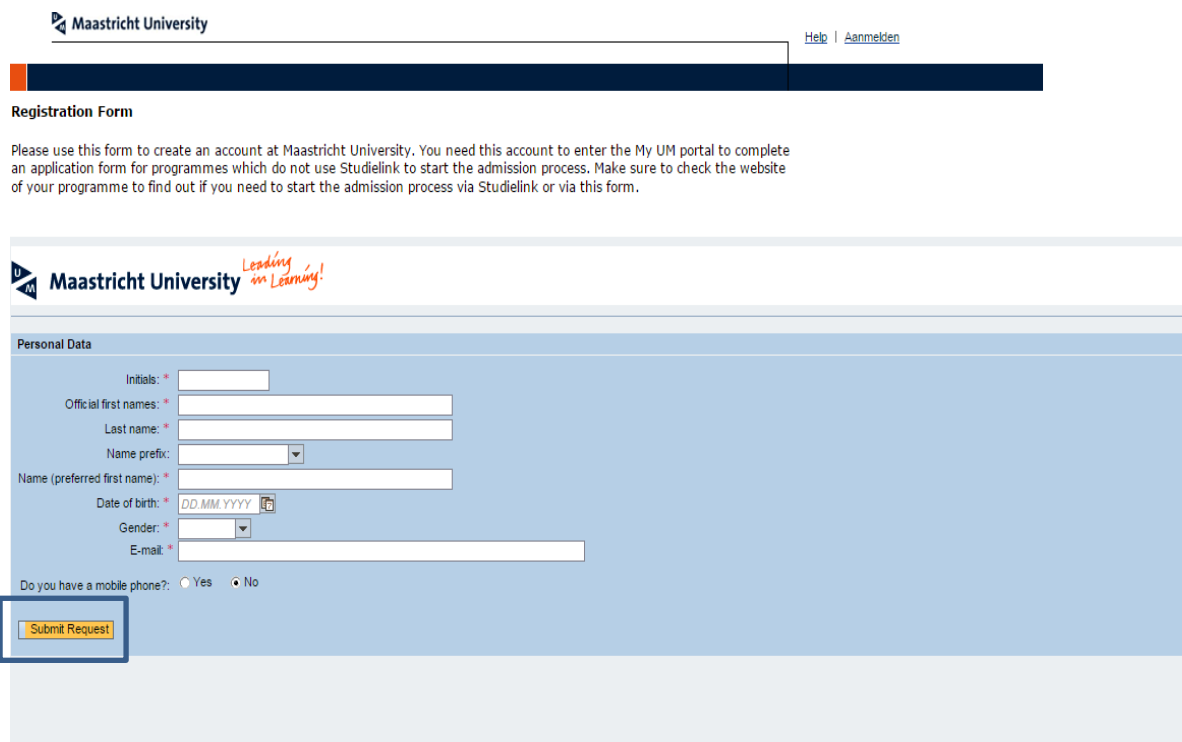


Manual application for Contract students

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/anonymouse>
Fill out the required fields and click on *Submit Request*



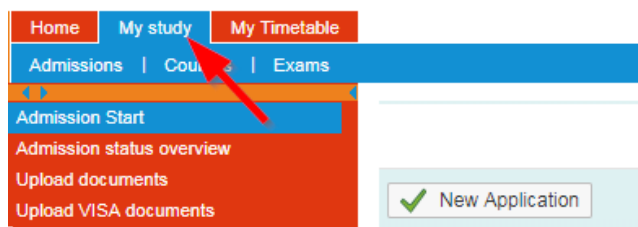
The screenshot shows the Maastricht University registration form. At the top, there is the Maastricht University logo and the tagline "Leading in Learning!". Below the logo, there are links for "Help" and "Aanmelden". The form is titled "Registration Form" and includes a brief instruction: "Please use 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." The form fields include: "Initials: *", "Official first names: *", "Last name: *", "Name prefix:" (with a dropdown menu), "Name (preferred first name): *", "Date of birth: *" (with a date picker), "Gender: *" (with a dropdown menu), and "E-mail: *". There is also a radio button question: "Do you have a mobile phone?: Yes No". A "Submit Request" button is highlighted with a red box.

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

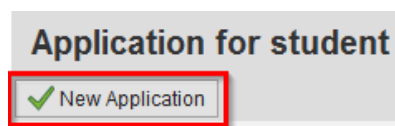
2. Go to My UM (<https://myum.unimaas.nl/irj/portal>) and enter your log in details.

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*: Contract education/onderwijs Bachelor/Master
 - c. *Start*: 01.09.2017 *End*: 31.08.2018

Click on *Next*

The screenshot shows a web application interface for a contract student application. At the top, there are navigation buttons: '< Previous', 'Next >', and 'Submit Application'. Below these is a progress indicator with three steps: '1 Faculty/Program Selection', '2 Personal Data', and '3 Address Data'. Step 1 is highlighted with a blue square. The main section is titled 'Study Selection'. It contains several dropdown menus. The first is '* Faculty:' with 'School of Business and Economics (SBE)' selected. The second is '* Program of Study:' which is open, showing a list of options: 'SBE-PGE: Seminars & Events', 'SBE: Bijvakstudent', 'SBE: Contractonderwijs Bachelor', and 'SBE: Contractonderwijs Master'. The last two options are enclosed in a red rectangular box. Below the dropdowns are fields for '* Start:' and '* End:'.

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'

The screenshot shows a navigation menu with a red background. At the top, there are three tabs: 'Home', 'My study', and 'My Timetable'. Below these are three main categories: 'Admissions', 'Courses', and 'Exams'. Under 'Admissions', there are four sub-items: 'Admission Start', 'Admission status overview', 'Upload documents', and 'Upload VISA documents'. The 'Upload documents' item is highlighted with a blue background.

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 *Contract 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 and payment.