

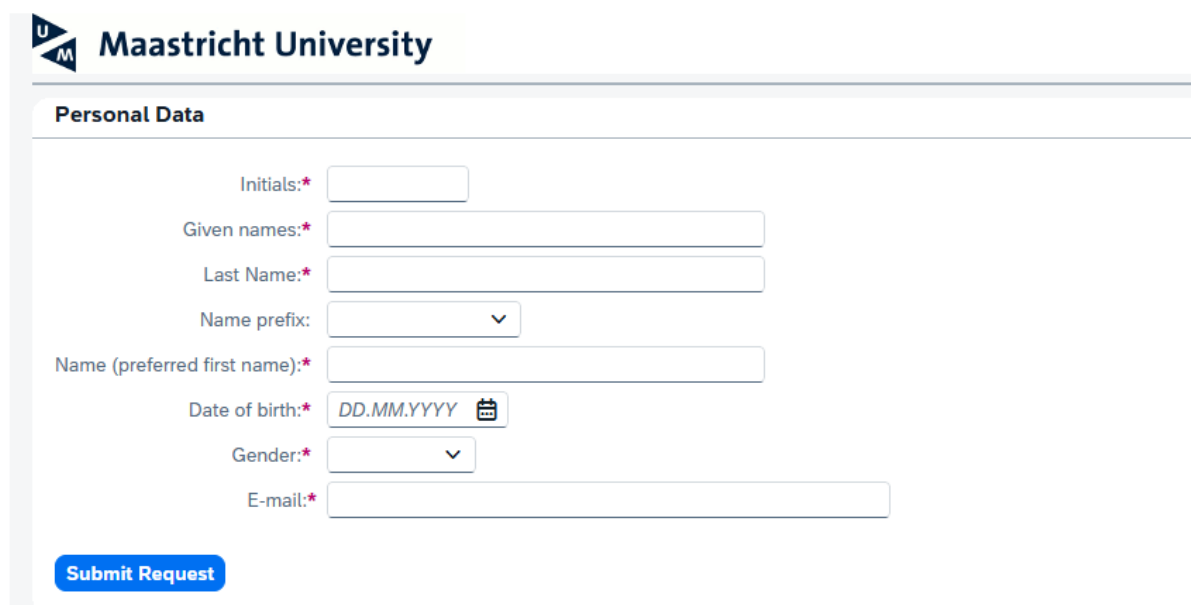
## Manual application for Contract students

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](mailto:contractstudent-sbe@maastrichtuniversity.nl), always mentioning your student number.

1. Create a My UM-account via the following link  
<https://myum.unimaas.nl/irj/portal/anonymous>  
Fill out the required fields and click on *Submit Request*. (If you have an UM student number (starting with an i) you can skip step 1)

### Registration Form

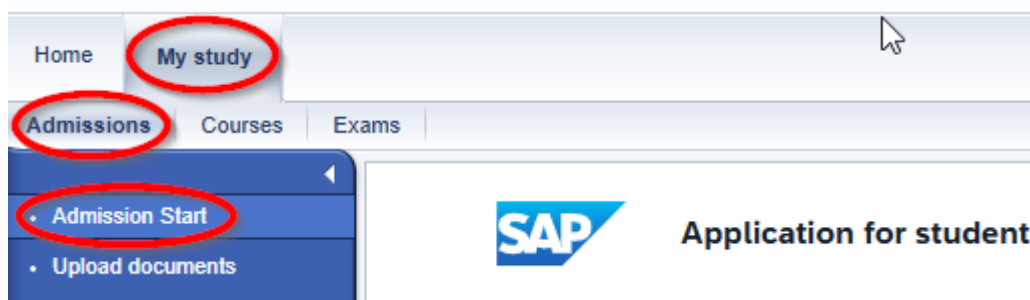
Please use this form to create an account at Maastricht University. You need this account to enter the My UM portal to complete an application form for programmes which do not use Studielink to start the admission process. Make sure to check the website of your programme to find out if you need to start the admission process via Studielink or via this form.



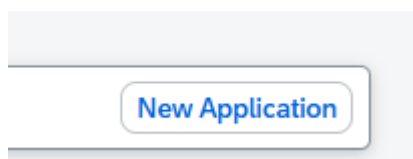
The screenshot shows the Maastricht University registration form. At the top left is the Maastricht University logo. Below it is the title 'Maastricht University'. The form is titled 'Personal Data' and contains the following fields: 'Initials:\*' (text input), 'Given names:\*' (text input), 'Last Name:\*' (text input), 'Name prefix:' (dropdown menu), 'Name (preferred first name):\*' (text input), 'Date of birth:\*' (calendar icon and 'DD.MM.YYYY' text), 'Gender:\*' (dropdown menu), and 'E-mail:\*' (text input). At the bottom left of the form is a blue button labeled 'Submit Request'.

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 or Master
  - c. *Start*: 01.09.2026      *End*: 31.08.2027 (do not deviate from these dates)

Click on *Next*

A screenshot of a web form titled 'Study Selection'. It contains four fields: 'Faculty:\*' with a dropdown menu showing 'School of Business and Economics (...)' and a downward arrow; 'Program of Study:\*' with a dropdown menu showing 'SBE: Contractonderwijs Bachelor' and a downward arrow; 'Start:\*' with a text input '01.09.2026' and a calendar icon; and 'End:\*' with a text input '31.08.2027' and a calendar icon.

Or

A screenshot of a web form titled 'Study Selection', identical in layout to the previous one. The 'Program of Study:\*' dropdown menu now shows '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 'Go to Upload' and upload the files listed below under the correct heading

#### Upload Information

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Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.

[Go to Upload](#)

Make sure that you upload the necessary documents:

- a. Proof that you:
  - i. For bachelor's courses: proof that you are currently studying at a University.
  - ii. For master's courses: proof of bachelor's diploma.
- b. Valid passport/identity card (it has to be valid during till the end of the academic year you applied for): 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 which we will use 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 course registration and payment.