

## **1. Registration**

The application deadline for the Fall-semester and Full AY 2023-2024  
**for non-EU students: 19 April 2023**  
**for EU students: 17 May 2024**

Please note that in order to apply for exchange at FASoS, you **first need to register** at Maastricht University (UM). After completion of the initial registration form, you will receive an email containing your user ID number and password which you need in order to complete your application at FASoS. Please note that your user ID number and Password will be blocked if you do not complete the application form within **7 days** after the registration.

If you have any questions concerning your registration and application at Maastricht University, please contact Ine Mourmans from the International Relations Office e-mail: [iro-incoming-fasos@maastrichtuniversity.nl](mailto:iro-incoming-fasos@maastrichtuniversity.nl) . Always mention your Maastricht University "user ID number "(starts with I60\*\*\*\*\*) in your emails to us.

If you want to change any information on your application form, please do not complete a new form and certainly do not withdraw your application but inform us about the change via: [iro-incoming-fasos@maastrichtuniversity.nl](mailto:iro-incoming-fasos@maastrichtuniversity.nl) and she will process the change in our system.

For registration at Maastricht University please go to:

**<http://myum.unimaas.nl/anonymous>**

Please make sure you enter your personal information (name and surname) correctly since this information will be shown on your student card and on your grade transcript!

Initials = First letters of your first names

Surname = Family name/Last name

Name = First name

Official first names = same way your first names are shown on your passport

EXAMPLE: Elizabeth Johanna Maria Edwards

Initials = EJM (without any dots between the letters)

Last name = Edwards

Official first names = Elizabeth

Official first names = Elizabeth Johanna Maria

**Please note that all fields with an asterisk (\*) are compulsory!**

## Registration Form

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.



### Personal Data

Initials: \*

Official first names: \*

Last name: \*

Name prefix:

Name (preferred first name): \*


Date of birth: \*

Gender: \*

E-mail: \*

Do you have a mobile phone?:  Yes  No

Country code/Number:

When you have completed all fields click on “Submit Request”  in the left corner of the page. If the process is completed successfully you will receive the following message:

Your request was sent successfully. Notification number is 000010402634

### Personal Data

Initials: \*

Official first names: \*

Last name: \*

Name prefix:

Name (preferred first name): \*

Date of birth: \*

Gender: \*

E-mail: \*

Do you have a mobile phone?:  Yes  No

Country code/Number:

By clicking on “Exit”  you will close this screen.

Within 8 hours, you will receive an email at the email address you just entered on the registration form (so make sure you enter a correct email address!). This email will contain your user ID number and password and a link to the “My UM portal”. Please follow the instructions in this email in order to enter the application form. In case you do not receive any mail, check your s.p.a.m box as well.

## Application

The application exists out of 5 steps:

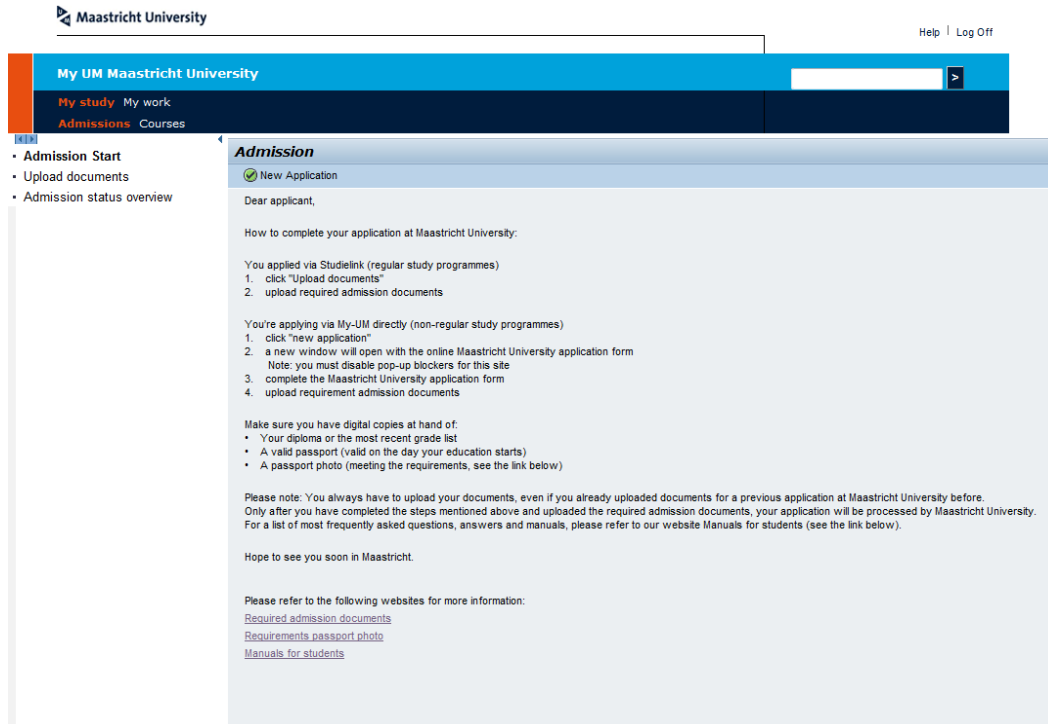
1. Faculty/ Programme Selection
2. Personal Data
3. Address Data
4. Communication/Additional Data
5. Review

Make sure you fulfil all steps!

Please go to the My UM Portal via below link. Logon with your user ID number (do not forget to put the "i" in front of your ID number and password:

<http://myum.unimaas.nl>

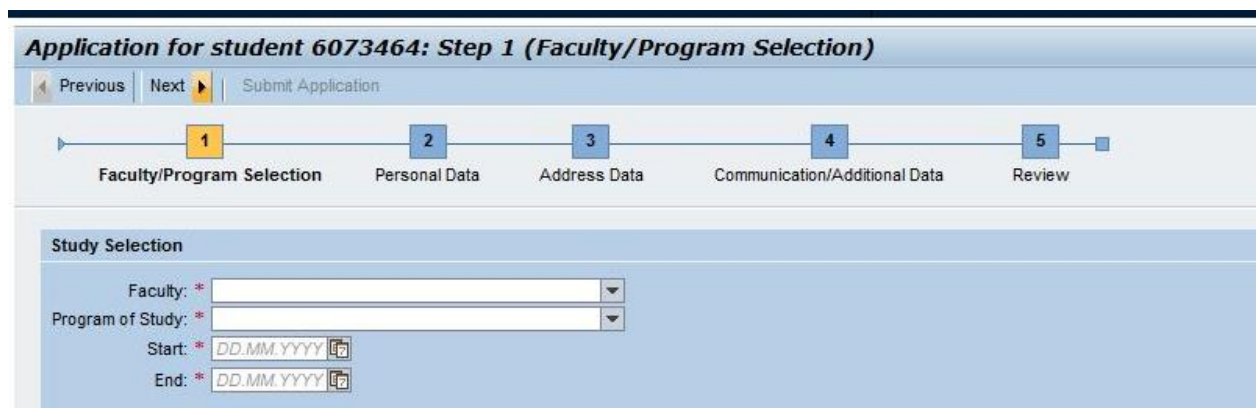
Click on Admissions and choose "Admission Start" to go to the online application form. You will now see the next screen: you can ignore the text and proceed with clicking on "new application".



Please click on  and you will enter Step 1 of the application.

Please note that all fields with an asterisk (\*) are compulsory!

### Step 1: Faculty/Programme Selection



Make sure to enter the following data:

#### Faculty:

\* FASoS-Faculty of Arts and Social Sciences

#### Programme of study:

\* FASoS Exchange

The programme of study to choose depends on the nomination by your home university. Please make sure to choose the right programme!

You have to fill out your period of exchange as follows:

**Fall-semester AY 2023-2024: 04-09-2023 - 02-02-2024**

**Full AY 2023-2024 : 04-09-2023 - 14-06-2024**

After completing all details please move on to **Step 2** "Personal Data" or click on [Next](#)

## Step 2: Personal Data

**Application for student 6073464: Step 2 (Personal Data)**

◀ Previous | Next ▶ | Submit Application

1 Faculty/Program Selection | 2 **Personal Data** | 3 Address Data | 4 Communication/Additional Data | 5 Review

**Personal Data**

Gender: \*

Last name: \*

Official first name(s): \*

First name: \*

Birth date: \*

Country of Birth: \*

Nationality: \*

Marital Stat.:

Comm. Language: \*

Identification Type: \*

Identification Number: \*

Expiry Date: \*

Native Language: \*

Prefix:

Initials: \*

Title:

Birthplace: \*

2nd Nationality:

Once filled out all required fields in Step 2, go on to **Step 3** "Address Data" or click on [Next](#)

### Step 3: Address Data

**Application for student 6073464: Step 3 (Address Data)**

◀ Previous | Next ▶ | Submit Application

1 Faculty/Program Selection   2 Personal Data   3 **Address Data**   4 Communication/Additional Data   5 Review

**Main Address**

Country: \*

Postal Code: \*

House Number: \*  Supplement:

Street: \*

Place of Residence: \*

Region:

**Additional Addresses**

Correspondence address different from main address:  Yes  No

Billing address different from main address:  Yes  No

Parental address different from main address:  Yes  No

Emergency address different from main address:  Yes  No

After filling out all details please click on **Step 4** "Communication/Additional Data" or click on [Next ▶](#)

### Step 4: Communication/Additional Data

**Application for student 6073464: Step 4 (Communication/Additional Data)**

◀ Previous | Next ▶ | Submit Application

1 Faculty/Program Selection   2 Personal Data   3 Address Data   4 **Communication/Additional Data**   5 Review

**Communication Details**

E-Mail Address: \*

Mobile Phone?:  Yes  No

Country code/Number:

Land line?:  Yes  No

**Additional Information**

Do you object to forwarding personal details for internal use by Maastricht University (i.e. sports and cultural activities, for research among students?)

**The details you provide will be treated confidentially.**

Do you object?: \*  Yes  No

Home University: \*

Once you have finished this step, move on to **Step 5** "Review" or click on [Next ▶](#)

## Step 5: Review

The screenshot shows a web browser window with the URL <https://myum.unimaas.nl/tij/portal>. The page header includes the Maastricht University logo and navigation links for 'Help' and 'Log Off'. Below the header is a blue navigation bar with 'My UM Maastricht University' and a search box. A dark blue sidebar contains 'My study' and 'Admissions Courses'. The main content area is titled 'Application for student 6082744: Step 5 (Review)'. It features a progress bar with five steps: 1. Faculty/Program Selection, 2. Personal Data, 3. Address Data, 4. Communication/Additional Data, and 5. Review (highlighted in yellow). Above the progress bar are 'Previous', 'Next', and 'Submit Application' buttons. The review section contains the following text: 'Review your selection and submit your choices', 'Faculty: Faculty of Arts and Social Sciences (FASoS)', 'Program: FASoS: Exchange', 'From: 03.02.2014', 'To: 06.06.2014', and a red instruction: 'Click on the button "Submit Application" above to send your admission to Maastricht University.'

Review your programme selection and if correct, submit your online application by clicking on the button "Submit Application" on top the screen. Once submitted, you will receive the following message:

The screenshot shows the same web browser window after the application has been submitted. The main content area now displays a green success message: 'Admission application created successfully!'. Below this is a section titled 'Upload Information' with the text: 'Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.' and a yellow 'Go to Upload' button. A second section titled 'Application Information' displays: 'Student/applicant number: 6082744', 'Faculty: Faculty of Arts and Social Sciences (FASoS)', 'Program: FASoS: Exchange', 'From: 06.06.2014', 'To: 03.02.2014', and a note: 'Please quote the above number in any correspondence with Maastricht University.'

After completing all abovementioned steps and submitting your application, you can go to:

**"Upload documents"**

## Upload Information

Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.

[Go to Upload](#)

Please make sure that you have a digital copy (on your computer) of all required documents at hand to finish your application. The required documents are:

- Passport photo
- Copy passport (for EU citizens a copy of the identity (ID) card is sufficient). **Your passport must be valid until at least one month after the end of your registration period at Maastricht University**
- Latest academic original transcript from current study, in English and certified.
- If English is not your native language, you are required to submit a proof of English language proficiency. We recommend the following minimum level: TOEFL iBT 90, IELTS 6.5, or CEF level B2

First select the supporting document you want to upload from the list. Then click on "Browse" to find the file, e.g. "Passport Picture", on your computer and select this file. Click on the "Upload" button to submit the file.

You will get the following screen:

First of all fill choose subject you want to upload via:

**Upload documents**

Select supporting document

Select a file

Acceptable file formats: zip, doc, docx, txt, pdf, jpg and jpeg.  
Maximum size is 10 MB per file.

Make sure you have digital copies at hand of:

- Your diploma or the most recent list of marks
- A valid passport
- A passport picture (meeting the [requirements](#) )

Please note: You always have to upload your documents, even if you already uploaded documents for a previous application at Maastricht University before.

Please check the [website of your programme of study](#) to see which documents are required.

Type of Document	Uploaded
Passport copy	<input type="checkbox"/>
Passport picture	<input type="checkbox"/>
List of Grades	<input type="checkbox"/>
TOEFL exam	<input type="checkbox"/>
IELTS exam	<input type="checkbox"/>
Other	<input type="checkbox"/>

Overview uploaded documents
No uploaded documents found for selected document type

Browse your computer for the correct document and click on [Upload](#) . If you succeeded in uploading a document it will show up in: [Overview uploaded documents](#)

## Supporting Document requirements

### Passport Copy

Make sure that the passport number, your name, date of birth and place of birth are clearly visible on the copy, as well as the period for which the passport is valid. Your passport must be valid until at least one month after the end of your registration period at Maastricht University, FASoS. If your passport is about to expire get it extended as soon as possible. If it was already extended we also need a copy of the page that mentions the extension.

Copies of an expired passport are not accepted.

If you do not yet have a valid passport, you need to upload a copy of your birth certificate and request a new passport immediately. Your passport is required for visa/residence permit application and therefore a crucial document! If you do not have a valid passport at the time of application, please let us know via [iro-incoming-fasos@maastrichtuniversity.nl](mailto:iro-incoming-fasos@maastrichtuniversity.nl)

EU citizens suffice by uploading a copy of their Identity (ID) Card.

#### Double Nationality:

If you indicated that you have a double nationality upload valid copies of both passports. If you only submit one valid passport copy you will be registered as national of the country that issued that particular passport.

#### **Passport Picture**

We will use your picture for your file and for your university identity/student card.

Check below for our specifications carefully:

Format;	JPEG/ .JPG
Size;	40 x 30 mm
Resolution;	min. 150dpi
Colour modus;	RGB

If your picture document does not fulfil above specifications, your application will be delayed. We cannot approve your application without an utilizable passport picture

#### **Latest academic transcript**

Upload your latest academic/grade original transcript from current study, in English and certified by your home university. The transcript should clearly mention the name of courses, the grade you obtained for each courses and the obtained credits per course.

#### **English language requirements**

If English is not your native language, you are required to submit a proof of English language proficiency. We recommend the following minimum level: TOEFL iBT 90, IELTS 6.5, or CEF level B2

#### **Important note:**

**Without these required supporting documents a delay in your student exchange application will occur!**

**After uploading all required supporting documents in the system, we will start processing your application.**

**Congratulations!**

**Your application at Maastricht University, Faculty of Arts and Social Sciences is now complete!**