

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 <http://myum.unimaas.nl/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)

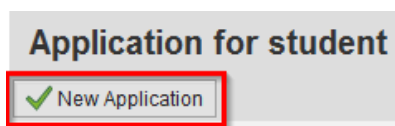
The screenshot shows the Maastricht University registration form. At the top, there is a header with the Maastricht University logo and the tagline "Leading in Learning!". Below the header, there is a navigation bar with "Help" and "Aanmelden" links. The main content area is titled "Registration Form" and contains a paragraph of instructions: "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 the instructions, there is a "Personal Data" section with the following fields: "Initials: *", "Official first names: *", "Last name: *", "Name prefix:" (with a dropdown arrow), "Name (preferred first name): *", "Date of birth: *" (with a date picker and "DD.MM.YYYY" format), "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 "Submit Request" button is highlighted with a red box.

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.

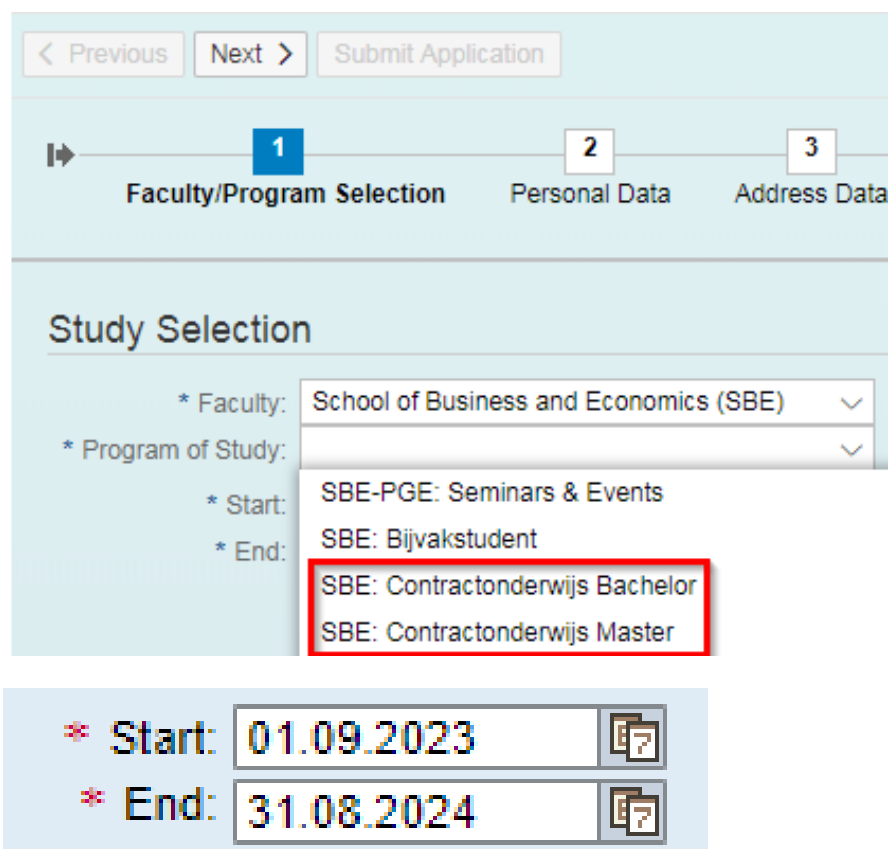
The screenshot shows the My UM portal navigation menu. At the top, there are three tabs: "Home", "My study", and "My Timetable". The "My study" tab is highlighted with a red box and a red circle with the number "1". Below the tabs, there is a "Admissions" section with a dropdown menu. The "Admissions" section is highlighted with a red box and a red circle with the number "2". The dropdown menu contains the following items: "Admission Start", "Upload documents", and "Admission status overview". The "Admission Start" item is highlighted with a red box. To the right of the dropdown menu, there is a "New Application" button with a green checkmark icon.

4. Click on *New Application*



5. Fill out the required fields and insert the following information
 - a. *Faculty*: School of Business and Economics
 - b. *Program of Study*: Contract education/onderwijs Bachelor or Master
 - c. *Start*: 01.09.2023 *End*: 31.08.2024 (do not deviate from these dates)

Click on *Next*

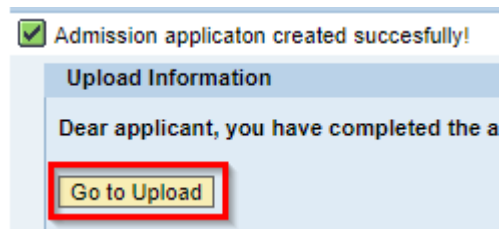
The screenshot shows a web form interface. At the top, there are navigation buttons: '< Previous', 'Next >', and 'Submit Application'. Below these is a progress indicator with three steps: '1 Faculty/Program Selection', '2 Personal Data', and '3 Address Data'. The '1' step is highlighted with a blue square. The main section is titled 'Study Selection'. It contains several fields:

- * Faculty: School of Business and Economics (SBE) (dropdown menu)
- * Program of Study: (dropdown menu, currently open showing options: SBE-PGE: Seminars & Events, SBE: Bijvakstudent, SBE: Contractonderwijs Bachelor, SBE: Contractonderwijs Master. The 'SBE: Contractonderwijs Bachelor' option is highlighted with a red box.)
- * Start: (text input field)
- * End: (text input field)

Below the 'Study Selection' section, there are two date fields:

- * Start: 01.09.2023 (with a calendar icon)
- * End: 31.08.2024 (with a calendar icon)

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: wich we will use that 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.