

Manual application for 'Bijvak'- students

Before applying, please note the following:

- To study as a 'Bijvak' student at Maastricht University School of Business and Economics, you must be registered at another Dutch university.
- 'Bijvak' students are only permitted to take 1 course per education period. To check which courses are available, go to code.unmaas.nl and choose 'Non-degree courses'.
- 'Bijvak' students do not have to pay to follow a course at Maastricht University School of Business and Economics.

Please take the following steps and read the manual carefully. If you have questions during the procedure, please send a message to contractstudent-sbe@maastrichtuniversity.nl

1. Create a My UM-account via the following link <http://myum.unimaas.nl/anonymous>
Fill out the required fields and click on *Submit Request*

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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.

Personal Data

Initials: *

Official first names: *

Last name: *

Name prefix:

Name (preferred first name): *

Date of birth: *

Gender: *

E-mail: *

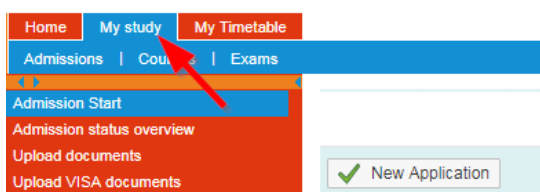
Do you have a mobile phone?: Yes No

You will receive the log on-details for My UM via email within a few days

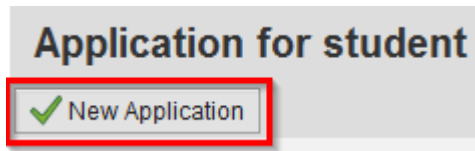
2. Go to My UM (<https://myum.unimaas.nl/irj/portal>) and enter your log in details.

When you want begin your application, please make sure you have electronic versions of your diploma and/or transcripts, passport and portrait picture ready.

3. Click 'My Study' to start the application.

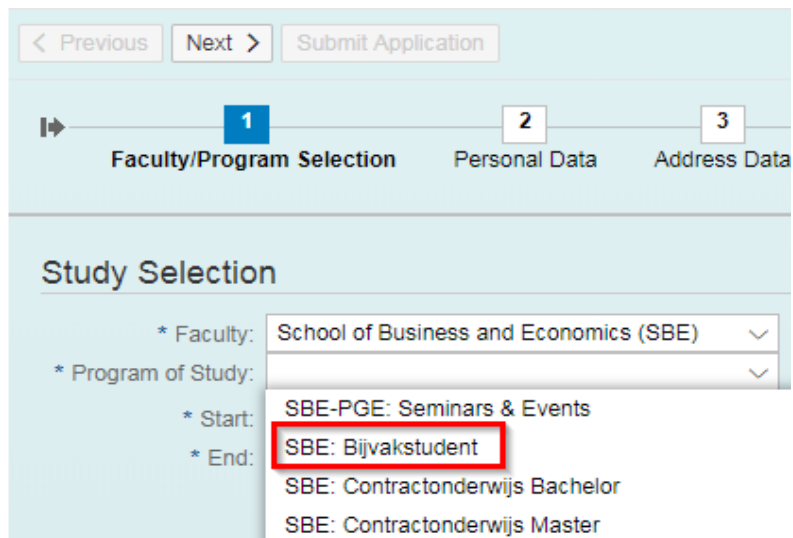


4. Click on *New Application*



5. Fill out the required fields and insert the following information
 - a. *Faculty*: School of Business and Economics
 - b. *Program of Study*: Bijvakstudent
 - c. *Start*: 01.09.2018 *End*: 31.08.2019

Click on *Next*

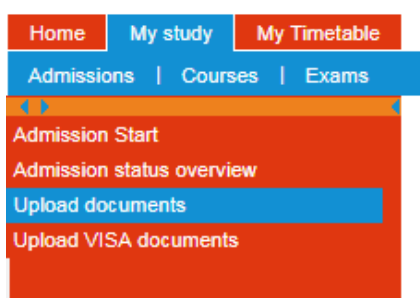
A screenshot of a web form titled "Study Selection". At the top, there are navigation buttons: "< Previous", "Next >", and "Submit Application". Below these is a progress bar with three steps: "1 Faculty/Program Selection", "2 Personal Data", and "3 Address Data". The "1 Faculty/Program Selection" step is currently active. The form contains several dropdown menus:

- * Faculty: School of Business and Economics (SBE)
- * Program of Study: (empty)
- * Start: (empty)
- * End: (empty)

A dropdown menu is open for the "Program of Study" field, showing the following options:

- SBE-PGE: Seminars & Events
- SBE: Bijvakstudent (highlighted with a red box)
- SBE: Contractonderwijs Bachelor
- SBE: Contractonderwijs Master

6. Fill out/adapt the required fields in step 2 Personal data
Click on *Next*
7. Fill out your address details, if you live in the Netherlands, you can use the button *Click to retrieve street and city*, otherwise please fill it out yourself in this form
Click on *Next*
8. Indicate how you want us to contact you
Click on *Next*
9. Under Review, check whether your application is in order, if that is the case click on *Submit Application*.
10. Click 'Upload documents'



Make sure that you upload the necessary documents:

- a. Proof that you:
 - i. For bachelor's courses: high school diploma
 - ii. For master's courses: proof of bachelor's diploma or transcripts so far
- b. Valid passport/identity card (has to be valid on 1 September 2017 or, if you want to start in the 2nd semester, on 1 February 2018): please upload the page on which we can see your picture, the personal data and the validity of your passport or id-card
- c. Portrait picture: we will use that for your UM-card

Once your application is complete, SBE will check the status of the application and, if everything is in order, will admit you as a '*Bijvak*' Student. Your status in My UM will then change to Approved. Only then will it be possible to register for courses. Please see the *Manual for Course registration* for more information about registration.