The following guide is intended to take you through the Online Application System step by step. If you get stuck at any point, or are unsure of how to proceed, please contact us via email (newstudents.ucg@rug.nl), phone (050-3633508), Facebook (UC Groningen) or Skype (ucg__5). We are here to help!

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This is the welcome screen of our Online Application System (OAS). You login by filling in your email address (the one you used for your Studielink application!!) and password and press the button ‘user login’. If you have forgotten your password, you can find separate instructions on our ‘howtoapply page’ (http://www.rug.nl/education/international-students/application-procedure/step2)
Welcome and Instructions

The login leads you to the welcome page with instructions. Please read this page carefully! The ‘I’-buttons will provide you with extra information about the kind of details that are asked for in a specific field. Press the button ‘application’ in the left menu bar or in the text at the bottom to start your OAS application.

Click the ‘edit’ button to get to the next screen.
Step 1: Personal Details

Please do not change your address details in this screen, as it will be overwritten by an automatic update every night with the details that you have filled in in Studielink. Any changes in address or programme therefore have to be altered in Studielink, which will be transported to OAS every night.

You can, however, add your marital status and add a back-up email address. Please continue by pressing ‘save and continue’.
Please fill in your emergency contact details and your correspondence address plus answer the residence permit question (which is only applicable for non-EU / EEA citizens only) and press the button ‘save and continue’.
Next, in step 3, you will be asked to fill in your academic background. If you have more than one degree, please enter all of them into the system so your credentials can be best verified by the admissions officers. You can add as many degrees as you have by pressing the button ‘add another degree’. To continue to the next step, please press ‘save and continue’.

### Step 3: Educational Background

<table>
<thead>
<tr>
<th>Stu. ID</th>
<th>Appl. ID</th>
<th>Name</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>855565</td>
<td>151340</td>
<td>A Bos, van den</td>
<td>NETHERLANDS</td>
</tr>
</tbody>
</table>

#### Secondary education
- **Enrolment date:**
- **Graduation date:**

#### Higher Education
- **Enrolment Date:**
- **Graduation Date:**

To continue, please press 'save and continue'.

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**Add another degree:**

**Delete**
Step 4: Language Proficiency

In step 4, please fill in all the languages that you are proficient in, plus the qualifications of that proficiency. When completed, again click ‘save and continue’.
Step 5 is filled out for you, so you will now get to the scholarship section, step 6. Please indicate here whether you have requested or are planning to request a scholarship or loan, and if so which one.

Please note two things:

1) This does NOT affect the admission decision
2) This is not your application for a scholarship or a loan. Please make sure to successfully complete the application or the scholarship/loan(s) you wish to apply to within the allotted deadline.

If you wish to apply to one of the two UCG scholarships please submit a letter of motivation (word document / pdf) explaining why you believe you deserve a scholarship and why you need financial assistance to complete your studies upon completing and submitting your complete OAS application. You can email your letter of motivation to newstudents.ucg@rug.nl.

Again, please press the button ‘save and continue’ to continue to the next step.
Step 7: Supporting Documents

In step 7 you can upload all necessary documents for your application. Please upload:

- A copy of your **valid passport** (including the expiry date) or ID card
- A copy of your **diploma(s)/degree(s)**. If you have not yet received your diploma/degree, please provide a statement of the expected date of graduation signed by your school/university.
- A copy of your **transcript** (list of courses and grades). If you have not received your final transcript yet, please provide transcripts from your **last two years** signed by your school/university. Additionally, please provide a list of any courses that are not mentioned on your temporary transcripts, but that you will have completed by the time that you finish your degree programme.
- Your **Curriculum Vitae** (including a list of all schools / institutions which issued diplomas and dates of attendance).
- Your **motivation** can be a letter, or a YouTube video. If you upload a letter, please do so in Word .docx or .pdf format. If you choose to express your motivation in a video, upload a word/pfd document with the link to the YouTube video as explained in the HowToYouTube document you received from our admission & selection officer.

### Step 7: Supporting documents

<table>
<thead>
<tr>
<th>Stu. ID</th>
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<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>85366</td>
<td>51348</td>
<td>A. Boer, van den</td>
<td>NETHERLANDS</td>
</tr>
</tbody>
</table>

Together with your application you are required to provide us with the supporting documents listed below. These documents can either be scanned and attached (max. 20MB per document) or can be sent to us by post. Please indicate your preference for each document under "Options" below. ***Note: It is not allowed to upload zip or .rar files***

<table>
<thead>
<tr>
<th>Materials</th>
<th>Status Options</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>A copy of your diploma(s)/degree(s). If you have not yet received your</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>diploma/degree, please provide a statement of the expected date of</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>graduation signed by your school/university.</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>Your Curriculum Vitae (including a list of all schools / institutions</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>which issued diplomas and dates of attendance).</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>A copy of your transcripts (list of courses and grades). If you have</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>not yet received your final transcripts, please provide temporary</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>transcripts signed by your school/university. Also provide a list of any</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>courses that are not mentioned on your temporary transcripts, but that</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>you will have completed by the time you finish your degree programme.</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
<tr>
<td>Motivation explaining why you applied for the programme.</td>
<td>choose...</td>
<td>Choose File, no file chosen</td>
</tr>
</tbody>
</table>

**Note:**
- You are required to upload all necessary documents for your application.
- Documents can either be sent by post or uploaded as attachments.
- Each document should not exceed 20MB in size.
- Please indicate your preference for each document.
- **Note:** The use of zip or .rar files is not allowed.
Tips for uploading the supporting documents:

- Please be aware that uploaded documents may not exceed 2 MB and that you use clear file names to make the administrative process easier (e.g. Transcript ‘15/’16 in stead of the default file name scan0003).

- Upload the documents by clicking the button ‘choose file’ in each section. Please note that all the documents mentioned above are **obligatory for admission to UCG**. The admissions officers will not assess your file unless all documents are available to them.

- When complete, press the button ‘upload and continue’. Please do not press this button too early, as it will lead you to the next step! You can always return by using the menu on the left hand side.
Please upload any other documents that you would like to add, in order to strengthen your application, in step 8. When complete, again press the button ‘upload and continue’.

In case you would like to (or are asked to) add course descriptions to us, please take the following into account:

- Official course descriptions such as course syllabi or curriculum descriptions issued by educational institutions or the ministry of education are preferred. If these documents are not available in English, German, French or Dutch, applicants may provide unofficial translations along with the original document.

- If official course descriptions are not available, applicants may create their own. In this case course descriptions must include:

  - Course name corresponding with course name on transcript;
  - Website URL to educational institution on which course was taken, if possible a link to the specific course;
  - Description of subjects taught in course; a list of subjects will not be sufficient;
  - Credits and contact hours;
  - Aim of the course/ representative collection of exam questions;
  - Literature reference to the course book(s) used;
  - Scan of table of contents of literature + list of studied chapters.
Step 9 is a survey about your decision to apply and whether or not you would like to be kept informed about the University of Groningen. Please fill in the survey and press the button ‘save and continue’.
Step 10 and 11: Review and Submit

Step 10 allows you to review your details. Please check them thoroughly! If anything is incorrect, you can simply correct it by clicking the button of that particular step in the left menu.

**Step 11: Submit**

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>0025555</td>
<td>12345678</td>
<td>Bos, van den</td>
<td>NETHERLANDS</td>
</tr>
</tbody>
</table>

**Note:**
To complete your application, click on the following incomplete section(s):
- Step 1: Personal details
- Step 3: Educational background
- Step 4: Language proficiency
- Step 6: Scholarship
- Step 7: Supporting documents
- Step 8: Survey

You have not yet completed all the required information at the previous steps. Please return to the previous steps marked with □ and double check the information provided there.

1. In order to be able to submit your application, all steps should be ticked with a red mark before each step. If one is missing, you can return to that step by clicking on that step in the left menu.
2. You can correct/add what is need and press the button ‘save and continue’ on that particular page.
3. You go back to step 11 by pressing that button in the left menu.
When your application is complete, read the note carefully and then tick the box ‘I understand the points above and am prepared to submit my application to the University of Groningen’. **Press the button ‘submit’**. Without clicking this button, the admission officers are not allowed to start processing your file, so please don’t forget!
Once you have pressed the ‘submit’ button, you will see this screen, which refers you to the status view page. You can get there by either clicking the button ‘go to status view page’ or clicking ‘view status’ in the left menu.

In the meantime, an email to confirm the fact that you have submitted your file will be sent to your email address. This might, as it is an automated response, end up in your spam box / junk mail folder though!
After the submission of your application, you can check your status at any time on the status view page of OAS. Besides emails from the UCG admission & selection officers, this page will also keep you informed about your status at any time.