## Manual for your application of the MHPE programme via MyUM

Students who want to start the MHPE programme in May 2023, have to apply before April 1<sup>st</sup> 2023. Before applying, you first need to register with Maastricht University via Studielink in order to receive a user ID number and a password.

For questions regarding your registration or application, you can contact the MHPE office via <a href="mailto:mhpe@maastrichtuniversity.nl">mhpe@maastrichtuniversity.nl</a>

You start your application process with creating a Studielink account. Applicants who have a DigiD can go to <u>Studielink.nl</u>' and choose Log in With DigiD' and move on to page 6. Applicants without DigiD go to Studielink.nl' and choose Create Studielink-Account without DigiD'

	Welcome	to Studielink
	1 March 1	
25	My studielink	Do you not have a 🛛 👩
	Log in with DigiD >	Log in without DigiD >
_		Create Studielink-account without Digit

In Studielink you can arrange your (re-)enrolment at institutions of higher education in the Netherlands. More information about specific enrolment procedures and admission requirements can be found on the <u>website of</u> the educational institution.

More information about Studielink can be found <u>here</u>. More information on how Studielink treats your personal data, can be found <u>here</u>.

## Fill in the personal data and click on Next

Please enter your details as stated in your passport or identity document. These details will be sent to the institution to which you are submitting an enrolment application.

First names		0			
Initials					
Given name		0			
Prefix	Optional 🗸				
Surname		0			
Gender	O Established as unknown O Female O Male	Ø			
Date of birth	day 🗸 month 🗸 year 🗸				
Place of birth		-			
Country of birth	<b>`</b>	0			
Nationality					
2 <sup>nd</sup> Nationality	Optional 🗸				
			Cancel	Next	>

#### Fill in the address details and click on Next

	Official home address	
Country		~
Street		
House number with addition		
Postcode		
Town/city		
Additional address information	Optional	0
	✓ This is also my correspondence address	Θ
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## Fill in the contact details and click on Next

Email address					0		
Confirm email address							
Password							
Confirm password							
Phone number	~						
Phone number 2	~	Optional					
Correspondence language	English			~	0		
				Bad	ck to previous page	Next	>
Check the filled in deta	ils and tick th	e two boxes					
🕑 I have checked all my det	ails and hereby confi	irm that it has been	entered correctly.				

I agree with the <u>general terms and conditions</u> of Studielink.

cancel Create

>

# Activate your Studielink account / verify your e-mail address

Dear Gek,

You receive this e-mail for one of the following reasons:

- you have created a Studielink account or you logged into the new Studielink for the first time;
- the educational institution has done this for you;
- · you have changed your email address;
- · the educational institution has changed your email address;

If you don't have a password yet, you will receive a seperate email about this.

Click the link below to activate your account / verify your e-mail address:

## Activate account / Verify email address

If the link does not open, then copy and paste the link below into your Internet browser's address bar:

https://studielink-student.acc.qdelft.nl/account/activeren/0c2c8dba-e460-485 f-a685-9e6ba8ae19b3/L2NwMlpkTkt1N3FmV2tDVjdPUHU5eHNxNzczL0s3 Qk9Va1pHcUsrcjBzaDVKcWs5NnFDWjJ5ZIU5NVpPVTJpaEhtaXY4U1B0M UZqWk0wMy9nWHFVOHdHdVMrekcrS3Jva01xU1IyTIR1NFJOcE9ueVovW GV6M3R5eGk5NmxwY0RmMWhiWS8rVlpkTFUzazhWRXgzODNCemZGR WRRTmVCamNwb0NMenAwdm5YUXFkMWc%3d

The activation link is valid for 2 days.

Yours sincerely, Studielink

Click on the link 'Activate account/Verify email address' and you will be directed to the log in page.

## Choose the option `Log in without $\mathsf{DigiD}'$



In Studielink you can arrange your (re-)enrolment at institutions of higher education in the Netherlands. More information about specific enrolment procedures and admission requirements can be found on the <u>website of</u> <u>the educational institution</u>. More information about Studielink can be found <u>here</u>. More information on how Studielink treats your personal data, can be

found here.

Fill in the Username (this should be equal to the email address you registered) and fill in the chosen password. Then click on `Log in'.



In Studielink you can arrange your (re-)enrolment at institutions of higher education in the Netherlands. More information about specific enrolment procedures and admission requirements can be found on the <u>website of the educational institution</u>.

More information about Studielink can be found <u>here</u>. More information on how Studielink treats your personal data, can be found <u>here</u>. You will then see the following screen where you are asked to fill in your previous education. You do NOT need to fill this in.

Click in the below screen on Yes and then click Next on the bottom right:

Submit enrolment application
1 Previous education         2 Choose a study programme         3 Study programme details         4 Institutional questions         5 Confirm
Add previous education
Have you obtained a diploma/degree certificate? Yes No, not yet Next question
Previous education registered in DUO No previous education was received from DUO.
Manually added previous education ?
Next >

Then click Yes again in the following screen:

Confirm action			
You have not entered any previous education. The educational in previous education to process your enrolment application. Only i relevant previous education, you can skip this step. Are you sure	istitution i f you do r you want	needs your not have any to continue	y ns <del>?</del> ?
	No	Yes	>

Next you need to fill in the Study programme.

To make the search easier first fill in the Educational Institute 'Maastricht University'. Type of study programme 'WO Master' and Academic Load 'Part-time' like in the screen below. Choose the correct programme: M HEALTH PROFESSIONS EDUCATION and click on Select

Pillin study programme and/or loc     Universiteit Maastricht     VO Master     Part-time     Type of study programme:     VO Master     Select     Select     Type of study programme:     Vo Master     Educational institution:     Universiteit Maastricht     Location:     M HEALTH EDUCATION AND PROMOTION     Viet end     Viet end     Educational institution:     Viet end     Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end   Viet end<	1. Previous education 2. Choose a study prog	ramme 3. Study programme de	etails 4. Institutional questions 5. Con	nfirm
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Location: MAASTRICHT		Educational institution:	Universiteit Maastricht	
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Choose the correct starting date, in your case May 1, 2023 and tick the Box because you have not filled in any previous education

1. Previous education 2. C	Choose a study programme	3. Study programme details 4. Institutional questions 5. Confirm
ැල <sup>ා</sup> STUDIELINK	M Health Profes	ssions Education
	Type of study programme	WO Master
	Name of study programme (national)	Health Professions Education
	Educational institution	Universiteit Maastricht
	Place	MAASTRICHT
	Website	
	Start date	May 1, 2023 🗸
	Type of enrolment	Student 🗸
	Start as	First-year 🗸
	I am aware that I t	have not added any previous education. I can check the educational requirements on the institution's website.
		Back to previous page Next

You do not need to fill in the below field with institutional questions. Click on `next question', `save answers' and then click on `Next'

Submit enrolment application
1 Previous education       2 Choose a study programme       3 Study programme details       4 Institutional questions       5 Confirm
Maastricht University has specific arrangements for special circumstances (disability, chronic illness, psychological condition). To arrange the necessary facilities and arrangements, it is important to report your circumstances well in advance. For more information: www.maastrichtuniversity.nl/disability.
Back to previous page Next >

Submit enrolment application			
1 Previous education 2. <u>Choose a study programme</u> 3. Study programme details 4. Institutional ques	stions	5. Confirm	
Overview and confirm			
Maastricht University has specific arrangements for special circumstances (disability, chronic illness, psychological condition). To arrange the necessary facilities and arrangements, it is important to report your circumstances well in advance. For more information: www.maastrichtuniversity.nl/disability.			
Back to previous question Save answers			
	Back to previo	us page	Next >

The last step is checking the filled in details, tick the Box and click on Confirm

Contact details			
imail address	gek@strange.gs		
elephone number	+1264554655566		
anguage preference	English		
have checked all the details and they are correct.			
		<b>D</b>	0 - a firm

You now have a Studielink Account and your registration will be send to us.

Within a couple of minutes you will receive an email. This email contains information about your user ID number, password and a link to the MyUM Portal. If you have not received an email within 8 hours, check your spam-box.

After having completed the steps in Studielink you can Go to MyUM Portal via the following link: <u>http://myum.unimaas.nl</u>

Log in with your user ID number and password. **Do not forget to put the** "i" in front of your user ID number.

Go to 'Upload Documents' to proceed with uploading the required documents.

	My UM Masstricht University x     S Uplaad documents - Masstricht x     +				
	← → C ☆ 🔒 myum.uni	maas.nl/irj/portal		0v 1	🕁 🤳 :
	Welcome Caroline Master	Naastrich 🗛	nt Universi	ty Personalize   UM Support   Log off	
	My study Admissions   Courses				
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•	Upload VISA documents	Select decument type			
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		Select a file	Choose File No f	s chosen Upload	
$\langle$		Acceptable file formats for pas	sport picture: jpg an	jog.	
		Maximum size is 10 MB per fil	er document types e.	y, ooc, ooc, ot, por, por, por, por, por, por, por, por	
		Make sure you have digital co	ples at hand of:		
		Your diploma or the most rec	ent list of grades		
		A valid passport     A passport picture (meeting t	he requirements )		
		Please note: You always have	to upload your docu	nents, even if you already uploaded documents	
		for a previous application at M	aastricht University	fore.	
		Please check the website of y	our programme of sl	dy to see which documents are required.	
		Maastricht University values v	our privacy. The Adr	ssions & Registration departments of the	
		Student Services Centre and t	he faculties of Maas	icht University use the documents provided	
		by you to complete your admis	ssion & registration.	hey will not be used for other purposes.	
		The documents will be deleted	d after 2 years of not	eing registered at Maastricht University.	
		Please contact the Maastricht	University Student (	Inter ourses y for more monomenou.	
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Type of Document uploaded documents found for selected document type					
		Diploma			
		Passport copy			
		Motivation letter			
		Passport picture			~

## **Uploading required documents**

You have to upload the following documents in order to complete your application for the MHPE programme:

- Copy of your passport
- Passport picture
- Diploma
- Motivation letter
- IELTS / TOEFL
- Other:
  - Application form
  - Financial statement (a letter from your institute/sponsor stating you will be financed for the entire programme)
  - In case of exemption: Proof of "sufficiency" in English

Important: We cannot consider your application for the MHPE programme if you have not uploaded all of the required documents.

Select which document you want to upload first, for example copy of your passport. Then you click on "Browse" to search for the document on your computer and select that document. Now click on the button "Upload".

Select	supporting	document
Select	a file	

Passport conv	-		
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		Descus	Uniond

Up	load application f	for student	file					
U	pload documents							
-								
S	Select supporting document				Passport copy	-		
S	Select a file					Browse Upload		
Acceptable file formats: zip, doc, docx, txt, pdf, jpg and jpeg.								
M	aximum size is 10 MB per file.							
M	ake sure you have digital copies	s at hand of:						
• `	Your diploma or the most recent	t list of marks						
• /	A valid passport							
• /	A passport picture (meeting the	requirements)						
Pli fo Pli	ease note: You always have to r a previous application at Maas ease check the <u>website of you</u>	upload your docur stricht University b r programme of stu	ments, even efore. <u>Idv</u> to see v	n if you already uploaded docu which documents are required	ments			
Overview document types Overview uploaded documents								
	Type of Document	Uploaded		Type of Document	Original filename	Date uploaded		
	Passport copy			Passport copy		20130515		
	Passport picture	$\checkmark$						
	Diploma	$\checkmark$						

When the document is successfully uploaded, you will see the document appear in the "overview uploaded documents".

Repeat these steps until you have uploaded all the required documents. When you have uploaded everything, you can close the window. You do not have to submit or save the uploaded documents. You do not receive a confirmation of the uploaded documents, but you will return to the application form. You have now finished your application and you can log out.

#### Requirements regarding the documents you have to upload:

#### Copy of passport

Make sure that the number of the passport, your name, date of birth and place of birth are clearly visible. Also the expiry date of your passport must be visible and your passport may not be expired.

#### Passport picture

Your photo will be used for your student file and your UM-card (student card). Your photo must have the following specifications: Format: JPEG / JPG Size: 40 x 30 mm

If your passport picture does not meet the specifications above, we cannot approve your application.

#### Diploma

The copy of your diploma needs to be in English signed and certified by the institution of your previous education.