

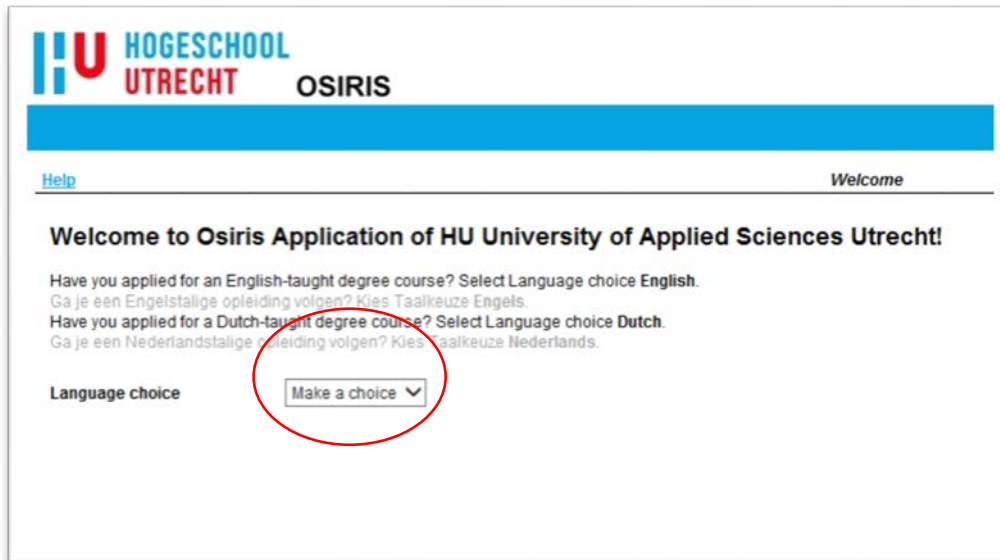
**UNIVERSITY
OF APPLIED
SCIENCES
UTRECHT**

Application guide for international Bachelor students

1 Welcome and registration- General

After your application in Studielink, you received a link in your email to our Osiris Application system. This is where you will upload all your documents and supply us with the information we need to handle your application as quickly as possible.

Select your language here. _____



HOGESCHOOL UTRECHT OSIRIS

[Help](#) Welcome

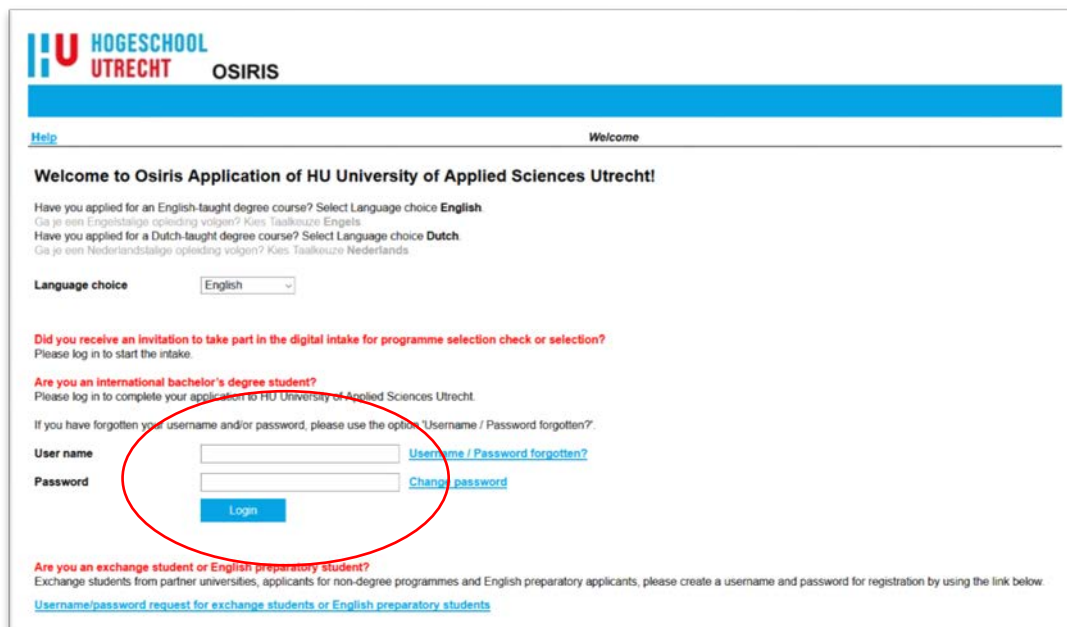
Welcome to Osiris Application of HU University of Applied Sciences Utrecht!

Have you applied for an English-taught degree course? Select Language choice **English**.
Ga je een Engelstalige opleiding volgen? Kies Taalkeuze Engels.

Have you applied for a Dutch-taught degree course? Select Language choice **Dutch**.
Ga je een Nederlandstalige opleiding volgen? Kies Taalkeuze Nederlands.

Language choice Make a choice ▼

The email you received also contains your username and password. Please enter these and click Login.



HOGESCHOOL UTRECHT OSIRIS

[Help](#) Welcome

Welcome to Osiris Application of HU University of Applied Sciences Utrecht!

Have you applied for an English-taught degree course? Select Language choice **English**.
Ga je een Engelstalige opleiding volgen? Kies Taalkeuze Engels.

Have you applied for a Dutch-taught degree course? Select Language choice **Dutch**.
Ga je een Nederlandstalige opleiding volgen? Kies Taalkeuze Nederlands.

Language choice English ▼

Did you receive an invitation to take part in the digital intake for programme selection check or selection?
Please log in to start the intake.

Are you an international bachelor's degree student?
Please log in to complete your application to HU University of Applied Sciences Utrecht.

If you have forgotten your username and/or password, please use the option "Username / Password forgotten?".

User name [Username / Password forgotten?](#)

Password [Change password](#)

Are you an exchange student or English preparatory student?
Exchange students from partner universities, applicants for non-degree programmes and English preparatory applicants, please create a username and password for registration by using the link below.
[Username/password request for exchange students or English preparatory students](#)

Once you have logged in, you will see one or more programmes listed under 'Current applications'. Please choose the programme for which you wish to apply. If you are applying for more than one programme, you will need to complete the process for each programme separately.

Click on the link '[view/edit](#)' beside the programme name. This is where you will submit your application file and answer some questions regarding your immigration status, if applicable. You will be able to follow the progress of your application by clicking the link [Step 0 of 1 \(more info\)](#) under the header 'Progress.'

[Logout](#) [Help](#) Current applications

Below you will find an overview of your current applications at the HU University of Applied Sciences.

Did you receive an invitation to take part in the digital intake for programme selection check or selection?
Please find the application type 'Digital intake ...' in the list below and select 'Start intake'. Do you have multiple applications of the type 'Digital intake ...'? Please make sure that you select the right degree programme. Please note: to apply to a different study programme, go to www.studielink.nl.

Are you an international bachelor's degree student?
Please complete the following two steps. First, in the list of Current Applications below, find the application type 'Bachelor/Master's Degree' and click on 'Details'. Here, you can add some details helping us process your application as an international student. Second, please do the same for the application type 'Digital intake ...'. There you will find a list of questions helping you assess your choice of study and to see if the study programme you have chosen is right for you.

Are you an exchange student or English preparatory student?
Please create a new application for the programme of your choice by clicking on 'New application' below and following all necessary steps.

Current applications

Type	Programme	Period	Status	Decision	Progress
International admissions HU	B International Business and Management Studies	01/09/2017 until 31/08/2018	Not yet submitted		Step 0 of 1 (More info) View/Edit
	Select 'View/Edit' to start your application.				
Bachelor or Master Degree 2017-2018	B International Business and Management Studies	01/09/2017 until 31/08/2018	Submitted		View/Edit

[New application](#)

[Logout](#) [Help](#)

The following screen has a short prompt to remind you to save your answers regularly, as each page will expire after 5 minutes of inactivity. Click 'continue' to start the application.

HOGESCHOOL UTRECHT OSIRIS

[Home](#) [Save](#) [Help](#) Application details

Request for * International admissions HU

Click 'Continue' to start the application. Do not forget to save your answers regularly. If you do not undertake any action for 5 minutes the page will expire and you will lose unsaved answers. At the end of the application click 'Submit' in order to submit your answers.

[Continue](#)

Please note: Some sections are not immediately available. They contain questions we may need you to answer at a later time. If this is the case, we will inform you by email and ask you to log back in and complete these sections. A final summary page shows all the details to check before you 'submit' the application.

2 Welcome and registration

When evaluating your diploma, we may require the services of our national diploma evaluation agency, Nuffic. We will need your consent to do this. Please click in the place provided to agree.

ilcome Step 2 of 11

To complete your enrolment, the International Office will verify whether your previous education and language ability meet the entrance criteria. Please prepare the required documents as specified on [our website](#).

I hereby give permission to HU University of Applied Sciences Utrecht (HU), and to Nuffic acting on behalf of HU, to contact the relevant authorities regarding the origin, content and authenticity of my educational qualifications and additional submitted documentation.

☒ I understand and give permission.

[Back](#) [Continue](#)

Agent

2. HU works with a number of recruitment agents. Here we would like to ask you whether you used the services of an agent in your home country to help you apply to HU, and if so, which one.

Registration Step 3 of 11

2 Did you apply through an agent?

* Make a choice

If you are not an EU/EEA national, we expect to arrange a Dutch visa for study purposes for you. We suggest you read our Immigration guide now before you continue. If you are already living in the Netherlands, please read the residence permit appendix in the flyer, as you will need to confirm your current residence situation later in this section.

3 Diploma

In this section, please upload your passport and your diploma documents. Make sure you have these documents ready in a .pdf file to upload. We must have a passport copy to continue. If you have not yet received your final diploma or language test, you may advise us of the date of graduation and country where it will be issued, and then you can upload them later.

Exact details on the diploma documents we require are available on www.international.hu.nl.

The screenshot shows a web form titled 'Diploma' with a progress indicator 'Step 4 of 11'. The form contains the following elements:

- Instructional text: 'In the following steps, you will be asked to upload the required documents for admission. We recommend you to visit [our website](#) for a detailed listing of the admission requirements, the language requirements, and a list of the documents you need.'
- Step 4: 'Please upload a copy of your passport or national identity card. This document must be valid on the start date of the study programme.'
- Attachment section: Labeled 'Attachment' with a plus icon. It shows 'Passport.pdf' with a red 'X' and a 'New' button.
- Step 5: 'Do you have a diploma that meets the entrance requirements?' with a dropdown menu showing 'No, I have not yet received my diploma.'
- Step 6: 'When do you expect to receive your diploma?' with a text input field and a calendar icon. A note below says: '(Please upload your final diploma in the online section "Final Diploma" as soon as you have received it.)'
- Step 7: 'You may upload your current grades list here for provisional acceptance.' with an 'Attachment' section and a plus icon.
- Step 8: 'From which country does your diploma originate?' with a dropdown menu showing 'Make a choice'.
- Navigation buttons: 'Back' and 'Continue'.

4 Language test

All students have to show that they meet the language requirement for the programme of their choice. Please select whether you already have a language test result, if you still need to take the language test, or if your diploma exempts you from having to provide one.

The screenshot shows a web form titled 'Language test' with a progress indicator 'Step 5 of 11'. The form contains the following elements:

- Instructional text: 'The combination of your foreign diploma and your programme of choice determines whether you have to provide a language test as part of your admission. More information on language requirements is available on our website.'
- Step 9: 'Do you have a valid language test result?' with a dropdown menu.
- Dropdown menu options: 'Make a choice' (selected), 'yes, I have a language test result', 'I do not have a language test result', and 'I qualify for an exemption from the language requirement'.
- Navigation button: 'Continue'.

If you do not yet have your language test, we will ask you to upload it later.

5 Permit (non-EER students only)

Next, we need to know whether you require a visa or residence permit for study. Most international student with non-EU nationality need an entry and residence permit in order to study at HU. If so, we will apply for this on your behalf.

If you already live in the Netherlands and have a residence permit for another purpose, or if you have a residence permit for study at another school, you may not need an entry visa and/or residence permit.

Please choose the answer that applies to you. The answers are explained in more detail below the screenshot:

Permit? Step 6 of 11

After your successful admissions HU will open the visa application section for you to answer questions and upload immigration documents to arrange your visa for study purposes. This is expected from all students with a non EU/EEA nationality, including those already living in the Netherlands. However, some non EU/EEA nationals have permanent residence and may not need a visa for study purposes. For example - family purposes or with a refugee status.

Answer **NO** to the following question - if you do not live in the Netherlands or do not have a permanent Dutch residence permit (including purpose for study).
Important - an incorrect answer will delay your enrolment and even cause it to not be finalized on time.

11 Are you living in the Netherlands with a (permanent) Dutch residence permit that allows you to study?

* ▼

- Make a choice
- No, I do not have a 'permanent' Dutch residence permit that allows me to study.
- No, but I do have a Dutch residence permit for study purposes.
- Yes, I have a 'permanent' Dutch residence permit that allows me to study.

Continue

No, I do not have a 'permanent' Dutch residence permit that allows me to study.

This is the answer we expect from non EU/EEA students who do not live in the Netherlands. However, this answer is also applicable to those who may live in the Netherlands with a Dutch residence that cannot be extended (au-pair for example). After your admissions has been positively evaluated, you will receive an email to return to the online application process to continue with the visa section.

No, but I do have a Dutch residence permit for study purposes.

If you have a valid Dutch permit issued for the purpose of study, we will need to change your residence permit to study at HU. After your admissions has been positively evaluated, you will receive an email to return to the online application process to continue with the visa section. There you will need to submit a copy of your passport and of your financial documents.

Yes, I have a 'permanent' Dutch residence permit that allows me to study.

If you have residence in the Netherlands for a purpose that allows you to study (see appendix in the immigration flyer), you will not need to return to the online visa section after your admissions has been positively evaluated. You must upload a copy of your current Dutch residence permit now for us to confirm this.

Important – if your residence status is not accepted
<i>You will receive an email message from us to return to the online application process to change your answer. Your admissions cannot be finalized until your residence status is confirmed! After positive admissions evaluation you will receive an email request to return to the online visa section.</i>

Once you have answered the questions and supplied the documents for the admissions evaluation, click 'Continue'. The next sections will not yet be available. These contain questions you may need to answer later. If this is the case for you, you will receive an email message at a later time asking you to return to the online application. For now, keep clicking 'Continue' until you get to 'Submit application'.

6 Visa 1/1 (non-EER students only)

All your documents for the visa application must be supplied through Osiris. After a positive evaluation of your diploma, we will send you an email asking you to log back in to answer questions and provide documents for the study visa. Make sure to respond to this email promptly, as earlier deadlines apply to visa students!

Important: - The Immigration Guide is a very important document to refer to during this process. Make sure to keep it with you as you complete this section.

The first questions concern your current residence situation. The visa screen options will vary depending on the answer you have given.

If your nationality normally requires an MVV visa to enter the Netherlands, we will first ask you whether you already have a residence permit for study at another school. Below the screenshot is a detailed explanation of the answers and what they mean.

visa (1/2)

Important - you must have access to the [Immigration flyer](#) while completing the following sections.

Make sure you have your visa application documents prepared ready to upload before you start this section.

12 We expect to arrange an MVV visa for you to enter the Netherlands and further residence permit combination for study purposes.

! Make a choice

Make a choice

I understand HU must arrange a visa for study purposes for me.

I have a valid Dutch residence permit for the purpose study.

1. I understand HU must arrange a visa for study purposes for me.
 - **You are living in the country of your nationality.**
You must advise us of the Dutch Embassy where you can collect your MVV entry visa before you start your travel arrangements, and follow the general procedure.
 - **You are living in another European Schengen country.**
You may not need to collect an MVV from a Dutch Embassy. We expect you to upload a copy of your Schengen residence permit with your passport later in the process.
 - **You are living in the Netherlands** (for another purpose that does not allow you to study).
You should not need to collect an MVV from a Dutch Embassy. We expect you to upload a copy of your Dutch residence permit with your passport later in the process for us to check.
2. I have a valid Dutch residence permit for the purpose of study.
You already have a visa for study. Please upload a copy of your Dutch residence permit for us to check your residence status. If your ID is accepted, you should not need an MVV and a fee for the visa may not be necessary.

The next question is about the embassy where you will pick up your MVV. This will usually be the Dutch embassy in your home country, unless you already live in the Netherlands or another Schengen country.

Embassy

Please advise us now of the Dutch Embassy where you will collect your MVV sticker. If you are already living in the Netherlands or another Schengen country (with a valid residence permit for this country) you may be exempted from the MVV.

13 Are you currently living in a Schengen country with a valid residence permit?

!

Embassy

Please advise us now of the Dutch Embassy where you will collect your MVV sticker. If you are already living in the Netherlands or another Schengen country (with a valid residence permit for this country) you may be exempted from the MVV.

13 Are you currently living in a Schengen country with a valid residence permit?

*

In the document section add a copy of both sides of your current Schengen residence permit when you upload your passport pages.

If you do not have legal residence in the Netherlands or another Schengen country you will need to select the country (from the choice list) where you can collect your Dutch MVV visa:

Embassy

Please advise us now of the Dutch Embassy where you will collect your MVV sticker. If you are already living in the Netherlands or another Schengen country (with a valid residence permit for this country) you may be exempted from the MVV.

13 Are you currently living in a Schengen country with a valid residence permit?

*

14 Select the Dutch Embassy where you will collect your MVV visa.

!

For nationalities **NOT** requiring an MVV (entry visa) you will see the following:
We expect to arrange a Dutch residence permit for study purposes for you, an entry visa is not required.

Visa (1/2)

Important - you must have access to the [Immigration flyer](#) while completing the following sections.

Make sure you have your visa application documents prepared ready to upload before you start this section.

12 We expect to arrange a Dutch residence permit for study purposes for you, an entry visa is not required.

!

Visa (1/2)

Important - you must have access to the [Immigration flyer](#) while completing the following sections.

Make sure you have your visa application documents prepared ready to upload before you start this section.

12 We expect to arrange a Dutch residence permit for study purposes for you, an entry visa is not required.

!

Let us know your situation before you continue with the visa application. An explanation of the answers is given below:

1. I understand HU must arrange a Dutch residence permit for study.
 - **You are living outside the Netherlands.**
Your residence permit (Visa) should be issued before you start your travel arrangements. Follow the general procedure for applying for a visa.
 - **You are living in the Netherlands** (for another purpose that does not allow you to study).
We expect you to upload a copy of your residence permit with your passport later in the process for us to check.
2. I have a valid Dutch residence permit for the purpose study.
You already have a visa for study. We expect you to upload a copy of your Dutch residence permit for us to check your residence status. If this ID is accepted, a fee for the permit may not be neces

Financial documents (all students requiring the visa/residence permit)

After informing us of your residence situation, you will come to the financial documents section. You must follow the directions in the Immigration Guide and give us the details on how you will finance your stay and tuition payment.

Financial documents of proof

In the next two sections you must advise us how you will have access to your living expenses money and payment of your tuition fee. We will only accept documents as described in the Immigration flyer

In each section it is possible to select a combination of options however all the documents of proof must be uploaded in one file.

Living expenses

15 • Place all the documents for your living expenses proof in one file.

- The amount must not be less than the Dutch minimum amount given in the immigration flyer.
- Do not upload an incomplete file attachment.

☐ I have a bank account in my own/joint names with a sufficient balance

☐ I have a sponsor who will support my living

☐ I shall receive a (full) scholarship that covers my living expenses

☐ I will deposit money on to the HU bank account

16 If you are not using documents for your financial proof (above) you must deposit your full living expenses on to the HU bank account.

!

17 Re-check your documents now.

- Does the total of your documents cover at least the Dutch immigration minimum?
- Are all the requested details shown on each document?
- Is your attachment complete (when using combined methods)?

! ☐ I confirm I have submitted accurate and complete information according to the immigration flyer guidelines.

Tuition payment confirmation

18 Your tuition fee must not be paid from the immigration minimum allowance to be used for your daily living expenses.

! ☐ The money intended for my living allowance will not be used to pay my tuition.

19 • Does the total of your documents cover the tuition fee amount you need to pay?

- Are all the requested details shown on each document?
- Is your attachment complete (when using combined methods)?

☐ I have documented proof of a total balance on my bank account.

☐ I shall pay the tuition separately from my own bank account

☐ I have a scholarship award that covers my tuition separately.

☐ I have a sponsor who will pay my tuition fee separately.

20 If you are not using documents of proof (above) you must deposit your tuition fee on to the HU bank account.

!

21 A visa fee* must be paid before HU can submit the visa application to the Dutch Immigration.

7 Visa 2/2 (non-EU/EEA students only)

In the last part of the visa section, please upload all the immigration forms we need from you. Here you also need to confirm that you understand the Dutch Immigration law regarding visa students. Again, the Immigration Guide should help you prepare the documents and understand what is expected from you.

Visa (2/2) Step 8 of 11

Documents

22 Upload a copy of your passport identification page plus all pages with a stamp and when applicable:

- A copy of both sides of your residence permit for another Schengen country (expiry date must be valid at time of expected entry into the Netherlands).

* **Attachment**

If necessary you can download the [Antecedent form](#) and [Tuberculose verklaring](#) (including nationality exemption list) Tuberculosis declaration (TBC) forms now.

23 Upload your Antecedent declaration and don't forget to place your signature in the box provided on the form.

* **Attachment**

24 If you are not exempted from taking the TBC test you must confirm you will attend the test upon arrival in the Netherlands.

!

25 I am aware of the conditions when holding a Dutch visa for study and I am aware HU has rights and obligations as an authorized sponsor for the Dutch Immigration.

I understand while holding a visa for study purposes:

- I am obliged to inform the HU Immigration unit of any changes in my situation while living in the Netherlands.
- HU Immigration unit must receive documented proof that I have:
 1. received at least 50% study progress (30 EC's) in my degree programme or have an accepted reason (authorized by a student counselor).
 2. access to sufficient financial means that covers both my living expenses and tuition for the coming 12 month study period.

! ☐ I accept the conditions of holding a Dutch residence permit for study

Back **Continue**

23 If you are not exempted from taking the TBC test you must confirm you will attend the test upon arrival in the Netherlands.

*

24 and I am aware HU has rights and obligations as an authorized sponsor for the Dutch Immigration.

I understand while holding a visa for study purposes:

- I am obliged to inform the HU Immigration unit of any changes in my situation while living in the Netherlands.
- HU Immigration unit must receive documented proof that I have:
 1. received at least 50% study progress (30 EC's) in my degree programme or have an accepted reason (authorized by a student counselor).
 2. access to sufficient financial means that covers both my living expenses and tuition for the coming 12 month study period.

! ☐ I accept the conditions of holding a Dutch residence permit for study

Back **Continue**

[Home](#) [Save](#) [Help](#)

Make sure your visa application is correct and complete and accept the conditions before you submit your application.

If you are not sure or need to re-check your application, ALWAYS save first and SUBMIT later!

8 Final diploma

If this section says 'No additional information available', you do not need to do anything here at this time. In that case please continue on to the next section.

Are you ready to submit your final diploma?

If you received a provisional admissions advice, you will be able to upload your final diploma here after the expected date of receipt that you entered in the section 'Diploma'. If you have the final diploma but no questions are showing here yet, please contact the Admissions Office.

Final Diploma Step 9 of 11

26 Have you received your final diploma ?
Yes, I have my final diploma

27 Please upload your Final diploma now.

* **Attachment**
[Diploma.pdf](#) Submitted

[Back](#) [Continue](#)

9 Final language

If this section says 'No additional information available', you do not need to do anything here at this time. In that case please continue on to the next section.

Are you ready to submit your language test results?

Did you not have your language test yet when you first applied? You will be able to upload your final test result here after the expected test date that you entered in the system under 'Language test'. If you have the language test result but no questions are showing here yet, please contact the Admissions Office.

Final Language Step 10 of 11

28 Have you received your Language test results?
Yes, I have it now.

29 Please upload your language test result now.

* **Attachment**
[Taal toets.pdf](#) Submitted

[Back](#) [Continue](#)

10 Submit application

Before you submit your application, you will see a page summary of your answers and uploaded documents. Make sure you check the information you have given is correct and click on the 'submit' button when ready.

Please find here a summary of your application. After you submit your application, it will be processed as soon as possible.

1. Check if all required fields are filled out.
2. Check if all required documents have been attached (if applicable).
3. Submit your application with the button below.

Submit application

Step 11 of 11

To complete your enrolment, the International Office will verify whether your previous education and language ability meet the entrance criteria. Please prepare the required documents as specified on [our website](#).

- 1 I hereby give permission to HU University of Applied Sciences Utrecht (HU), and to Nuffic acting on behalf of HU, to contact the relevant authorities regarding the origin, content and authenticity of my educational qualifications and additional submitted documentation.
☒ I understand and give permission.
- 2 Did you apply through an agent?
No
- 3 According to your nationality, HU may need to arrange a Dutch study visa for you. An additional application procedure and earlier deadlines may apply. Check the [immigration flyer](#) for the requirements and information to help you prepare.

Please continue with your application for admissions. After receipt of an admissions letter, you will receive more information regarding the immigration procedure that applies to you.

☒ I shall check my visa situation while my admissions is being checked and wait for further instructions.

If you are already living in the Netherlands with a legal residence permit and it is possible to extend this permit, it may not be necessary for HU to arrange a visa for study purposes. Read our immigration flyer before you answer the following question. Be aware an incorrect answer will delay your enrolment and even cause you to not be able to finalise it on time. (if you are not sure you can advise us later after your admissions has been arranged).

- 11 Are you living at the moment in the Netherlands with a (permanent) Dutch residence permit?
I am living in the Netherlands with a Dutch residence permit for another purpose that allows me to study. I do not need a visa for study.
- 12 Upload your residence permit that will give you exemption

Attachment

[Dutch residence permit.pdf](#) [New](#)

This is the last step before you can submit your request. Your request will be processed as soon as possible.

1. Check if all required fields are filled out
2. Check if all required documents have been attached (if applicable).
3. Submit your request with the button below.

Back

Submit

[Home](#) [Help](#)