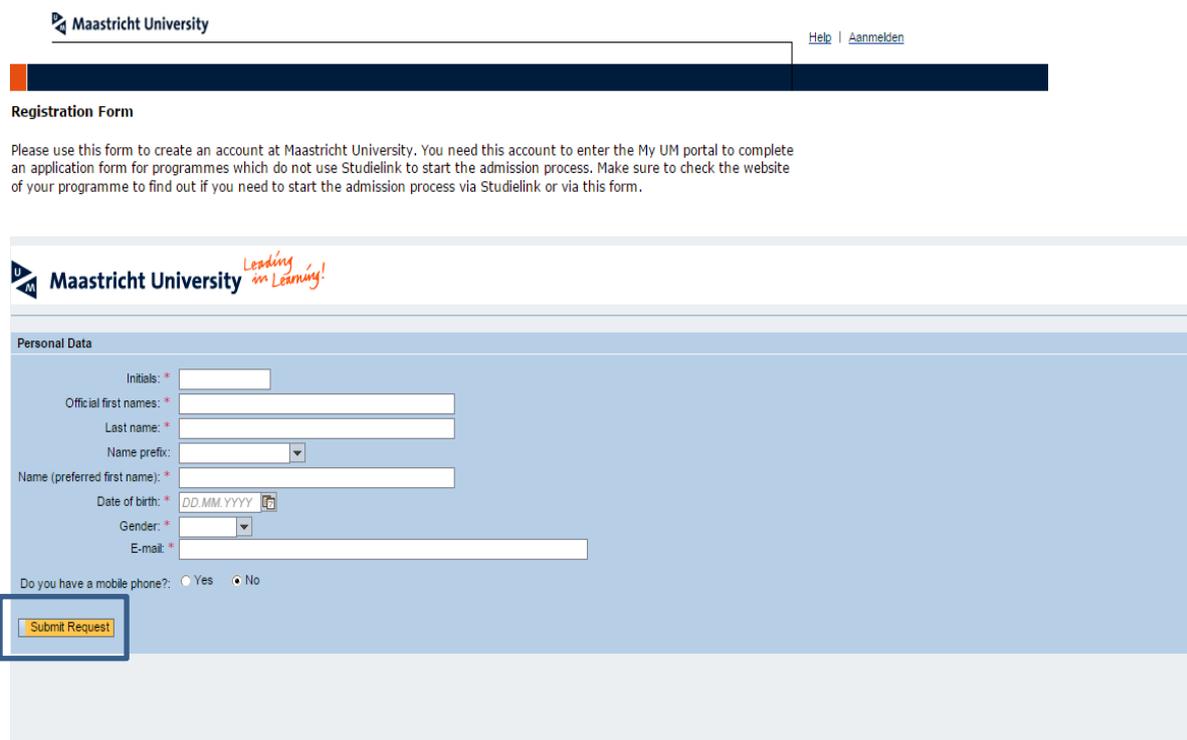


## Manual application for Contract students

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.

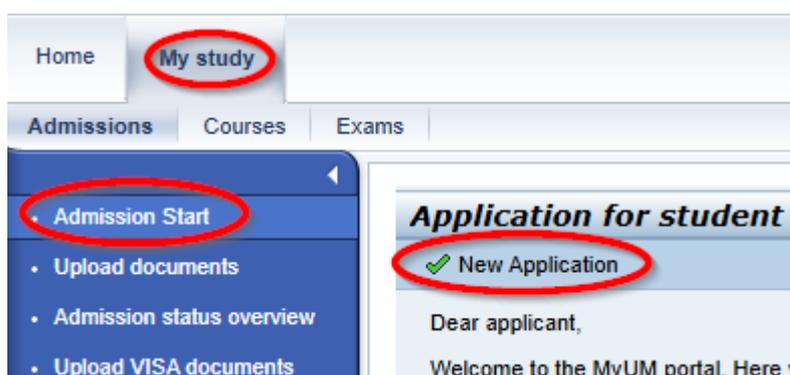
1. Create a My UM-account via the following link  
<https://myum.unimaas.nl/irj/portal/anonymous>  
Fill out the required fields and click on *Submit Request*. (If you have an UM student number (starting with an i) you can skip step 1)



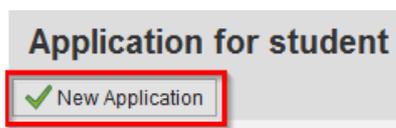
The screenshot shows the Maastricht University registration form. At the top, there is a header with the Maastricht University logo and the tagline "Leading in Learning!". Below the header, there is a navigation bar with "Help" and "Aanmelden" links. The main content area is titled "Registration Form" and contains a paragraph of instructions. Below the instructions, there is a form titled "Personal Data" with 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), "Gender: \*" (with a dropdown arrow), and "E-mail: \*". At the bottom of the form, there is a question "Do you have a mobile phone?" with radio buttons for "Yes" and "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.

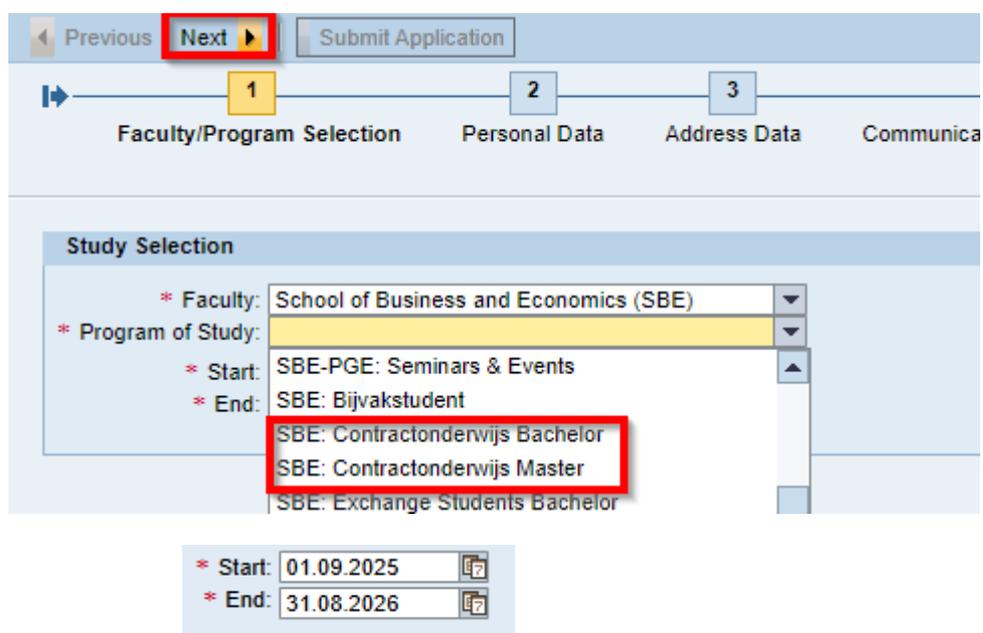


4. Click on *New Application*

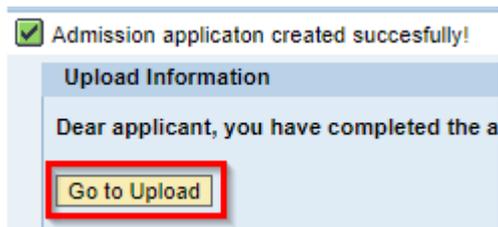


5. Fill out the required fields and insert the following information
  - a. *Faculty*: School of Business and Economics
  - b. *Program of Study*: Contract education/onderwijs Bachelor or Master
  - c. *Start*: 01.09.2025      *End*: 31.08.2026 (do not deviate from these dates)

Click on *Next*

A screenshot of a web application form. At the top, there are three buttons: "Previous", "Next", and "Submit Application". The "Next" button is highlighted with a red box. Below the buttons is a progress bar with three steps: "1 Faculty/Program Selection", "2 Personal Data", and "3 Address Data". The "1" step is highlighted in yellow. Below the progress bar is a section titled "Study Selection". It contains several dropdown menus: "\* Faculty:" with "School of Business and Economics (SBE)" selected; "\* Program of Study:" with "SBE-PGE: Seminars & Events" selected; "\* Start:" with "SBE: Bijvakstudent" selected; and "\* End:" with "SBE: Bijvakstudent" selected. A red box highlights the dropdown menu for "Program of Study", showing options: "SBE: Contractonderwijs Bachelor", "SBE: Contractonderwijs Master", and "SBE: Exchange Students Bachelor". Below the "Study Selection" section are two date input fields: "\* Start:" with "01.09.2025" and "\* End:" with "31.08.2026".

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



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.