

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, always mentioning your student number.

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*. (If you have an UM student number (starting with an i) you can skip step 1)

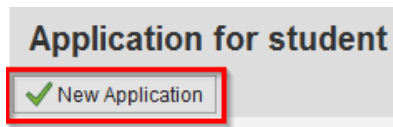
The screenshot shows the Maastricht University registration form. At the top, there is the Maastricht University logo and the tagline "Leading in Learning!". Below the logo, there are links for "Help" and "Aanmelden". The main heading is "Registration Form". Below this, there is a paragraph of text: "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 itself is titled "Personal Data" and contains several 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 and format "DD.MM.YYYY"), "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.

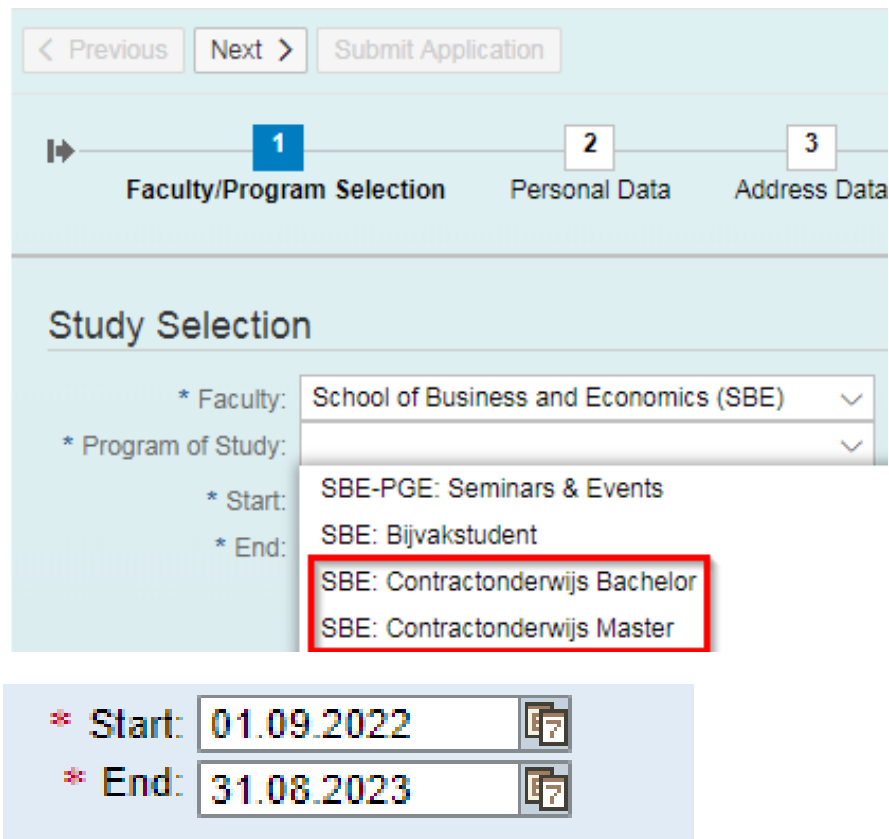
The screenshot shows the navigation menu of the My UM portal. The "My study" tab is highlighted with a red box and a red circle with the number 1. Below it, the "Admissions" tab is selected, and the "Admission Start" option is highlighted with a red box and a red circle with the number 2. Other options in the "Admissions" menu include "Upload documents" and "Admission status overview". To the right of the menu, there is a "New Application" button with a green checkmark icon.

4. Click on *New Application*

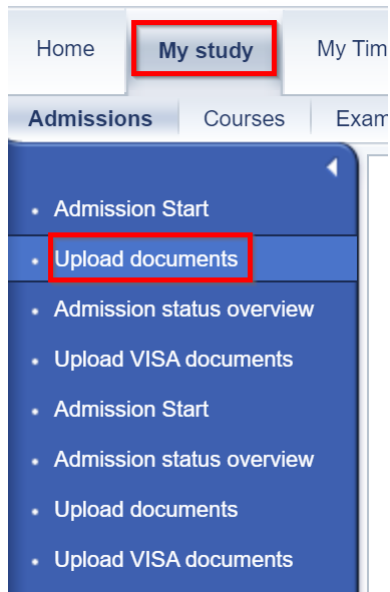


5. Fill out the required fields and insert the following information
 - a. *Faculty*: School of Business and Economics
 - b. *Program of Study*: Contract education/onderwijs Bachelor/Master
 - c. *Start*: 01.09.2022 *End*: 31.08.2023 (do not deviate from these dates)

Click on *Next*

The image is a screenshot of a web application form. At the top, there are three buttons: '< Previous', 'Next >', and 'Submit Application'. Below these is a progress bar with three steps: '1 Faculty/Program Selection', '2 Personal Data', and '3 Address Data'. The '1' step is highlighted with a blue square. The main section is titled 'Study Selection'. It contains several fields: '* Faculty:' with a dropdown menu showing 'School of Business and Economics (SBE)'; '* Program of Study:' with a dropdown menu that is open, showing four options: 'SBE-PGE: Seminars & Events', 'SBE: Bijvakstudent', 'SBE: Contractonderwijs Bachelor', and 'SBE: Contractonderwijs Master'. The 'SBE: Contractonderwijs Bachelor' option is highlighted with a red box. Below these are two date fields: '* Start:' with the value '01.09.2022' and '* End:' with the value '31.08.2023'. Each date field has a calendar icon to its right.

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. 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: 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 course registration and payment.