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## Admission & registration

[Learning and Development in Organisations](#)

**Do you want to apply for this study programme? Make sure that you first carefully read through the programme's Admission requirements-page to see if you (can) meet the requirements.**

**Ready to apply? The application and enrolment process consists of three phases. More information on each of these phases is provided below. You will be referred to the Admission requirements-page, and other relevant information, where appropriate. Carefully read through the information provided and make sure to complete all tasks as soon as possible (and definitely before the indicated deadlines).**

**You can find an overview of important deadlines on the Admission requirements-page of this programme (see the dark-blue menu on the left-hand side of this page).**

### 1. Phase 1: Studielink application

**Let us know you want to apply for this study programme**

To start the application process for this study programme, you first need to apply via Studielink. Studielink is the Dutch central organisation that keeps track of applications and enrolments at institutions of higher education in the Netherlands. In Studielink, you can apply by indicating which study programme at Maastricht University (UM) you would like to apply for, whether you'd like to start the programme in September or February (if the latter is an option), what previous education you followed, and you might need to provide a number of other details.

Studielink offers two methods of signing in: with or without using DigiD:

- If you live in a Dutch municipality, you can only register using your DigiD. If you live in a Dutch municipality, but do not yet have a DigiD yet, you will need to request one ([Apply for a DigiD](#)).
- If you do not (yet) live in the Netherlands, you can register by creating a Studielink account (without DigiD). As your personal details will not have been verified through DigiD, Maastricht University (UM) will check your personal details.

[Apply via Studielink](#)

#### **Please note**

- You have to select your 'starting moment' in Studielink. Please make sure to select the right month and year in the pulldown-menu, so that you are applying for a start of the study programme in next academic year.
- You can find an overview of important deadlines (including the deadline for completing your application process) on the Admission requirements page of the study programme.
- You will receive an email from UM within 24 hours of having applied in Studielink. This email contains your personal UM student number and a password. You can use these login details to access the [MyUM portal](#), the online environment in which you can upload the documents required for your application.

## 2. Phase 2: Admission

### **Allow UM to assess if you meet the admission requirements**

To allow UM to assess whether you can be admitted to the programme of your choice, you need to upload several documents, and in some cases complete one or more other tasks. An overview of what you need to do (including a list of documents) is provided on the webpage 'Admission requirements' of the programme you've applied for. You can upload all of your documents in the [MyUM portal](#). Make sure you stay on top of your application. This means that you should upload documents as soon as you have finalised them and/or have them in your possession. That way, we can let you know if the documents you provided are correct, or if further action on your part is required, as early on as possible.

Only applications that have been completed before the indicated deadline will be presented to the Board of Admissions.

### **Correspondence about your application**

From now on, you will receive any important information and calls to action from Maastricht University regarding your application by email, on the email address you provided to Studielink.

## 3. Phase 3: Enrolment

### **Arrange the practical matters required to start your studies at UM**

Once you have been offered a place in the study programme of your choice, you need to arrange your enrolment. You can find a brief overview below.

## Pay your tuition fees

Every applicant will need to pay their tuition fees. As soon as your payment is required, you will be notified of this in an email from Maastricht University (UM) / Studielink.

Once you've received an invite to pay your tuition fees, it is important that you indicate how you wish to arrange your payment (in Studielink). Do so on time (in any case before the start of your studies). Please also make sure that you pay (the first instalment of) your tuition fees in a timely manner. Otherwise, you won't be able to start your studies.

- [Read more about tuition fee rates](#)
- [Read more about when to pay your tuition fees](#)
- [Read more about how to pay your tuition fees](#)

## Allow UM to verify your diploma

### ***Dutch diplomas***

Did you acquire the diploma on the basis of which you have been offered a place in your study programme in the Netherlands? Then DUO will pass in their verification of your diploma to UM. No further action on your part is required.

### ***Non-Dutch diplomas***

Did you acquire the diploma on the basis of which you have been accepted to/offered a place in your study programme outside of the Netherlands? Then you will need to send a certified hard copy of that diploma and of your grades transcript.

Have you completed your prior education outside of the Netherlands and will you not receive your diploma before the start of your study programme? Then you can send a certified graduation statement.

Information on the requirements for a certified copy of a diploma, grades transcript and graduation statement, as well as the address these documents should be posted to, is provided on our webpage '[Certified copy of your diploma/grades transcript](#)'.

Please note that all hard copy documents submitted will become property of UM. Based on the GDPR, these documents will be digitalised and in due time destroyed in a secure manner. UM will save your documents for one year after the start date of your study programme. In case your study programme starts at 1 September 2022, we will save your documents until 1 September 2023.

## Make sure your application is complete

UM can only enrol you if you have completed all your application and enrolment tasks. Please make sure this is the case, so that you'll be ready to start preparing for your studies as soon as possible. If any of your documents are still missing, you will receive a message about this from the Student Services Centre (SSC). The documents concerned will be listed in the message. Upload the requested documents as quickly as possible in the MyUM Portal or send these by post to the SSC if that is requested.

## Confirmation of Enrolment

When you have been enrolled for your study programme at UM, you will receive confirmation of this from UM and from Studielink by email.

## **Questions about admission and registration?**

Then contact the faculty of this master's programme via the 'Contact & meet us' button on the left.

**The information on this page is for students who would like to start in September 2022 (academic year 2022-2023).**