

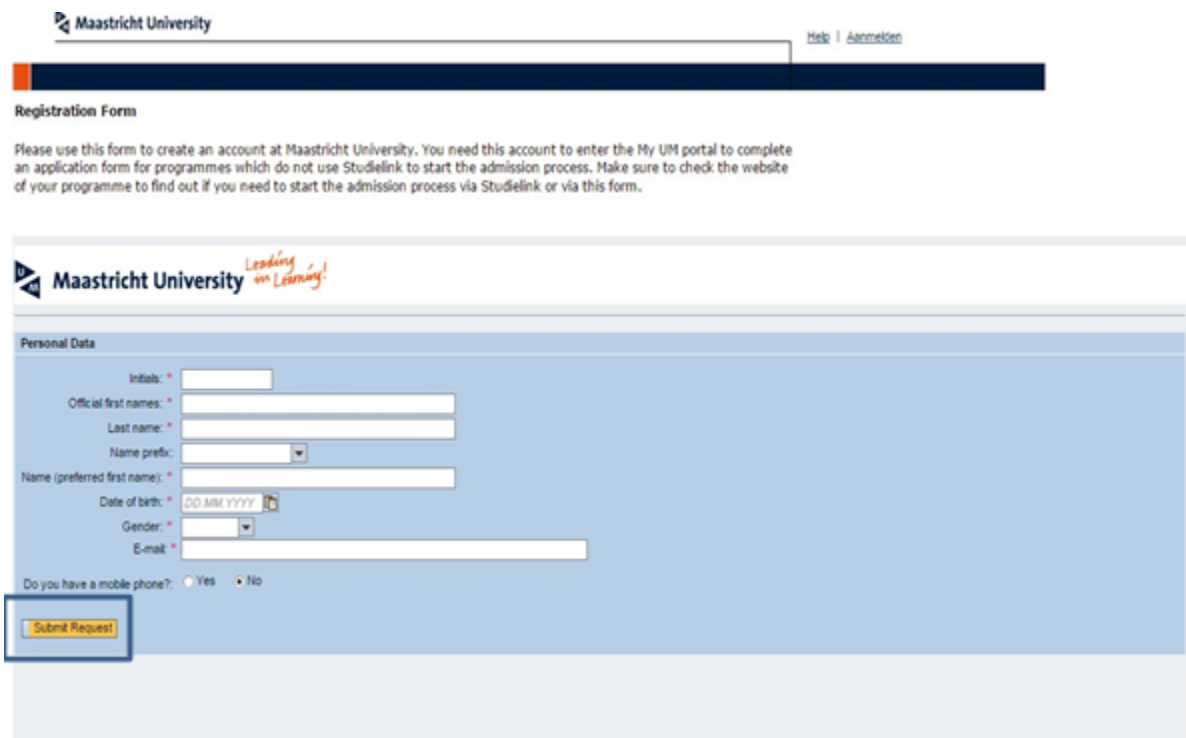
**Manual application subsidiary (bijvak)student – version October 2025**

Before applying, please note the following:

- To study as a subsidiary student at the Faculty of Psychology and Neuroscience (FPN), you must be registered at another Dutch university or university of applied sciences (CROHO-registered);
- Registration as a subsidiary student is allowed once per academic year;
- You may register for multiple courses at the same time, up to a maximum of four courses (24 ECTS);
- Subsidiary students do not have to pay to follow a course at FPN.

Please take the following steps and read the manual carefully. If you have questions during the procedure, please send a message to [fpn-nonregular@maastrichtuniversity.nl](mailto:fpn-nonregular@maastrichtuniversity.nl).

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.

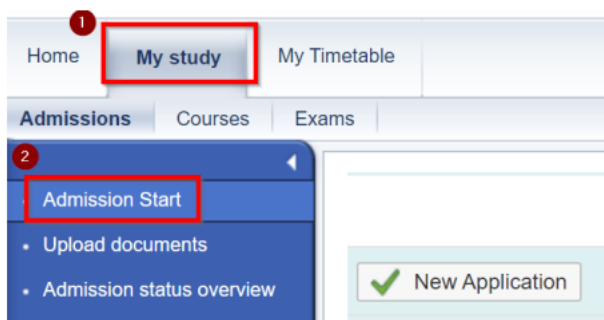


The screenshot shows the Maastricht University registration form. At the top, there is the Maastricht University logo and the text "Maastricht University" followed by "Help | Aanmelden". Below this is a dark blue header bar. The main content area is titled "Registration Form" and contains the following 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." Below this text is a form titled "Personal Data" with the following fields: "Initials" (text input), "Official first names" (text input), "Last name" (text input), "Name prefix" (dropdown menu), "Name (preferred first name)" (text input), "Date of birth" (date picker), "Gender" (dropdown menu), and "E-mail" (text input). 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 located at the bottom left of the form.

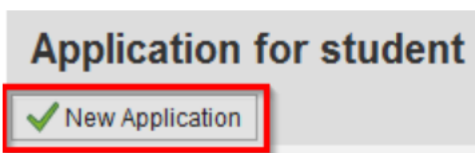
Within a few days, you will receive an email containing your username and password. Please follow the instructions in that email within 7 days to activate your account. If you do not activate it within this period, your account will be locked. *Remember to check your spam or junk folder as well.*

2. Go to My UM (<https://myum.unimaas.nl/irj/portal>) and enter your log in details. When you begin your application, please make sure you have a digital copy of your certificate of enrolments, passport and portrait picture ready.

3. Click 'My Study' to start the application.

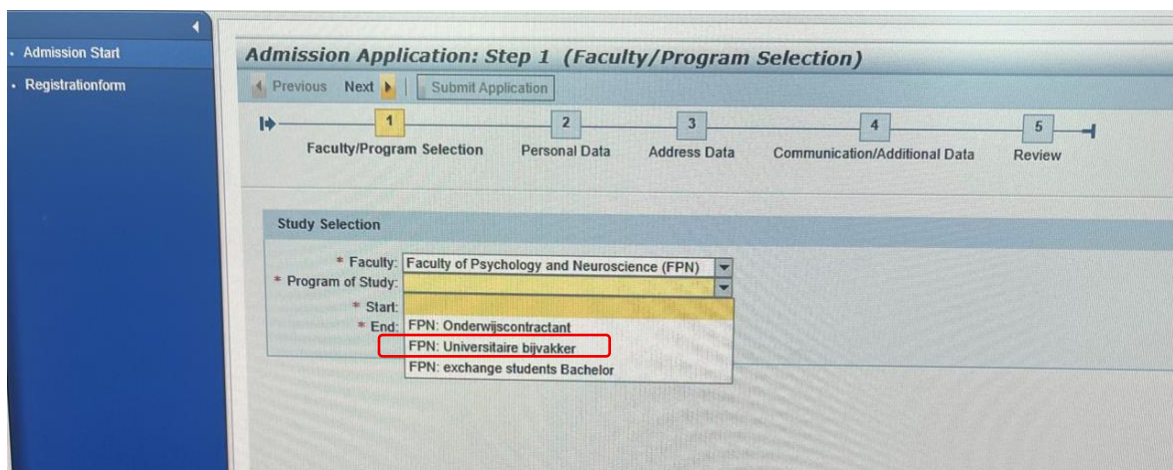


4. Click on New Application



5. Fill out the required fields and insert the following information

- Faculty: Faculty of Psychology and Neuroscience
- Program of Study: Bijvakstudent
- Start: 01.09.2025 End: 31.08.2026 (do not deviate from these dates)



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

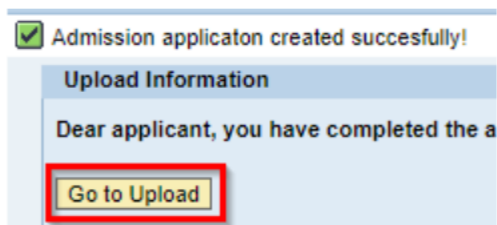
Click on Next

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'



Make sure that you upload the necessary documents:

- a) Subsidiary registration form;
- b) Proof of experience with Problem-Based Learning (PBL) (if available)
- c) A valid certificate of enrolment from a Dutch research university or a Dutch university of applied sciences (CROHO-registered) from the year in which the requested course(s) take place;
- d) A valid copy of your passport or identity card (it must be valid at the time of enrollment).  
Please upload the page that clearly shows your photo, personal details, and the document's validity date.
- e) Portrait picture which we will use for your UM-card;
- f) Valid Dutch visa (for non-EU students);
- g) Official statement or document confirming approval from the Board of Examiners of your current programme.
- h) Proof of paid tuition fee for the academic year in which the requested course(s) takes place.

Please ensure that proof of paid tuition for the current academic year is sent directly by your institution to **fpn-nonregular@maastrichtuniversity.nl**.

Once your application is complete, FPN will review it, and if everything is in order, you will be admitted as a 'Bijvak' student. Your status in MyUM will then change to **Approved**. Once approved, you are automatically registered for the approved course, including the exam and resit. After

registration, you will gain access to the Student Portal, a temporary UM email account, and a UM card, which will allow you to submit assignments and take exams.