

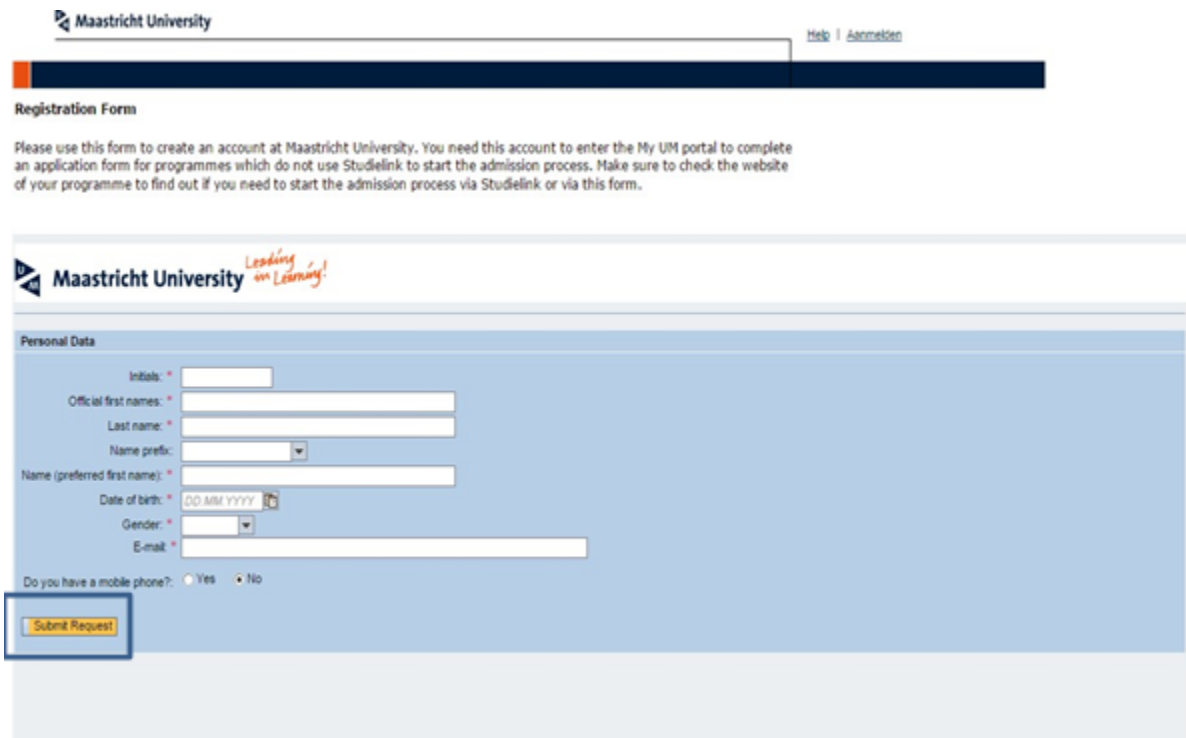
Manual application contract student – version October 2025

Before applying, please note the following:

- Registration as a contract student is allowed once per academic year;
- You may register for multiple courses at the same time, up to a maximum of four courses (24 ECTS);

Please take the following steps and read the manual carefully. If you have questions during the procedure, please send a message to **fpn-nonregular@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.

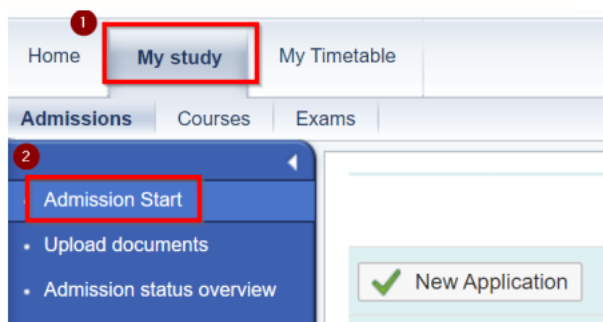


The screenshot shows the Maastricht University registration form. At the top, there is the Maastricht University logo and the text "Maastricht University" followed by "Help | Aanmelden". Below this is a dark blue header bar with "Registration Form" written in white. The main content area has a light blue background and contains the following fields: "Initials", "Official first names", "Last name", "Name prefix" (with a dropdown arrow), "Name (preferred first name)", "Date of birth" (with a date picker icon), "Gender" (with a dropdown arrow), and "E-mail". Below these fields are two radio buttons for "Do you have a mobile phone?" with options "Yes" and "No". At the bottom left, there is a yellow "Submit Request" button highlighted with a blue border.

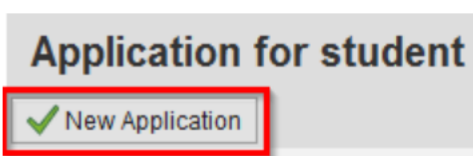
Within a few days, you will receive an email containing your username and password. Please follow the instructions in that email within 7 days to activate your account. If you do not activate it within this period, your account will be locked. *Remember to check your spam or junk folder as well.*

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 a digital copy of your certificate of enrolments, passport and portrait picture ready.

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

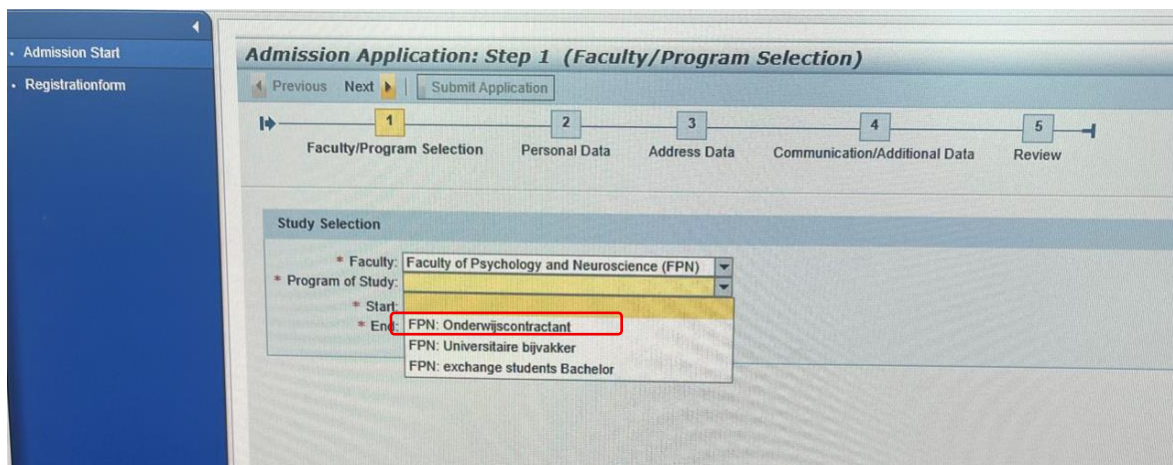


4. Click on New Application



5. Fill out the required fields and insert the following information

- a. Faculty: Faculty of Psychology and Neuroscience
- b. Program of Study: Contract education/onderwijs Bachelor or Master
- c. Start: 01.09.2025 End: 31.08.2026 (do not deviate from these dates)



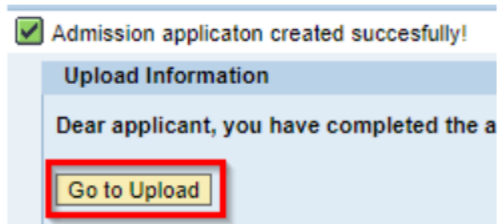
6. Fill out/adapt the required fields in step 2 Personal data
Click on Next

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 'Go to Upload'



Make sure that you upload the necessary documents:

- a) Contract registration form;
- b) Proof of experience with Problem-Based Learning (PBL) (if available);
- c) Following courses as a contract student:
 - a. Bachelor in Psychology courses: certified copy of your VWO diploma or HBO propaedeutic certificate, along with the corresponding transcripts and/or certified documents of relevant professional experience;
 - b. Master in Psychology modules: proof that you meet the MSc Psychology admission requirements (see website – include certified copy of diploma and transcript) and/or certified documents of relevant professional experience;
 - c. FPN-Alumnus Master Psychology: copy of your master's degree
- d) Clinical internship: copy of your bachelor's degree (or certified transcript of the pre-master in Psychology at FPN) and master's degree
- e) PhD: copy of your PhD-contract
- f) A valid copy of your passport or identity card (it must be valid at the time of enrollment). Please upload the page that clearly shows your photo, personal details, and the document's validity date.
- g) Portrait picture which we will use for your UM-card;
- h) Valid Dutch visa (for non-EU students).

Once your application is complete, FPN will review it, and if everything is in order, you will be admitted as a contract student. Your status in MyUM will then change to **Approved**. Once approved, you are automatically registered for the approved course, including the exam and resit. After registration, you will gain access to the Student Portal, a temporary UM email account, and a UM card, which will allow you to submit assignments and take exams.