# 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 1st 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 mhpe@maastrichtuniversity.nl

You start your application process with creating a Studielink account. Applicants who have a DigiD can go to 'Studielink.nl' 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'
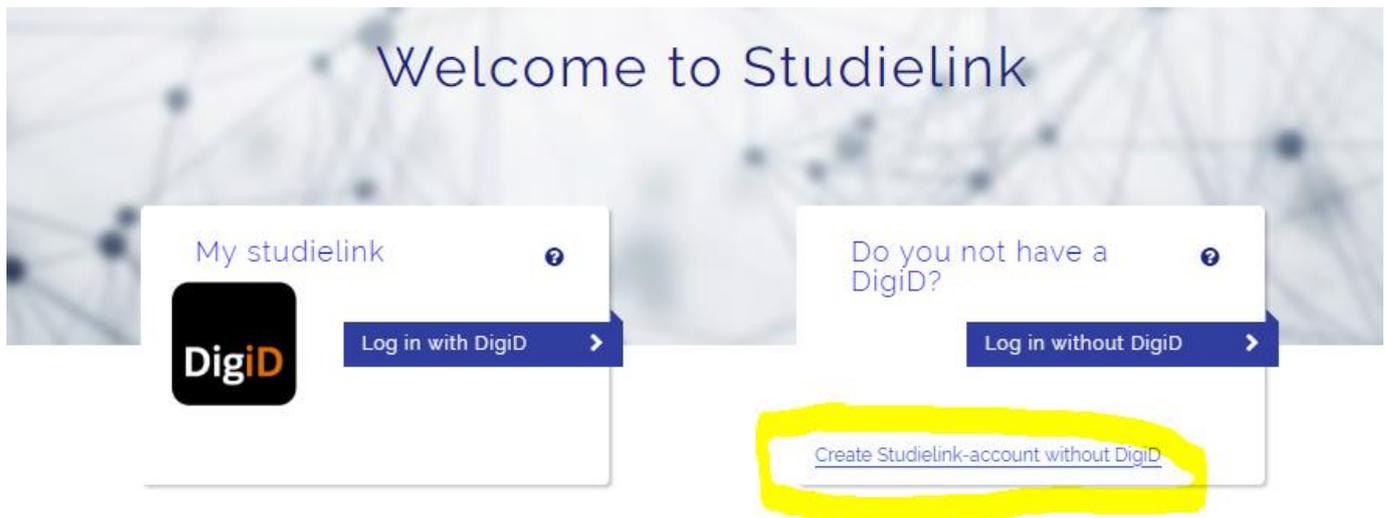
Fill in the personal data and click on Next

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	_____ ❓
Initials	[ ]
Given name	_____ ❓
Prefix	Optional ▾
Surname	_____ ❓
Gender	○ Established as unknown ○ Female ○ Male ❓
Date of birth	day ▾ month ▾ year ▾
Place of birth	_____
Country of birth	_____ ▾ ❓
Nationality	_____ ▾
2ⁿᵈ 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 ❓
	☑ This is also my correspondence address ❓

Back to previous page   Next ❯

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Fill in the contact details and click on Next

Email address	_____ ❷
Confirm email address	_____
Password	_____
Confirm password	_____
Phone number	[⌄] _____
Phone number 2	[⌄] Optional
Correspondence language	English [⌄] ❷

Back to previous page   Next ❯

Check the filled in details and tick the two boxes

☑ I have checked all my details and hereby confirm that it has been entered correctly.

☑ I agree with the general terms and conditions of Studielink.

cancel   Create ❯

Click on Create and you will receive the below email:

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

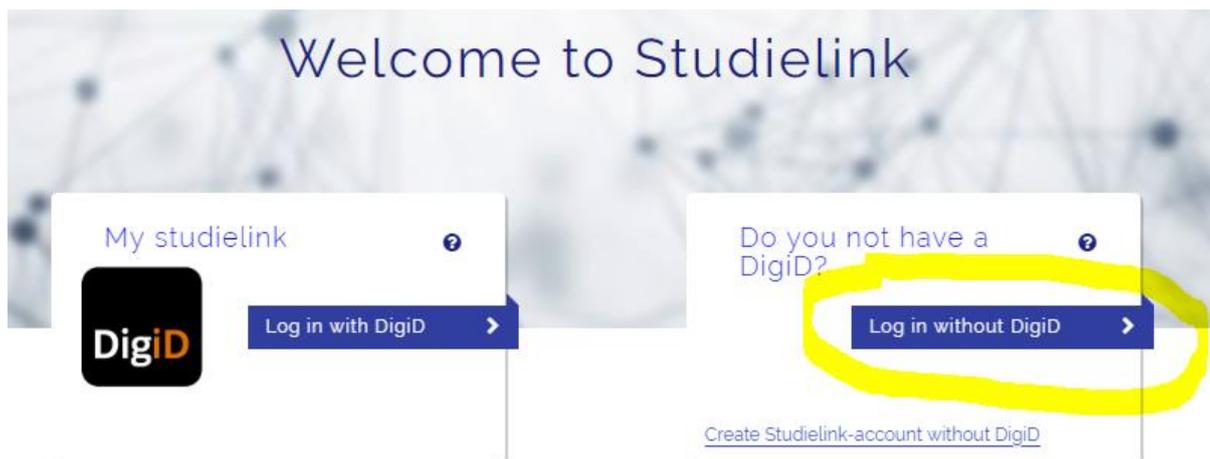If the link does not open, then copy and paste the link below into your Internet browser's address bar:

https://studielink-student.acc.qdelft.nl/account/activeren/0c2c8dba-e460-485f-a685-9e6ba8ae19b3/L2NwMlpkTkt1N3FmV2tDVjdPUHU5eHNxNzczL0s3Qk9Va1pHcUsrcjBzaDVKcWs5NnFFDWjJ5ZlU5NVpPVTJpaEhtaXY4U1B0MUZqWk0wMy9nWHFVOHdHdVMrekrcrS3Jva01xU1lyTlR1NFJOcE9ueVovVGV6M3R5eGk5NmxwY0RmMWhpWS8rVlpkTFUzazhWRXgzODNCemZGRWRRTmVCamNwb0NMenAwdm5ZUXFkMWc%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 DigiD'

Welcome to Studielink

My studielink

Log in with DigiD >

Do you not have a DigiD?

Log in without DigiD >
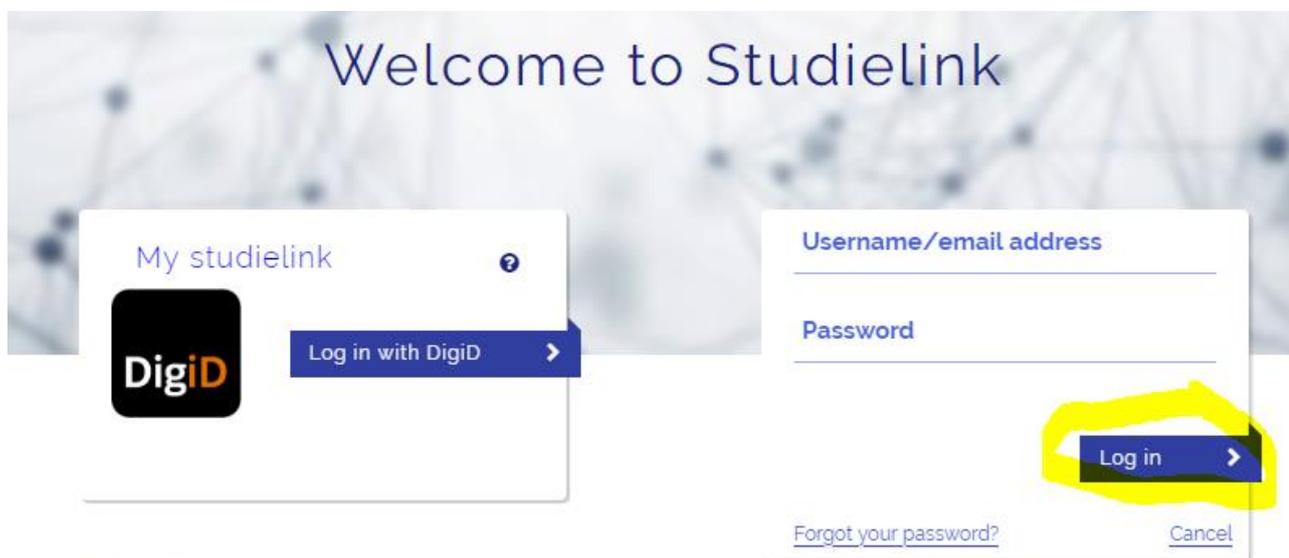
Create Studielink-account without DigiD

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 website of the educational institution.
More information about Studielink can be found here.
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'.

Welcome to Studielink

My studielink

Log in with DigiD >

Username/email address

Password

Log in >

Forgot your password?   Cancel

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 website of the educational institution.
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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:

Then click Yes again in the following screen:

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

Choose the correct starting date, in your case **May 1, 2023** and tick the Box because you have not filled in any previous education

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

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 previous page Next >

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

Contact details

Email address	gek@strange.gs
Telephone number	+1264554655566
Language preference	English

☑ I have checked all the details and they are correct.

Back to previous page Confirm >

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: http://myum.unimaas.nl

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.
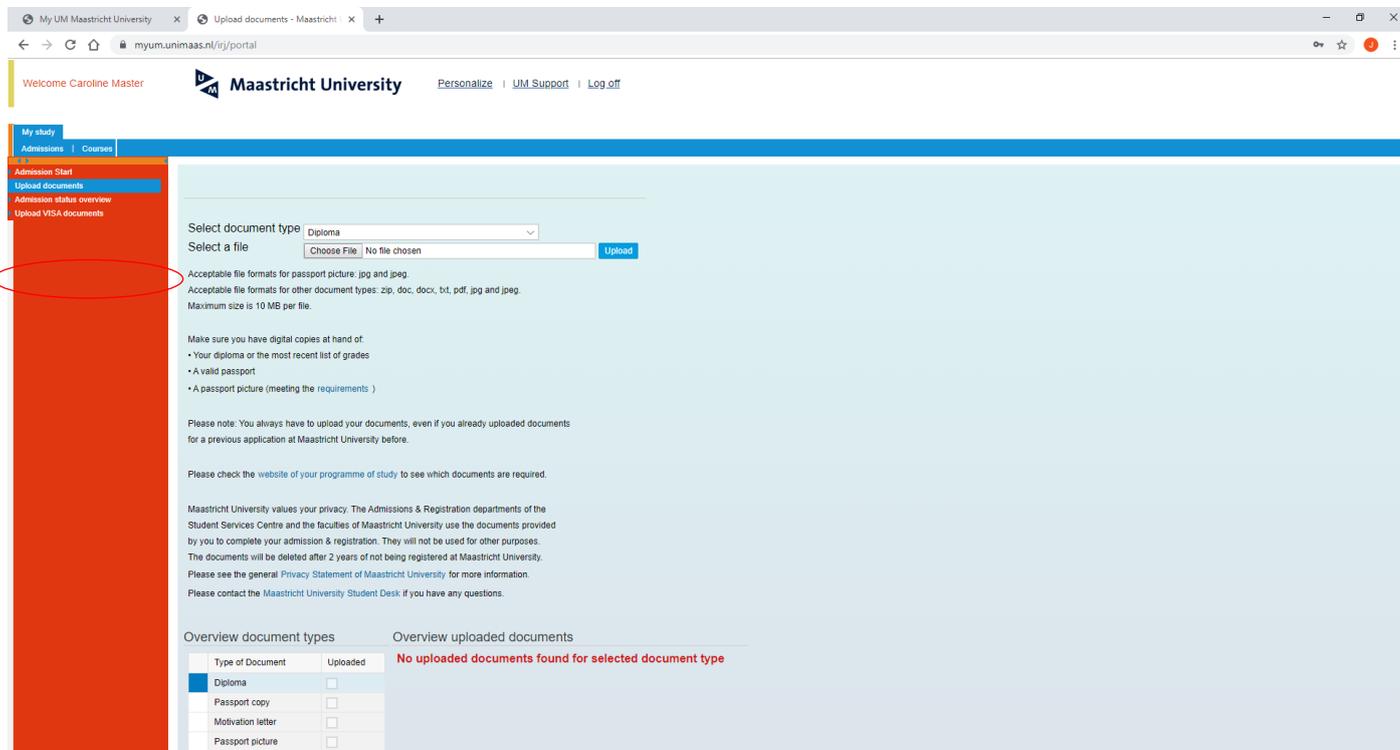
Uploading required documents

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".

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.