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Introduction

“Studielink” is the online application tool for higher education in the Netherlands. On this website you can apply for registration in a programme at all institutions of higher education in the Netherlands. All students who want to study a Bachelor, (pre-)Master or Research Master programme at Tilburg University need to register for this study programme in Studielink. Since many students find the Studielink wizard somewhat confusing, this document will guide you through the registration process.

The registration procedure depends on your personal situation and the programme of your choice. Please read the following information carefully:

- The BSc Economics, BSc International Business Administration and B Psychology, B Global Law, B Rechtsgeleerdheid, B Fiscaal Recht and B Ondernemingsrecht have selective admission (called a numerus fixus) and it is therefore important that all candidates for those programmes, both Dutch and international, register in Studielink AND at Tilburg University before 1 April.

- For all other studies only Dutch applicants can apply until 1 September.

- All applicants with a non-Dutch diploma, and those who have an international diploma (including the International or European Baccalaureate) must apply both in Studielink and to Tilburg University, according to the procedure detailed on Tilburg University’s website and according to the application deadlines – check the last page of this manual for the URL’s. Registering in Studielink is not sufficient in itself if you have an international diploma.

- Please note, registering in Studielink is not sufficient to apply for Masters, Pre-Masters, the BA Liberal Arts and Sciences and numerus fixus programmes. All students, both with a Dutch and an international diploma, who want to apply to these programmes must also apply directly to Tilburg University.

- Pre-Masters and Masters will receive a letter of notification in which the programme that you need to choose in Studielink is specified. You will receive this letter after contacting the School.

Note 1: This manual is NOT applicable for exchange students, bijvakkers, convenanten and postmaster students.

Note 2: If you are not certain if you come from an EEA-country, hereby a list.

EEA countries are:

<table>
<thead>
<tr>
<th>Austria</th>
<th>Germany</th>
<th>Malta</th>
<th>United Kingdom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Greece</td>
<td>Norway</td>
<td>Finland</td>
</tr>
<tr>
<td>Belgium</td>
<td>Hungary</td>
<td>Portugal</td>
<td>Lithuania</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Iceland</td>
<td>Romania</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>Cyprus (Greek)</td>
<td>Ireland</td>
<td>Slovakia</td>
<td>Sweden</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Italy</td>
<td>Slovenia</td>
<td>Switzerland</td>
</tr>
<tr>
<td>Denmark</td>
<td>Latvia</td>
<td>Spain</td>
<td></td>
</tr>
<tr>
<td>Estonia</td>
<td>Liechtenstein</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1) Apply for a username and account

Go to: [www.studielink.nl](http://www.studielink.nl) and click on [Log in](http://www.studielink.nl) at the top of the page.

You will find this screen:

![Screnshot of Studielink login page](image)

Dutch students and foreign students who have a DigiID need to log in with their DigiID.

EXCLUSIVELY for students with a home address abroad click on <Apply for username and password>

When you do so, you will get a screen like on the next page:

![Screnshot of Studielink apply for username and password page](image)
1.1 Create a username & Personal details

Create Studielink account

Please provide the personal details listed below. Enter these details as they appear in your passport or identity card.

Studielink account
To create a Studielink account you can enter a username of your choice. We will send you your password by e-mail.
* Username: 

Personal details
* Surname: 
surname prefix: 
* First (given) names: 
initials: 
* First name (as you are called by family/friends): 
* Gender:
  I only know a year of birth: 
* Date of birth: 
  - 
  - 
* Place of birth: 
* Country of birth: 
* Nationality: 
  2nd Nationality: 

Go back to Table of Contents
1.2 Entering Address & Contact details & Confirm of Registration

Address details

Official home address
* Country: 

☐ My mail address is not the same as my home address

Contact details

Mobile phone country code: 
Mobile number:
Country code landline: 
Home telephone number:
* E-mail address: 
* Confirm e-mail address: 
* Correspondence language: English

☐ I have read and approved the general conditions

[Cancel] [Confirm]

Please choose your own user name and fill the form. Fields marked with * are mandatory.

Tick the box ☑ I have read and approved the general conditions and press on Confirm

You will now see the screen shown on the next page.
Create Studielink account

Your personal details have been saved. You should receive an e-mail with your password within a few minutes. Log in after you have received your password and perform the actions in the To Do list to submit your first enrollment application.

Go to the login page

Studielink account
To create a Studielink account you can enter a username of your choice. We will send you your password by e-mail.

* Username: Tutest2013

Personal details

* Surname: Tie
  * Surname prefixes:
  * First (given) names: Ti
    * Initials: T
  * First name (as you are called by family/friends): Tu
  * Gender: Female
  * I only know a year of birth: 
  * Date of birth: 08 October 1995
  * Place of birth: Beijing
  * Country of birth: CHINA
  * Nationality: CHINESE
  * 2nd Nationality: 

Go back to Table of Contents
Address details

Official home address
* Country: CHINA
* Street: Dengshikou Street
* House number: 33-2F
* Postcode: 100006
* Town/city: Beijing
Other address details: Dongchong District
☐ My mail address is not the same as my home address

Contact details
Mobile phone country code: CHINA +86
Mobile number: 1234567
Country code landline: 
Home telephone number: 
* E-mail address: littlefairy1571@hotmail.com
* Confirm e-mail address: littlefairy1571@hotmail.com
* Correspondence language: English

Click on Go to the login page

You will receive an email with your password (you have to change this password later in this process).
You will now see the following screen:

Check your private mailbox for the account and password and press .

You will see the following screen:

Log in to Studielink

- Username: 
- Password: 

Forgot username and/or password

Go back to Table of Contents
1.3 Change your Password

Fill out your username and password (which Studielink has sent to your private mail address) in the following screen and press Log in.

You will see this screen:

Change your password and press Confirm.

Now you’ll see:
1.4 Check Personal details

See the overview of your details by expanding <My details> (click on +):

![My details]

**Personal details**
- Name: Tiu Te
- First (given) names: Tiu
- Gender: Female
- Born on: 08 October 1995 in Beijing, CHINA
- Nationality: CHINESE
- 2nd Nationality: 

**Official home address**
- Dengshikou Street 33-2F, 100006 Beijing, Dongcheng District, CHINA
- [Change/View official home address](#)

**Mail address**
- Dengshikou Street 33-2F, 100006 Beijing, Dongcheng District, CHINA
- [Change mail address](#)

**Contact details**
- Mobile number: +86 1234567
- Home telephone number:
- E-mail address: littlefairy1971@hotmail.com
- Correspondence language: English

**Studielink login details**
- Username: Tiutest2013
- [Change username](#)
- [Change password](#)

Check whether your data are correct. For any corrections, click on the red ‘links’ on this screen and change what you need to change.
2) Start registration and insert your previous education details

2.1 Add previous education

On <My Studielink> page you can fill out the information required.

When you have created your Studielink account your first action in <My To Do list> will be to add your previous education. You can do this by pressing the button or by clicking the url. You will see:

Go back to Table of Contents
Add previous education

Add at least one previous education programme based on which you can be admitted to the study programmes you applied for. This includes previous education programmes in which you are currently enrolled.

**Previous education information**

* Diploma received
  - Yes
  - Not yet
* Diploma date:

10-05-2014
* Country:

* Previous education level:

If you have not obtained your diploma yet, you choose <Not yet> and you fill in the date you expect to obtain your diploma.
Add previous education

Add at least one previous education programme based on which you can be admitted to the study programmes you applied for. This includes previous education programmes in which you are currently enrolled.

Previous education information

* Diploma received
  - Yes
  - Not yet

* Diploma date: 01-08-2011

* Country: UNITED KINGDOM OF GREAT BRITAIN

* Select diploma: General Certificate of Secondary Education

Fill out the mandatory fields and press Confirm. Then you'll see:

Go back to Table of Contents
Add previous education

Your previous education details have been saved. If applicable, you can add further previous education via the "My Studielink" page.

Go to "My Studielink" page

Add at least one previous education programme based on which you can be admitted to the study programmes you applied for. This includes previous education programmes in which you are currently enrolled.

Previous education information

- Diploma received
  - Yes
  - Not yet

- Diploma date
  - 01-08-2011

- Country:
  - UNITED KINGDOM OF GREAT BRITAIN

- Select diploma:
  - General Certificate of Secondary Education

Please note: students attending an International Baccalaureate programme in the Netherlands need to select the Netherlands when you are asked to select a country and for diploma you will have to select "other".

If you have obtained another diploma (e.g. from a university), you can choose to add these details by clicking on the url Add previous education

Go back to Table of Contents
3) Select your study programme not Numerus Fixus (Bachelor, Premaster & Master programme)

3.1 Apply for study programme (Add a new enrolment)

Press Go to "My Studielink" page to apply for a study programme. You will see:

---

My Studielink
Tiu Te

- **My To Do list (1 action)**
- Enrolment application
- **My messages (0 unread)**
- **My study programmes** Add new enrolment
- **My previous education** Add previous education
- **My details**

---

Go back to Table of Contents
In 2 ways you can add a new enrolment.

Press **Enrolment application** or click on the url **Add new enrolment**.

You will see:

**Enrolment application**

Enter the name of the study programme you wish to follow. You can enter a maximum of 4 enrolment applications per academic year via Studielink.

**Select study programme**

Enter the name of the study programme you wish to follow.

- * Academic year
  - Academic year 09-01-2013 / 08-31-2014
  - Academic year 09-01-2014 / 08-31-2015

- * Institution of higher education
  - University of Applied Sciences
  - University

- * Type of study programme
  - Bachelor's or other non master programmes
  - Master's or other follow-up study programme
  - Associate Degree

- * Starts in the first year
  - Yes
  - No (authorisation required)

- * Educational institution:

- * Study programme name
  - (Institution):

- * Study programme name
  - (National):

- * Location of educational institution:

- * Study programme format:

- Select again

**Starting date**

Enter the starting date of your study programme here.

- * Starting date:

- * Study starts from month:

- * Enrolment format:
  - Student

- Select again

---

Go back to Table of Contents
3.1.1 Add a new enrolment for Bachelor(EEA and non-EEA) or Premaster(EEA)

Choose your academic year and type of study programme in this screen by ticking off the following categories:

Select study programme
Enter the name of the study programme you wish to follow.

* Academic year
  - Academic year 09-01-2013 / 08-31-2014
  - Academic year 09-01-2014 / 08-31-2015

* Institution of higher education
  - University of Applied Sciences
  - University

* Type of study programme
  - Bachelor's or other non master programmes
  - Master's or other follow-up study programme
  - Associate Degree

* Starts in the first year
  - Yes
  - No (authorisation required)

* Educational institution: Tilburg University

3.1.2 Add a new enrolment for Master(EEA or non-EEA) or Premaster(non-EEA)

Choose your academic year and type of study programme in this screen by ticking off the following categories:

Select study programme
Enter the name of the study programme you wish to follow.

* Academic year
  - Academic year 09-01-2013 / 08-31-2014
  - Academic year 09-01-2014 / 08-31-2015

* Institution of higher education
  - University of Applied Sciences
  - University

* Type of study programme
  - Bachelor's or other non master programmes
  - Master's or other follow-up study programme
  - Associate Degree

* Starts in the first year
  - Yes
  - No (authorisation required)

* Educational institution: Tilburg University

Go back to Table of Contents
3.2 Study programme details

3.2.1 Study programme details Bachelor(EEA or non-EEA) or Premaster(EEA)

Select the study programme of your choice (e.g. B Fiscale Economie or B Business Administration (premaster Supply Chain Management))

**Note for Premaster EEA: You need to choose the programme which you can find in your letter of notification with the Admissions Committee’s decision from the School in which the programme which you need to choose in Studielink is mentioned. You will receive this letter after contacting the School. Only applying in Studielink is not enough to study with Tilburg University.**

Further in this manual more about Numerus Fixus programmes.

![Study programme details interface](image)

---

Go back to Table of Contents
3.2.2 Study programme details Master(EEA or non-EEA) or Premaster(non-EEA)

Select the study programme of your choice (e.g. M Bestuurskunde). You need to choose the programme which you can find in your letter of notification with the Admissions Committee’s decision from the School in which the programme which you need to choose in Studielink is mentioned. You will receive this letter after contacting the School. Only applying in Studielink is not enough to study with Tilburg University.

<table>
<thead>
<tr>
<th>* Educational institution:</th>
<th>Tilburg University</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Study programme name (institution):</td>
<td>M Bestuurskunde</td>
</tr>
<tr>
<td>Study programme name (national):</td>
<td>M Bestuurskunde</td>
</tr>
<tr>
<td>* Location of educational institution:</td>
<td>TILBURG</td>
</tr>
<tr>
<td>* Study programme format:</td>
<td>full-time</td>
</tr>
</tbody>
</table>

and press Confirm study programme.

Next, the screen will automatically change to (B Fiscale Economie in this example):

**Select study programme**

Enter the name of the study programme you wish to follow.

<table>
<thead>
<tr>
<th>* Academic year</th>
<th>© Academic year 09-01-2013 / 08-31-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Institution of higher education</td>
<td>© University of Applied Sciences</td>
</tr>
<tr>
<td></td>
<td>© University</td>
</tr>
<tr>
<td>* Type of study programme</td>
<td>© Bachelor’s or other non-master programmes</td>
</tr>
<tr>
<td></td>
<td>© Master’s or other follow-up study programme</td>
</tr>
<tr>
<td></td>
<td>© Associate Degree</td>
</tr>
<tr>
<td>* Starts in the first year</td>
<td>© Yes</td>
</tr>
<tr>
<td></td>
<td>© No (authorisation required)</td>
</tr>
<tr>
<td>* Educational institution:</td>
<td>Tilburg University</td>
</tr>
<tr>
<td>* Study programme name (institution):</td>
<td>B Fiscale Economie</td>
</tr>
<tr>
<td>Study programme name (national):</td>
<td>B Fiscale Economie</td>
</tr>
<tr>
<td>* Location of educational institution:</td>
<td>TILBURG</td>
</tr>
<tr>
<td>* Study programme format:</td>
<td>full-time</td>
</tr>
</tbody>
</table>
Or in case of Master Bestuurskunde;

### Select study programme
Enter the name of the study programme you wish to follow:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Institution of higher education</td>
<td>University of Applied Sciences / University</td>
</tr>
<tr>
<td>* Type of study programme</td>
<td>Bachelor's or other non-master programmes / Master's or other follow-up study programme / Associate Degree</td>
</tr>
<tr>
<td>* Starts in the first year</td>
<td>Yes / No (authorisation required)</td>
</tr>
<tr>
<td>* Educational institution</td>
<td>Tilburg University</td>
</tr>
<tr>
<td>* Study programme name (Institution):</td>
<td>M Bestuurskunde</td>
</tr>
<tr>
<td>Study programme name (national):</td>
<td>M Bestuurskunde</td>
</tr>
<tr>
<td>* Location of educational institution:</td>
<td>TILBURG</td>
</tr>
<tr>
<td>* Study programme format:</td>
<td>full-time</td>
</tr>
</tbody>
</table>

[Select again] Confirm study programme

---

### 3.3 Starting date details

#### Starting date
Enter the starting date of your study programme here.

<table>
<thead>
<tr>
<th>* Starting date:</th>
<th>Studiejaar 2014-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Study starts from month:</td>
<td>september - 2014</td>
</tr>
<tr>
<td>* Enrolment format:</td>
<td>Student</td>
</tr>
</tbody>
</table>

[Select again] Confirm starting date

Press [Confirm starting date]. The screen will automatically be filled with Study programme specific questions.

---

Go back to Table of Contents
In case of a Bachelor programme:

**Study programme-specific questions (Tilburg University)**

The educational institution requires the following information about the study programme chosen.

* Are you dyslexic, disabled or suffering from a chronic illness and therefore in need of special examination arrangements (for example an extended examination time)? Make a request by filling in the form on:
  
  if you have read the message, please tick the box to continue your application.
  
  [website]

* Make sure that your mail, postal address and phone number you registered in Studielink are up-to-date. Tilburg University will use these contact details to communicate with you.
  
  if you have read the message, please tick the box to continue your application.

☐ I confirm that I wish to enrol in this study programme

[Cancel]  [Confirm]

Or in case of a Master programme

**Study programme-specific questions (Tilburg University)**

The educational institution requires the following information about the study programme chosen.

* Are you dyslexic, disabled or suffering from a chronic illness and therefore in need of special examination arrangements (for example an extended examination time)? Make a request by filling in the form on:
  
  if you have read the message, please tick the box to continue your application.
  
  [website]

* Make sure that your mail, postal address and phone number you registered in Studielink are up-to-date. Tilburg University will use these contact details to communicate with you.
  
  if you have read the message, please tick the box to continue your application.

You are about to apply to a master programme. Tilburg University introduced what is known as the Bachelors-before-Masters rule (Harde Knip). As long as you do not meet the requirements of this rule your application cannot be completed.
  
  if you have read the message, please tick the box to continue your application.

[website]

☐ I confirm that I wish to enrol in this study programme

[Cancel]  [Confirm]
3.4 Confirm application

Tick the boxes and press [Confirm].

If you have read the message on the left, please tick the box to continue your application.

I confirm that I wish to enrol in this study programme

[Cancel] [Confirm]

Next, the screen will automatically change to:

### Enrolment application

Your enrolment application has been submitted.

Go to "My Studielink" page  [Print form]

Enter the name of the study programme you wish to follow. You can enter a maximum of 4 enrolment applications per academic year via Studielink.

- **Academic year:**
  - Academic year 09-01-2013 / 08-31-2014
  - Academic year 09-01-2014 / 08-31-2015

- **Institution of higher education:**
  - University of Applied Sciences
  - University

- **Type of study programme:**
  - Bachelor’s or other non master programmes
  - Master's or other follow-up study programme
  - Associate Degree

- **Starts in the first year:**
  - Yes
  - No (authorisation required)

- **Educational institution:**
  - Tilburg University

- **Study programme name (institution):**
  - M Bestuurskunde

- **Study programme name (national):**
  - M Bestuurskunde

- **Location of educational institution:**
  - TILEBURG

- **Study programme format:**
  - Full-time

[Add program] [Confirm study programme]
You can do 2 things now. Print the form of application or go to <My Studielink> page on top of this page.

Your enrolment application has been submitted.

[Buttons: Go to "My Studielink" page, Print form]

When you choose to go to <My Studielink> page you will see the site from Tilburg University about registration first:

Go back to Table of Contents
You can close this tab after reading and your Studielink page shows.
3.5 Check application

To check if your application is correct click on <My study programmes>:

If the application has been confirmed, it should be in this list. In this case B Fiscale Economie:

<table>
<thead>
<tr>
<th>Study programme name (institution)</th>
<th>Academic year</th>
<th>Educational institution</th>
<th>Place of residence</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Bestuurskunde</td>
<td>2014 - 2015</td>
<td>Tilburg University</td>
<td>TILBURG</td>
<td>Application submitted</td>
</tr>
<tr>
<td>B Fiscale Economie</td>
<td>2014 - 2015</td>
<td>Tilburg University</td>
<td>TILBURG</td>
<td>Application submitted</td>
</tr>
</tbody>
</table>
You click on the url [B Fiscale Economie](#) to open the application and to see more details:

---

**Details of the enrolment or enrolment application**

**B Fiscale Economie, Tilburg University, Studiejaar 2014-2015**

**Status of enrolment or enrolment application**

**Application submitted**

- **Progress indicators**
  - Application sent to the educational institution, pending confirmation of receipt
  - The educational institution has yet to determine whether your previous education level is sufficient

**My To Do list**

You do not have to take any action yourself at this moment. Keep track of the progress indicators of your enrolment application via 'My study programmes' and follow up requests you receive by e-mail immediately.

**Study programme details**

- **Study**
  - B Fiscale Economie
  - B Fiscale Economie - Tilburg University
  - Study type: bachelor

- **Enrolment for the period**
  - Academic year 09-01-2014 / 08-31-2015

- **Starting date**
  - September 2014
  - Studiejaar 2014-2015

- **Date of enrolment application**
  - 10-10-2013 14:28

**Study programme format**

- Full-time
- Enrolment format: Student

**Payment details**

**Educational institution details**

---

Go back to Table of Contents
3.6 Check mails

You will find some unread messages. Click on <My messages>

![My messages](image)

You will see:

<table>
<thead>
<tr>
<th>Message</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange identification yourself via the institution</td>
<td>10-10-2013 14:28</td>
</tr>
<tr>
<td>Your previous education has not yet been verified</td>
<td>10-10-2013 14:28</td>
</tr>
<tr>
<td>Enrolment application has been sent to the institution of higher education</td>
<td>10-10-2013 14:28</td>
</tr>
</tbody>
</table>

To read the mail click on the envelop or url

![Message from Studielink](image)

You will see for example:

![Enrolment application has been sent to the institution of higher education](image)

Dear Tu,

Your enrolment application for the study programme named below was submitted on 10-10-2013 and has been sent to the institution for higher education.

Please watch your To Do list for additional actions and regularly check the status of your enrolment application. To go to the page with detailed information about your enrolment application, click on the name of the applicable study programme under "My study programmes". This message concerns the following study programme:

Study programme title (institution): B Fiscal Economie

3.7 Actions

If you have to take action it will be shown in your <My To Do list>. In the screen below there are no actions which this student has to do at this moment.

![My To Do list](image)

You don’t have to take any actions yourself at this moment.

Go back to Table of Contents
4) Select your study programme Numerus Fixus

4.1 Apply for study programme (Add a new enrolment)

Note: check deadlines for Numerus Fixus programmes with DUO (www.duo.nl)

In 2 ways you can add a new enrolment. Press **Enrolment application** or click on the url **Add new enrolment**. You will see:
Enrolment application

Enter the name of the study programme you wish to follow. You can enter a maximum of 4 enrolment applications per academic year via Studielink.

Select study programme
Enter the name of the study programme you wish to follow.

* Academic year
  - Academic year 09-01-2013 / 08-31-2014
  - Academic year 09-01-2014 / 08-31-2015

* Institution of higher education
  - University of Applied Sciences
  - University

* Type of study programme
  - Bachelor’s or other non master programmes
  - Master’s or other follow-up study programme
  - Associate Degree

* Starts in the first year
  - Yes
  - No (authorisation required)

* Educational institution:

* Study programme name (institution):

  Study programme name (national):

* Location of educational institution:

* Study programme format:

  Select again  Confirm study programme

Starting date
Enter the starting date of your study programme here.

* Starting date:

* Study starts from month:

* Enrolment format:
  - Student

  Select again  Confirm starting date

Choose your academic year and type of study programme in this screen by ticking off the following categories:

Go back to Table of Contents
4.2 Study programme details

Select the study programme of your choice (B Psychology, B International Business Administration or B Economics). In this example B Psychology.

and press .

Next, the screen will automatically change to:

Go back to Table of Contents
4.3 Starting date details

Press **Confirm starting date**. Before the deadline for Numerus Fixus programmes the screen will automatically change to:
### Preferences
You have chosen a study programme with a draw procedure that is offered by more than one educational institution. Enter additional preferences or select confirm now if you have no further preferences.

#### Second preference
- **Educational institution:**
- **Study programme name (institution):**
- **Location of educational institution:**
- **Starting date:**

#### Decentralised selection
Select an educational institution for which you wish to participate in the decentralised selection or click "confirm" now if you do not wish to participate in this selection.
- **Educational institution:**
- **Study programme name (institution):**
- **Location of educational institution:**
- **Starting date:**

[Select again]  [Confirm]
4.4 Second preference (third and fourth)

You can choose to fill out a second preference, but you don’t have to do this.

After choosing another university (Eg. Erasmus Universiteit Rotterdam) it will look like this:

NOTE: You can do this up to 4 preferences. In this example they have been filled in to show you, but they have NOT been confirmed.
4.5 Decentralised selection

Note: check deadlines for Numerus Fixus programmes with DUO (www.duo.nl)

A decentralised selection and a Numerus Fixus means that the number of places available in the Economics, IBA and Psychology programme is limited and that the School will select 50% of its students based on a motivation letter provided by the applicant. The motivation letter should contain the student's international background, international experience, motivation, and career aspirations. The remaining 50% of available places is allotted by means of a drawing lots procedure based on your grade point average. Students that have not been selected by means of the decentralised selection will automatically participate in the drawing of lots procedure. Note: A decentralised selection by the School does not guarantee an allotted place. This can be the case with “Minister plaatsen” and students with a grade average of 8 (Dutch grade system) or higher.
If you don’t select an <Educational institution> before the deadline, your application will only go to the lottery procedure.
4.6 Confirm application

After pressing <Confirm> you will see:

Enrolment application

Your enrolment application has been submitted. The lottery is conducted centrally by DUO. As soon as the results of the lottery are known, you'll be informed thereof via Studielink. After that you can continue your enrolment application via Studielink.

Enter the name of the study programme you wish to follow. You can enter a maximum of 4 enrolment applications per academic year via Studielink.

* Academic year
  - Academic year 09-01-2013 / 08-31-2014
  - Academic year 09-01-2014 / 08-31-2015

* Institution of higher education
  - University of Applied Sciences
  - University

* Type of study programme
  - Bachelor's or other non master programmes
  - Master's or other follow-up study programme
  - Associate Degree

* Starts in the first year
  - Yes
  - No (authorisation required)

* Educational institution: Tilburg University

* Study programme name (Institution): B Psychologie
  - B Psychology

* Study programme name (national):

* Location of educational institution: TILBURG

* Study programme format: Full-time

Go back to Table of Contents
You have chosen a study programme with a draw procedure that is offered by more than one educational institution. Enter additional preferences or select confirm now if you have no further preferences.

When you chose to go to <My Studielink> page you will see the site from Tilburg University about registration first:
You can close this tab after reading and your Studielink page shows:
4.7 Check application

To check if your application is correct click on <My study programmes>:

If the application has been confirmed, it should be in this list. In this case B Fiscale Economie and B Psychologie (and M Bestuurskunde).

You click on the url [B Psychologie](#) to open the application and to see more details:
Details of the enrolment or enrolment application

B Psychology, Tilburg University, Studiejaar 2014-2015

Status of enrolment or enrolment application

Progress indicators:
- Studentlink has not yet sent the request to DUO
- Application sent to the educational institution, pending confirmation of receipt
- The educational institution has yet to determine whether your previous education level is sufficient
- Pending the result of the decentralised selection
- Waiting for result of draw procedure

Application for study programme with draw procedure submitted

Withdraw enrolment application

My To Do list

(0 actions)

You do not have to take any action you at this moment. Keep track of the progress indicators of your enrolment application via “My study programmes” and follow up requests you receive by email immediately.

Study programme details

Study
- B Psychology
- B Psychology
- Tilburg University
- TILBURG

Study type
- bachelor

Enrolment for the period
- Academic year 09-01-2014 / 08-31-2015

Starting date
- September 2014
- Studiejaar 2014-2015

Date of enrolment application
- 10-10-2013 14:50

Study programme format
- Fulltime
- Enrolment format
- Student

Draw procedure preferences
- Second preference
- No preference
- No preference
- No preference

Decentralised selection
- Study
- B Psychology
- Tilburg University
- TILBURG

Change draw procedure preferences

Payment details

You can not pay your tuition at Tilburg University with a digital authorization in Studentlink. Tilburg University does not use this option in Studentlink yet.

Educational institution details
4.8 Check mails

You will find some unread messages. Click on <My messages>

![My messages]

You will see:

<table>
<thead>
<tr>
<th>Message</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange identification yourself via the institution</td>
<td>10-10-2013 14:59</td>
</tr>
<tr>
<td>Your previous education has not yet been verified</td>
<td>10-10-2013 14:59</td>
</tr>
<tr>
<td>Enrolment application has been sent to the institution of higher education</td>
<td>10-10-2013 14:59</td>
</tr>
</tbody>
</table>

To read the mail click on the envelop or url.[Message from Studielink]

You will see for example:

![Message from Studielink]

Dear Tu,

Your enrolment application for the study programme named below was submitted on 10-10-2013 and has been sent to the institution for higher education. Please watch your To Do list for additional actions and regularly check the status of your enrolment application. To go to the page with detailed information about your enrolment application, click on the name of the applicable study programme under “My study programmes.” This message concerns the following study programme:

Study programme title (institution): B Psychology
Study programme title (nationwide): B Psychology

4.9 Actions

If you have to take action it will be shown in your to do list. In the screen below there are no actions which this student has to do at this moment.

![My To Do list]

You don’t have to take any actions yourself at this moment.

Go back to Table of Contents
4.10 Allocated a place

Allocated a place

⇒ Step 1: You receive a message by Studielink with the result. Are you allocated a place, go to www.studielink.nl.

⇒ Step 2: When you are logged in to your account you will see the action <Complete your enrolment request> under <My To Do list>. Select the action.
Step 3: Check your study programme details and answer the specific questions asked by the institution. When all details are correct, select <Confirm>.

On <My Studielink> page under <My messages> and <My study programmes> you can see the progress of your application. Under <My study programmes> you can find more detailed information about the status.

Please note: You are not yet enrolled for the study programme. You must also meet all the other requirements of the institution for higher education (e.g. authorising payment of the tuition fees). Visit your institution’s website to make sure that you have not missed any steps. The institution will enrol you once you have met all the requirements.
4.11 Not allocated a place

You will receive a message with the result. When you are not allocated a place, you can also see this status, when you are logged in, under <My study programmes>.

Now there are several options:

**Option 1: You wish to be eligible for late placement. Beside that you wish to participate in a second draw procedure of another study programme. Take the following steps:**

⇒ Step 1: Do not do anything with the enrolment application with status 'Not allocated'. When you withdraw this application you will **not** be eligible anymore for a late placement, nor for a second draw procedure.

⇒ Step 2: Select the action <Add new enrolment> which is visible under <My study programmes>. Do you want to know how to follow these steps, look at: Enrolment application for institution quota or Enrolment application for course quota.
Option 2: You do not want to be eligible for late placement and you do not want to take part in a second draw procedure of another study programme.

Step 1: Select the name of the study programme under <My study programmes>.

Step 2: Select <Withdraw enrolment application> and confirm your withdrawal in the next screen. You now are not eligible for late placement and cannot participate in a second draw procedure anymore.
Option 3: You wish to follow another study programme without a draw procedure.

Step 1: Select the action <Add new enrolment> which is visible under <My study programmes>. Fill in the form <new enrolment application>.

Please note: Do you wish to be eligible for a possible late placement, do not withdraw the application for this study programme! You do not want to be eligible for late placement, withdraw your enrolment application as described in the next step.

Step 2: Select <Withdraw enrolment application> and confirm your withdrawal in the next screen. You are not eligible for late placement and you cannot participate in a second draw procedure anymore.
Option 4: You do not wish to study anymore.

Details of the enrolment or enrolment application

8 Kunst en Economie, Hogeschool voor de Kunsten Utrecht, Studiejaar 2012/2013

Status of enrolment or enrolment application

- Not allocated

Progress indicators
- Tuition fees not yet paid for this enrolment application
- The educational institution has received your request
- The educational institution has yet to determine whether you are eligible for admission
- Enrolment application registered by DUO
- Not allocated

Step 1: Select <Withdraw enrolment application> and confirm your withdrawal in the next screen. You are not eligible for late placement and you cannot participate in a second draw procedure anymore.
5) Cancel your application

What do you need to know before you cancel your application?
There are 2 options.

1) Your enrolment application has the status ‘Application submitted’
   You can cancel your application. Note; in case there are deadlines for numerus fixus programmes or
   programmes with application packages you need to be very careful in cancelling your application. If you are
   NOT certain contact the admission officer of the School.

2) Your enrolment application has another status then ‘Application submitted’
   Please contact the Student Desk of Tilburg University. You can find contact information at the last page.

What do you need to do to cancel your application?

Go on <My Studielink> page to <My study programmes>:
You click on the url [B Fiscale Economie](#) to open the application and to see more details:

### Details of the enrolment or enrolment application

**B Fiscale Economie, Tilburg University, Studiejaar 2014-2015**

#### Status of enrolment or enrolment application

**Status of enrolment or enrolment application**

- **Application submitted**

**Progress indicators**

- Application sent to the educational institution, pending confirmation of receipt
- The educational institution has yet to determine whether your previous education level is sufficient

#### My To Do list

You do not have to take any action yourself at this moment. Keep track of the progress indicators of your enrolment application via "My study programmes" and follow up requests you receive by e-mail immediately.

#### Study programme details

<table>
<thead>
<tr>
<th>Study</th>
<th>Enrolment for the period</th>
<th>Study programme format</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Fiscale Economie</td>
<td>Academic year 09-01-2014 / 08-31-2015</td>
<td>full-time</td>
</tr>
<tr>
<td>B Fiscale Economie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tilburg University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TILBURG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>bachelor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Starting date**

- September 2014
- Studiejaar 2014-2015

**Date of enrolment application**

- 10-10-2013 14:28

#### Payment details

You cannot pay your tuition at Tilburg University with a digital authorization in Studielink. Tilburg University does not use this option in Studielink yet.

#### Educational institution details

Go back to Table of Contents
You click on: **Withdraw enrolment application** and you’ll see:

**Withdraw enrolment application**

⚠️ Please note: you are about to withdraw your enrolment application. Carry out this step only if you are sure this is what you want.

### Study programme details

- **Academic year:** 09-01-2014 / 09-31-2015
- **Study programme name (national):** B Fiscale Economie
- **Educational institution:** Tilburg University
- **Place of residence:** TILBURG
- **Study programme name (institution):** B Fiscale Economie
- **Study programme format:** full-time
- **Enrolment format:** Student
- **Starting date:** 2014
- **Study starts from month:** september 2014

☑️ I confirm that I wish to withdraw my enrolment application

[Cancel] [Confirm]

You tick the box and click on Confirm.

☑️ I confirm that I wish to withdraw my enrolment application

[Cancel] [Confirm]

Go back to Table of Contents
You'll see:

Withdraw enrolment application

Your enrolment application has been withdrawn.

Go to "My Studielink" page  Print form

Academic year: 09-01-2014 / 08-31-2015
Study programme name (national): B Fiscale Economie
Educational institution: Tilburg University
Place of residence: TILBURG
Study programme name (institution): B Fiscale Economie
Study programme format: full-time
Enrolment format: Student
Starting date: 2014
Study starts from month: september 2014

I confirm that I wish to withdraw my enrolment application

Your application has been cancelled.

Go back to Table of Contents
6) Change your study programme

What you have to do is add a new enrolment and cancel the application of the study programme you do NOT want to do. So first you have to follow the steps under 3) 3.1.1/3.1.2 or 4) 4.1. Add a new enrolment and after that you go to 5) Cancel your application.

7) Re-enrolment

Re-enrolment for all Bachelor, Premaster and Master programmes can be arranged via Studielink. In June you will receive an email from Studielink letting you know that you may now re-enrol. Log into your Studielink homepage. In your “My To Do List” you will find the programme you can re-enrol. Click on ‘Re-enrol’ with the correct academic year and complete the necessary steps.

8) Deregister

In case you want to stop/deregister for the programme you have been following and subscribed. Please go to <My study programmes>

![My study programmes]

Click on the programme you want to deregister and complete the necessary steps.
9) E-mail messages from Studielink

Studielink sends out automatically generated messages by e-mail based on the information you have provided. Not all of these messages are relevant and some of them can be ignored. We will cover some of the messages below.

**Message about address details**

If you provided an address in the Netherlands and you receive a message that the address cannot be verified, please check the information you provided in Studielink to make sure they are correct. If they are correct, but you keep getting the same message, please contact the DUO-IB groep.

If you provided an address outside the Netherlands and you receive a message that the address cannot be verified, please ignore this message. The DUO-IB groep can only verify addresses in the Netherlands. Tilburg University will send a copy of your passport (as received in your application package) to the DUO-IB groep to deal with the verification.

**Message about submitting a certified copy of your diploma and grade list**

All students that have obtained / will obtain a diploma in the Netherlands, in one of the EEA countries and students who attend an International Baccalaureate programme or European Baccalaureate programme need to submit a copy of their final diploma and grade list to the DUO-IB group. You will be informed about that via the DUO-IB groep or via Tilburg University. Students who have obtained /will obtain a diploma in a non-EEA country, will need to send a copy of their final diploma and grade list to Tilburg University, because in these cases we need to add another document. Also these students will be informed about sending in their diploma by the DUO-IB groep or by Tilburg University.

**Message about decentralised selection**

If you ticked the box to participate in the decentralised selection, you should receive a confirmation message by e-mail. If not, you should check your details in Studielink and adjust them accordingly. Dutch students attending a VWO programme or HBO programme should not forget to send a motivation letter to Tilburg University as part of the selection process.

**Message about sending a copy of your passport to CBAP**

If you are an international student and you receive the message to send a copy of your passport to CBAP (department in DUO-IB groep), you do NOT need to do this when you have sent a copy of your passport in your application package to Tilburg University. We will collect the copies of passports of all our international applicants and will send them to the CBAP department at DUO-IB groep. If you are a Dutch student and you are asked to send a copy of your passport to CBAP of DUO-IB groep, please make sure to do so before 15 May.

**Message about your previous education and possibility to be admitted**

If you inserted an international diploma in Studielink, you might receive a message from Studielink stating that your diploma may not give you access to the study programme of your choice. The message usually states that this is up to the university to decide. If you receive this message and you have sent in your application package to Tilburg University, you need to wait for a formal answer from Tilburg University about your application package and if you can be admitted or not. If you can be admitted, Tilburg University will provide a statement (the so-called 15 May statement) that your diploma will give access to the study programme of your choice. If you cannot be admitted based on your previous education, this statement will not be given by Tilburg University.
10) Further information & contact

1. For more information, please go to the Question & Answer section of Studielink on http://info.studielink.nl/en/studenten/vraag/Pages/vraag.aspx.

2. If you do NOT have a Studielink account yet and you want to apply for a Bachelor’s or (Pre-)Master’s programme, please contact the education office of the School you are applying to:

<table>
<thead>
<tr>
<th>School or Programme</th>
<th>Contact for Dutch students</th>
<th>Contact for International students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tilburg School of Economics and Management</td>
<td><a href="mailto:Education-TiSEM@tilburguniversity.edu">Education-TiSEM@tilburguniversity.edu</a></td>
<td><a href="mailto:Info-TiSEM@tilburguniversity.edu">Info-TiSEM@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Tilburg Law School</td>
<td><a href="http://www.tilburguniversity.edu/tls/contact">www.tilburguniversity.edu/tls/contact</a></td>
<td><a href="mailto:studylaw@tilburguniversity.edu">studylaw@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Tilburg School of Social and Behavioral Sciences</td>
<td><a href="mailto:infobalieTSB@tilburguniversity.edu">infobalieTSB@tilburguniversity.edu</a></td>
<td><a href="mailto:TSB-international@tilburguniversity.edu">TSB-international@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Tilburg School of Humanities</td>
<td><a href="mailto:TSH.onderwijsbalie@tilburguniversity.edu">TSH.onderwijsbalie@tilburguniversity.edu</a></td>
<td><a href="mailto:admissionshumanities@tilburguniversity.edu">admissionshumanities@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Tilburg School of Catholic Theology</td>
<td><a href="mailto:bureauufkt@tilburguniversity.edu">bureauufkt@tilburguniversity.edu</a></td>
<td><a href="mailto:macs@tilburguniversity.edu">macs@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Bachelor’s programme Liberal Arts and Sciences</td>
<td><a href="mailto:liberalarts@tilburguniversity.edu">liberalarts@tilburguniversity.edu</a></td>
<td><a href="mailto:liberalarts@tilburguniversity.edu">liberalarts@tilburguniversity.edu</a></td>
</tr>
</tbody>
</table>

3. If you already have a Studielink account + number and you have a question related to your Studielink status, please contact the Student Desk from Tilburg University via http://www.tilburguniversity.edu/students/studentdesk/.

4. If you do not have a Studielink account yet and you are an exchange or degree seeking student, please contact the International Office (of your School) via http://www.tilburguniversity.edu/education/exchange-programmes/contact/.

5. If you want to know the deadlines for application (for both Bachelors and Masters), please check: http://www.tilburguniversity.edu/education/bachelors-programmes/admissionprocedure/applicationdeadlines/.

6. If you want to check deadlines to apply to Numerus Fixus programmes with DUO see www.duo.nl or contact the education office of the school (as mentioned above).

7. You will receive a tuition payment form from Tilburg University. The payment information you may sometimes have to fill in Studielink will NOT be used by Tilburg University.

Go back to Table of Contents