

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.
- As Minors/Majors consists of more than 1 course per period, a 'Bijvak' student cannot follow a Minor/Major at SBE in 1 year.

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*

The screenshot shows the 'Registration Form' on the Maastricht University website. The form is titled 'Registration Form' and contains the following fields:

- Initials: *
- Official first names: *
- Last name: *
- Name prefix: *
- Name (preferred first name): *
- Date of birth: DD.MM.YYYY
- Gender: *
- E-mail: *

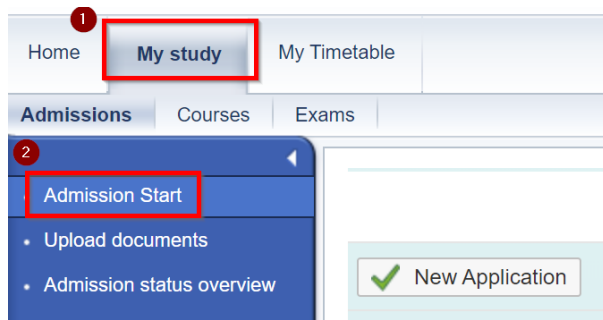
Below the fields, there is a question: 'Do you have a mobile phone?:' with radio buttons for 'Yes' and 'No'. A 'Submit Request' button is located at the bottom left of the form.

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

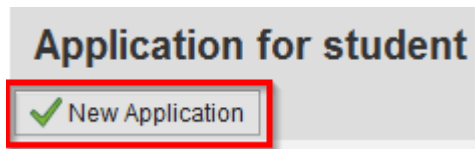
2. Go to My UM (<https://myum.unimaas.nl/iri/portal>) and enter your log in details.

When you want begin your application, please make sure you have electronic versions 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*: School of Business and Economics
- b. *Program of Study*: Bijvakstudent
- c. *Start*: 01.09.2022 *End*: 31.08.2023 (do not deviate from these dates)

Click on *Next*

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

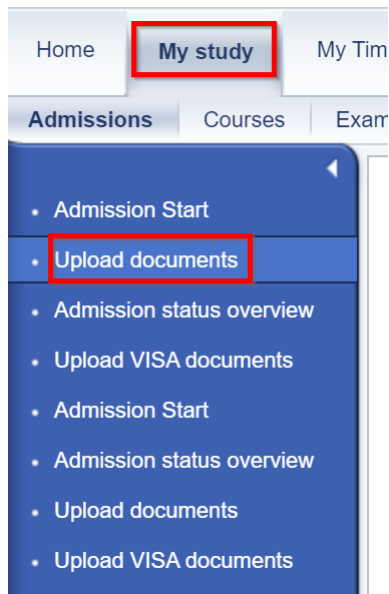
Click on *Next*

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. A valid certificate of enrolment from a Dutch university.
- b. A Valid copy of your passport/identity card (it has to be valid during till the end of the academic year you apply 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. A 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 course registration.