

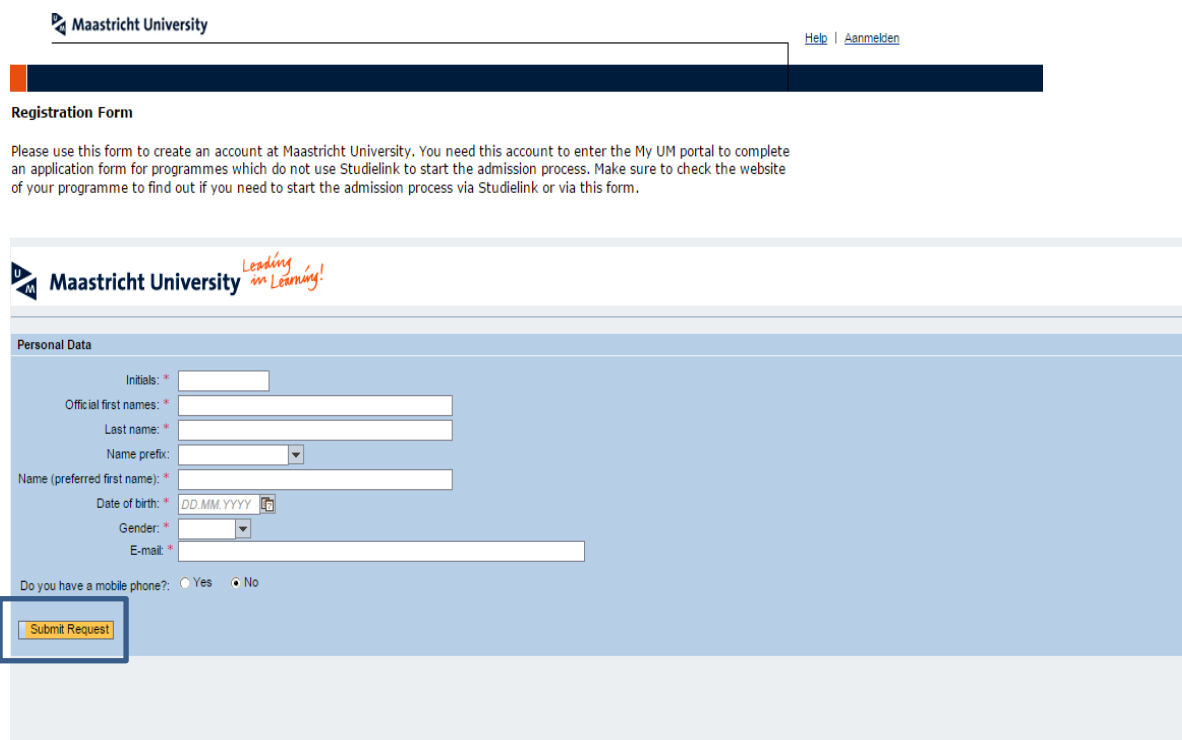
Manual application for Contract students

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

<https://myum.unimaas.nl/irj/portal/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)



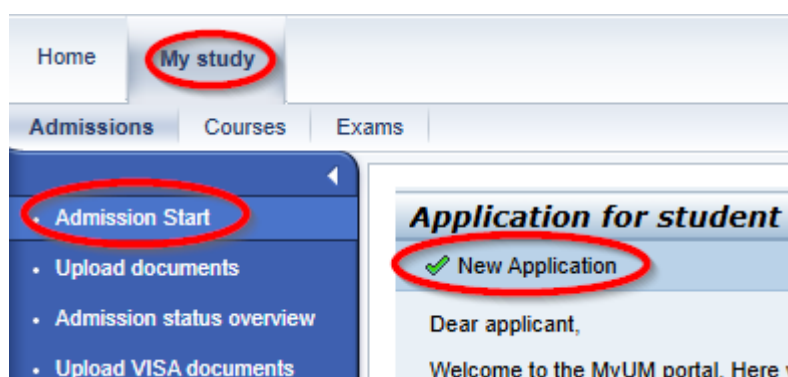
The screenshot shows the 'Registration Form' on the Maastricht University website. At the top, there is a header with the Maastricht University logo and the tagline 'Leading in Learning!'. Below the header, there is a navigation bar with 'Help' and 'Aanmelden' links. The main content area is titled 'Registration Form' and contains a paragraph explaining the purpose of the form. Below this, there is a 'Personal Data' section with various input fields: 'Initials: *', 'Official first names: *', 'Last name: *', 'Name prefix: *' (with a dropdown arrow), 'Name (preferred first name): *', 'Date of birth: *' (with a date picker), '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 red box highlights the 'Submit Request' button at the bottom left of the form.

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

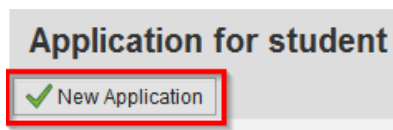
2. Go to My UM (<https://myum.unimaas.nl/irj/portal/>) and enter your log in details.

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.

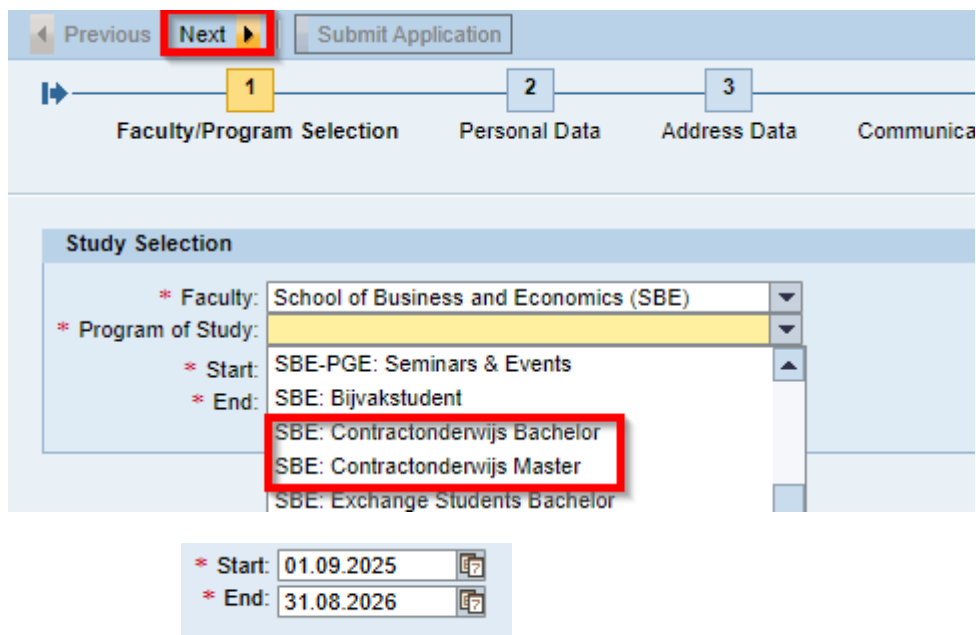


4. Click on *New Application*

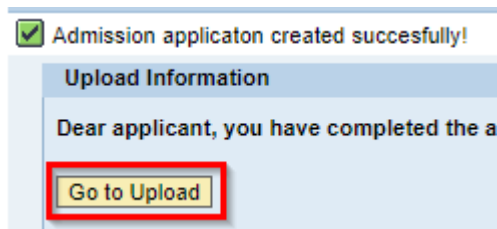


5. Fill out the required fields and insert the following information
- Faculty*: School of Business and Economics
 - Program of Study*: Contract education/onderwijs Bachelor or Master
 - Start*: 01.09.2025 *End*: 31.08.2026 (do not deviate from these dates)

Click on *Next*

A screenshot of a web application form. At the top, there are three buttons: 'Previous', 'Next', and 'Submit Application'. The 'Next' button is highlighted with a red box. Below the buttons is a progress bar with three steps: 1, 2, and 3. Step 1 is highlighted with a yellow box. Below the progress bar, there are four tabs: 'Faculty/Program Selection', 'Personal Data', 'Address Data', and 'Communication'. The 'Faculty/Program Selection' tab is active. Under this tab, there is a section titled 'Study Selection'. It contains four dropdown menus: '* Faculty:', '* Program of Study:', '* Start:', and '* End:'. The 'Faculty' dropdown is set to 'School of Business and Economics (SBE)'. The 'Program of Study' dropdown is set to 'SBE-PGE: Seminars & Events'. The 'Start' dropdown is set to 'SBE: Bijvakstudent'. The 'End' dropdown is set to 'SBE: Contractonderwijs Bachelor'. Below these dropdowns, there are two date fields: '* Start: 01.09.2025' and '* End: 31.08.2026'. The date fields are highlighted with a red box.

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 'Go to Upload' and upload the files listed below under the correct heading



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 which we will use 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.