

## 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](mailto: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)

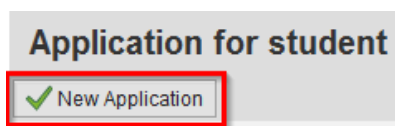
The screenshot shows the Maastricht University registration form. At the top, there is a header with the Maastricht University logo and the tagline "Leading in Learning!". Below the header, there is a navigation bar with "Help" and "Aanmelden" links. The main content area is titled "Registration Form" and contains a paragraph of instructions. Below the instructions, there is a form titled "Personal Data" with the following fields: "Initials", "Official first names", "Last name", "Name prefix" (a dropdown menu), "Name (preferred first name)", "Date of birth" (with a date picker and a calendar icon), "Gender" (a dropdown menu), 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 located at the bottom left of the form and 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.

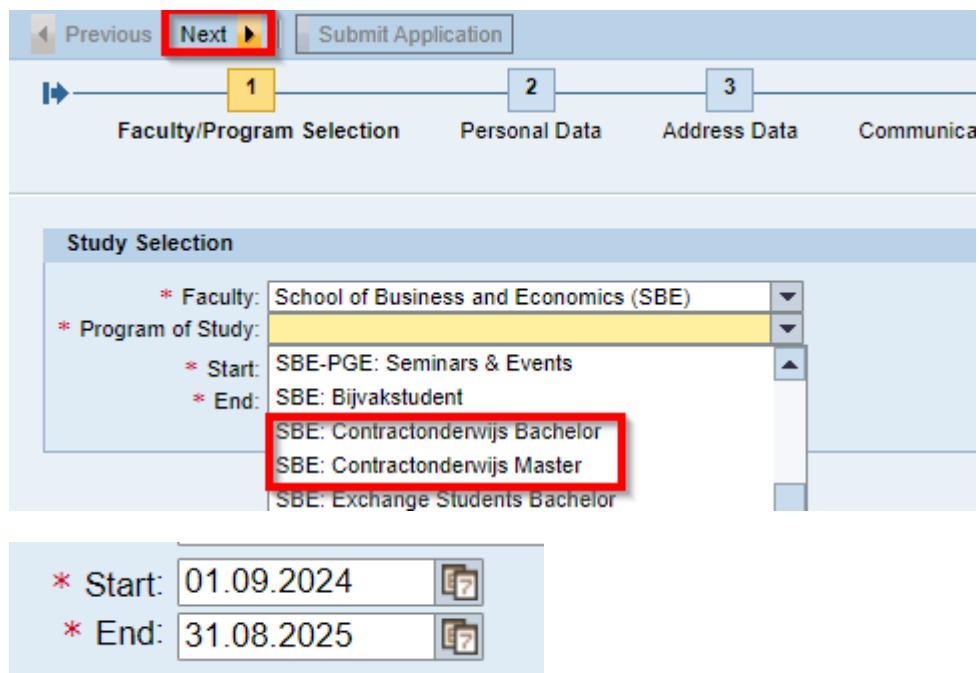
The screenshot shows the My UM portal navigation menu. At the top, there are three tabs: "Home", "My study", and "My Timetable". The "My study" tab is highlighted with a red box and a red circle with the number 1. Below the tabs, there is a sub-menu with three items: "Admissions", "Courses", and "Exams". The "Admissions" sub-menu is expanded, showing a list of options: "Admission Start", "Upload documents", and "Admission status overview". The "Admission Start" option is highlighted with a red box and a red circle with the number 2. To the right of the sub-menu, there is a "New Application" button with a green checkmark icon.

4. Click on *New Application*

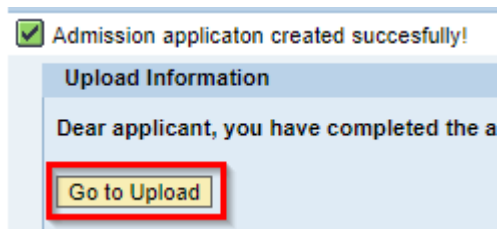


5. Fill out the required fields and insert the following information
  - a. *Faculty*: School of Business and Economics
  - b. *Program of Study*: Contract education/onderwijs Bachelor or Master
  - c. *Start*: 01.09.2024      *End*: 31.08.2025 (do not deviate from these dates)

Click on *Next*



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.