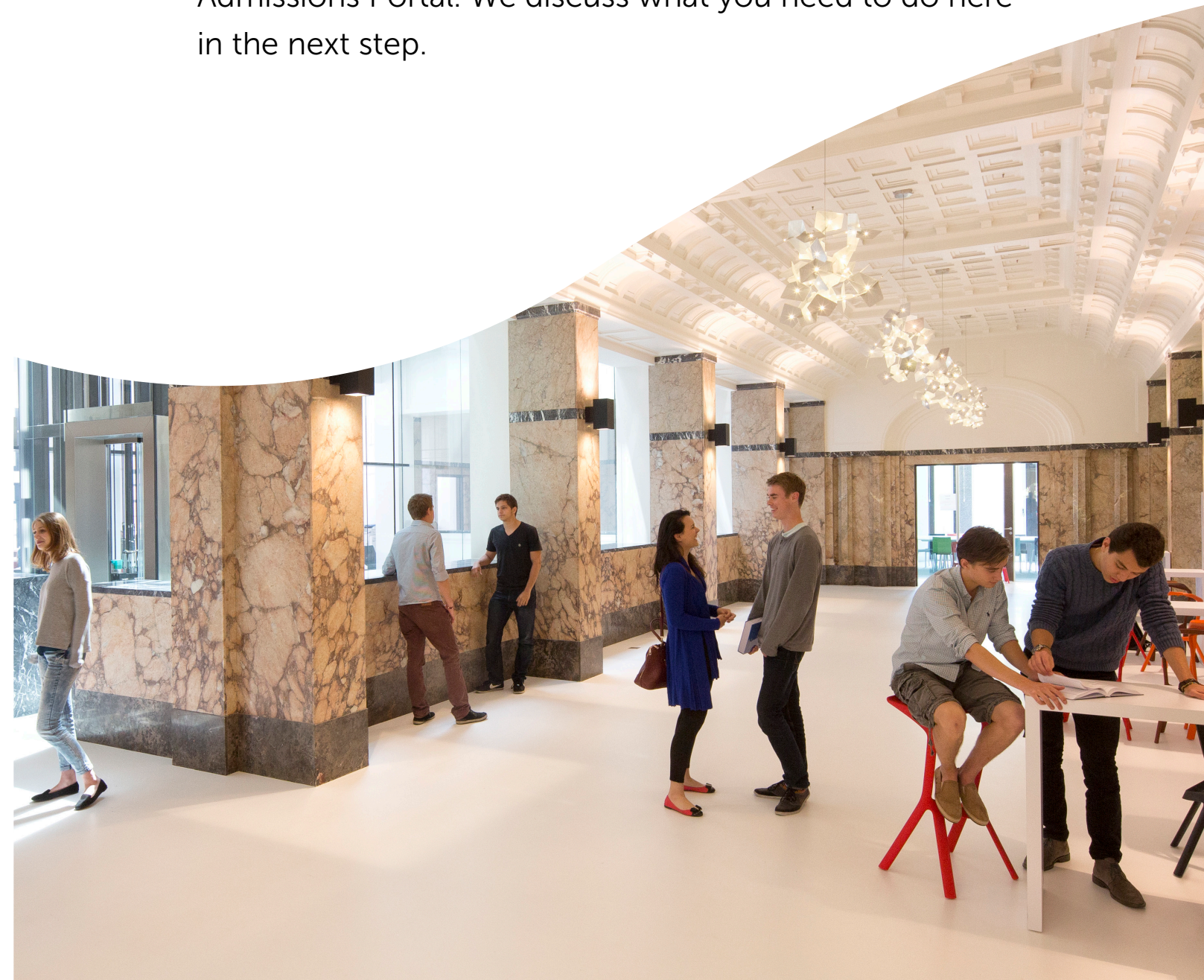
TIP Keep your student number, ERNA-id and password safe as these will be important for the remainder of the application and your time at EUC.

Email 3: 'ERNA-account details' ('ERNA-accountgegevens')

This is an important email that includes not only your Erasmus University Rotterdam student number but also your username for the digital systems of Erasmus University Rotterdam.

Email 4: 'Thank you for applying'

This is an important email. It will give you a link to the application portal of Erasmus University Rotterdam, the EUR Admissions Portal. We discuss what you need to do here in the next step.



Step 4: EUR Admissions Portal

Click on the link that was provided in the email 'Thank you for applying'.

You will be directed to the EUR Admissions Portal, where you need to login with the username and the password that were provided to you in email 3. Click "View/edit" to continue with the remaining steps. After clicking "Continue" you will be asked to give additional information and upload all application documents.

Email 5: 'Upload a photo for your student card'

You will receive an automatic email about uploading a passport photo for your student card. Please do this as soon as possible.

Email 6: 'Application received'

Once you have completed all steps in the EUR Admissions Portal and submitted your application, you will receive a confirmation email.

Step 5: Behind the scenes

From that moment, the Admissions Office will evaluate your application. If you have applied before the early application deadline, then you will hear from the Admissions Office by 15 February. If you have applied before the regular application deadline, then the Admissions Office will inform you by 15 May.



Step 6: Selection

After the Admissions Office is done reviewing your application you will be contacted by email. If you have been selected we will invite you to an interview. If you have not been selected we will reach out to you stating why we couldn't select you. This will often, but not always, include an invitation to do extra tests to prove your proficiency. The extra tests that you may have to do will always be clearly stated by us as well as the result you need to get to be admissible.

Step 7: Matching Interview

Being selected means you have formally been selected to our programme. However, it also means you are about to become a full-fledged member of our community. Therefore we would like to meet the person behind the application. This is also your chance to meet us face-to-face or through Skype.

You can expect us to ask you questions referring to your motivation and/or resume and to how you are currently feeling about your selection. In addition to that the interview is the place for you to ask your questions! Please, fire away. Most of all, don't worry! The interview will not affect your selection.

TIP After your interview you will be paired up with a student buddy who is there for your questions. He or she will also add you to the Facebook group that has been set up for you to meet your fellow prospective students.



Step 8: Final Steps

After you've been interviewed and paired up with a buddy you are set to enjoy the rest of the road until you're finally an EUC student. However, although you've been formally selected and enjoyed your matching interview you still need to take a few administrative steps. One of those is accepting our offer. Read below what it means to receive an offer and how to take the final steps.

Your offer

After you've been selected and interviewed you will be sent an Offer Reply Form. This form will be your ticket to attending EUC. Make sure to respond to your offer as soon as possible to secure your place. Responding to the offer means returning a filled out Offer Reply Form. As soon as you accept our offer we will ask you to book your room in the student housing. We will send you these details via email.

When we are close to filling up all the spots in our programme we will implement a waiting list, which means we will require a quicker response to your offer. We will clearly and in a timely fashion communicate information about a waiting list and/or changes to your offer.

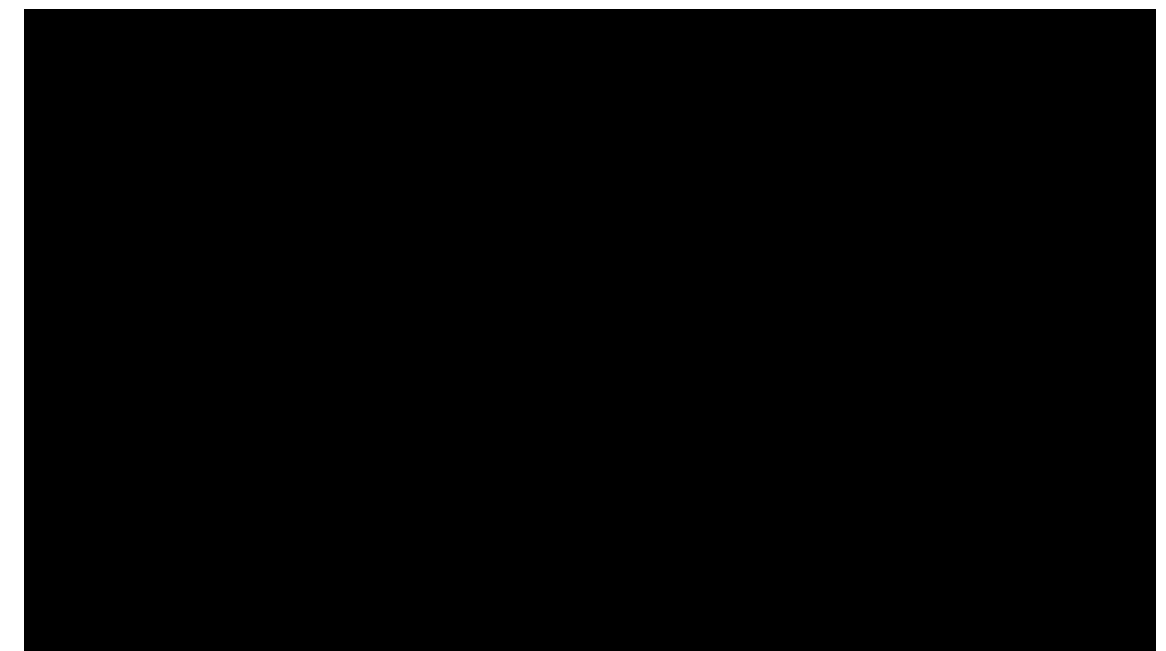
Arranging the payment of tuition fees

If you are selected to the programme and you have accepted the offer, one of the next steps is paying the tuition fees.

Please realise that you need to arrange the payment of the tuition fees before the start of the intake. If you do not arrange the payment of the tuition fees on time you will not be enrolled. You'll be contacted by Studielink when the tuition fee payment can be arranged. More information about the payment of tuition fees can be found on the [website](#) of Erasmus University Rotterdam.

Sending certified copies of your diploma and final grade list (not for VWO diploma applicants)

It is very important we receive officially certified copies of your diploma and grade list for our verification. An officially certified copy of your diploma and final grade list means a hard copy document stamped and signed by your secondary school. IB Diploma applicants can request their official scores to be sent to us digitally. Please make sure to have these ready to send out as soon as possible. If you do not send us this document in time for the start of the academic year you will not be enrolled.



Step 9: Post-selection and registration

One of the first things you might be wondering about is when you can start being an EUC student. This will start in the week prior to the start of your academic year: the Introductory period at EUC. Keep a close eye on your email and the Facebook group for more updates regarding that event. We're looking forward to it!

TIP Make sure you have completed these final steps before you start at EUC. This saves you and our Admissions Office a lot of last minute administrative work.

[Visit our Virtual Tour](#)

