

APPLICATION GUIDE

FOR INTERNATIONAL STUDENTS



university of
 groningen



ACADEMIC YEAR 26/27
STUDENT INFORMATION & ADMINISTRATION

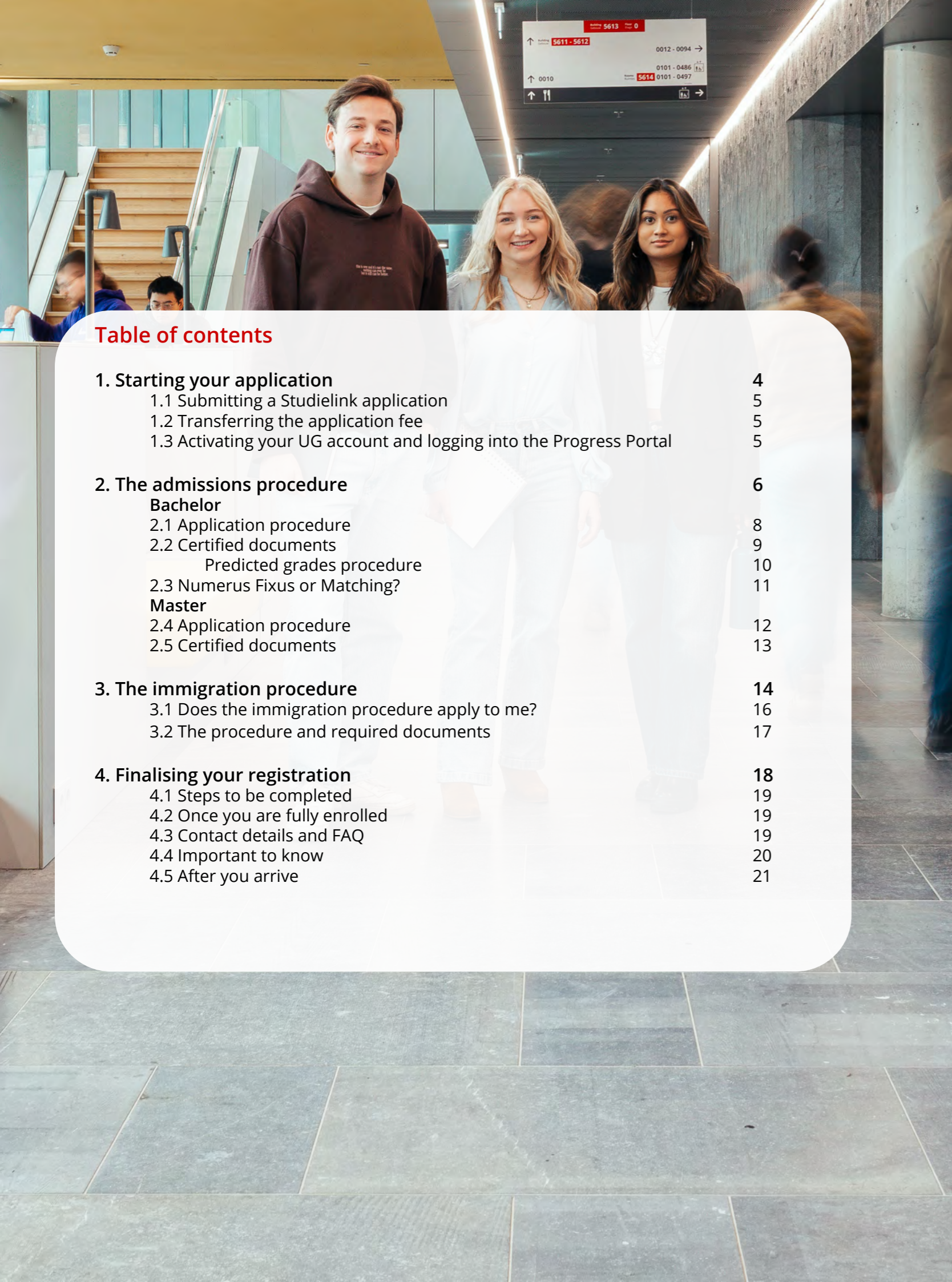
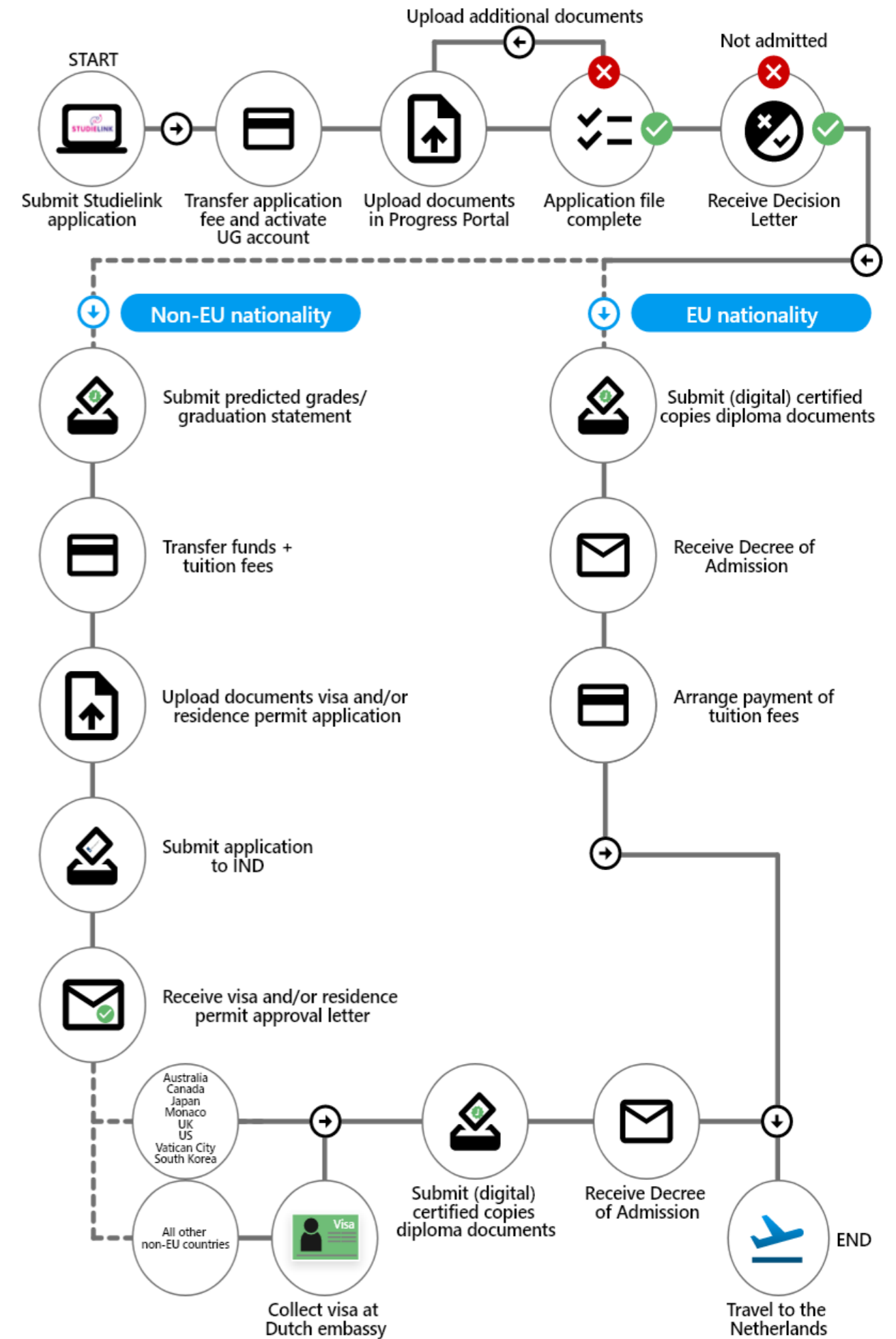


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All processes from start to finish





1

Starting your application

First of all

Thank you for your interest in becoming a student at the University of Groningen! Before we dive into the ins and outs of the procedures involved in becoming a student, you will need to know *what* you would like to study. To find out more about the university, our offer, our faculties and student life, visit the UG website, visit one of our events or order a programme brochure.

[Go to www.rug.nl](http://www.rug.nl)

1.1 Submitting a Studielink application

When you know what programme (or programmes) you are interested in, you will need to submit an application for admission to that programme in Studielink. Studielink is the online application and registration service for universities and universities of applied sciences in the Netherlands. You need a Studielink account to be able to submit an application. Create your account and follow the instructions in the email (check your spam folder). When you have your account, go to the Studielink website, click on Study Programmes, find your programme and follow the steps to submit your application!

For more information, visit the [Studielink website](#) or check [this UG page](#).

Apply before the application deadline!

You can find the deadlines for our [Bachelor's](#) and [Master's](#) programmes on our website.

[Go to Studielink](#)

Note: For certain Erasmus Mundus Master's programmes, the instructions above do not apply. In this case, applicants need to apply via an EU website. Whether this applies to your [Erasmus Mundus programme](#) can be found on the programme's UG page under 'Apply now'.

1.2 Transferring the application fee

The university charges a non-refundable application fee of 100 euros for applicants with a non-Dutch or international diploma to cover the additional costs involved in the processing. You will receive a separate email with a payment link to pay this fee within a few days of submitting your application in Studielink (also check your spam folder). The Admissions Office can only start reviewing your application if we have received the fee on time, so make sure to pay before the application deadline!

The application fee will not be waived, except in very specific cases. You can find more information [here](#).

1.3 Activating your UG account and logging into the Progress Portal

You will receive an email with your student number and instructions to activate your UG account. Once your UG account is activated, you can access the Progress Portal. You will need this portal to submit your application documents to the Admissions Office (check chapter 2). For more information about your UG account, [check this page](#).

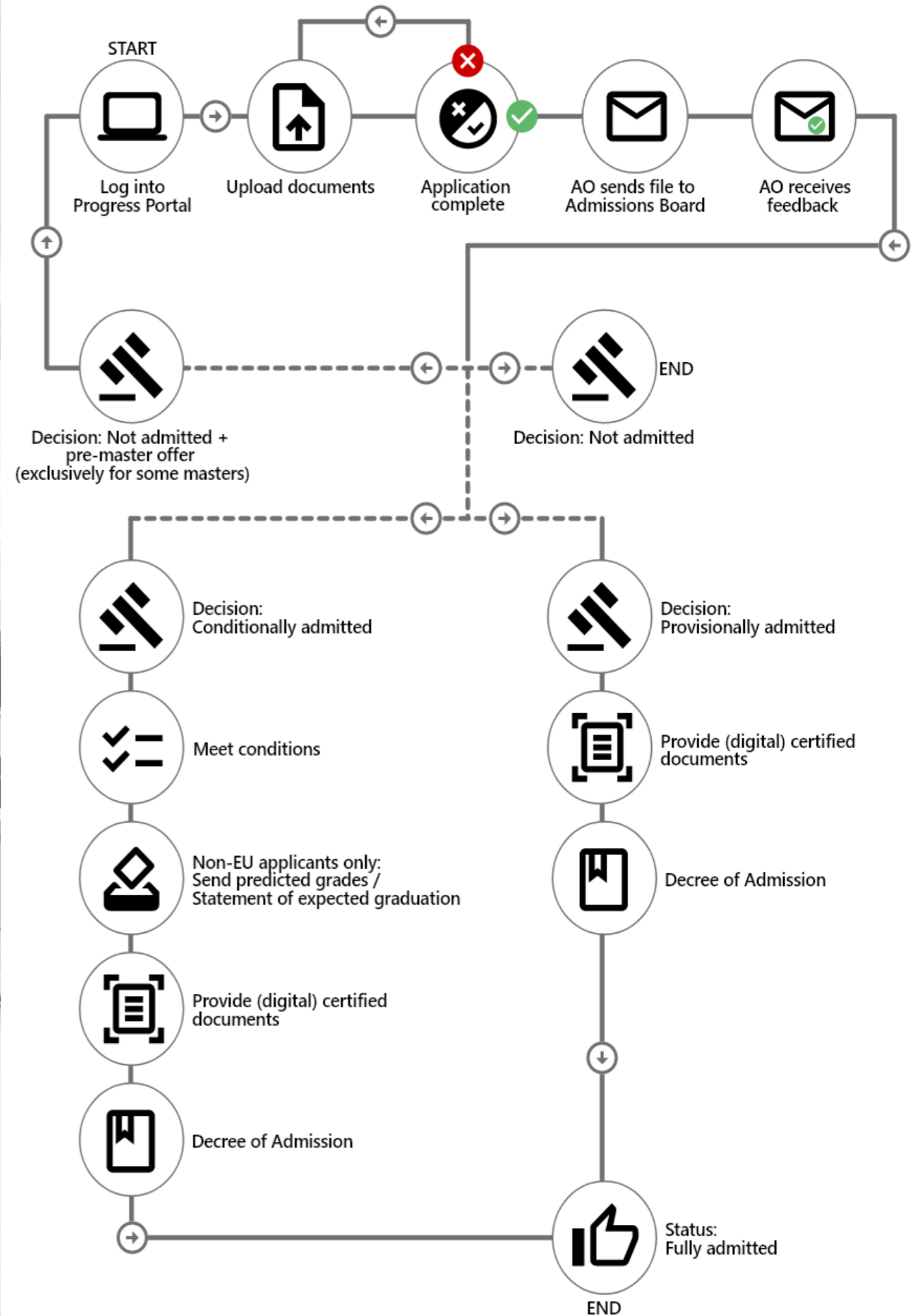
If our email does *not* reference the Progress Portal, but it should, as you are applying with a non-Dutch or international diploma, please [contact us](#).

[Go to the Progress Portal](#)



The admissions procedure

Steps of the admissions procedure



2.1 The application procedure

You are now ready to continue your application in the Progress Portal. If you are applying with a non-Dutch or international diploma, the Admissions Office will need to assess if you are admissible to the programme. You will need to upload application documents in the portal for this assessment. The portal will only display upload sections for those document types required for that specific programme, as the documents are faculty-specific and often programme-specific. You can find an overview of the application documents per faculty on [this page](#).

Follow these steps to ensure we receive your application:

1. Log into the [Progress Portal](#)
2. Upload all requested [application documents](#) before the deadline
3. Submit your application!

Other steps in the portal can be completed at a later point.

Make sure to submit **all** requested documents and complete your application **before the deadline!** Incomplete or late applications *cannot* be processed.

Initial review

We will review your submitted application to verify if it includes all required documents and information. If a document or important information is missing, we will send you an email with instructions to upload additional and/or amended documents through the portal.

How do I know if my application is incomplete?

Log into the Progress Portal and go to the Applications tab. Under Education you will see an overview of your application(s), the **status** of the application and the **steps** to be completed.

Assessment by the Admissions Board

If your application is complete, the Admissions Office will assess if the level of your diploma(s) is at least equivalent to the level of the Dutch pre-university diploma (VWO).

If your programme applies subject requirements, the Admissions Board will assess if the level and content of your courses is sufficient. A list of VWO-equivalent qualifications and subject-specific requirements can be found [here](#).

If your diploma level is sufficient, but you do not meet one or more subject requirements, you can lift such a deficiency by obtaining one of the [accepted certificates](#).

Admissions Office issues a decision letter

You will receive the Admissions Board's decision on your application by email. This letter will state if you are admissible, and if so, any conditions you will need to meet to be fully admitted. The letter will include an overview of the certified documents you will need to send as proof of meeting the conditions of your admission, and it will state your deadline.

Decree of Admission

When you have met your conditions in time *and* have sent us all requested certified documents, we will send you your Decree of Admission. This document signifies you have met all the admission requirements.

You can find the remaining steps to becoming fully enrolled in your Progress Portal.

2.2 Certified (digital) copies

All applicants need to send us certified photocopies of their diploma documents as proof of meeting the requirements. As opposed to the documents you uploaded in the Progress Portal, we now need to receive certified and verifiable documents as official proof. Your decision letter will outline the documents that you will need to send and how to send them. It is very important that your documents are correctly and sufficiently certified and that we receive them through the correct channels. You can find extensive information on the requirements, certification and verification methods and more on our [certified documents page](#).

1 July deadline for non-EU applicants with a conditional offer

If you have a non-EU nationality and receive a conditional offer from us to a **regular** or **fixed-quota** programme, you will need to meet your conditions **before 1 July**, as an earlier deadline applies due to the [immigration procedure](#).

If you graduate *close to or after 1 July*, you need to [follow the predicted grades procedure](#).

Fixed-quota applicants

If you have an EU nationality and apply to a [fixed-quota programme](#), you will need to meet your conditions *and* send your certified documents **before 15 July**.

If you cannot meet the 15 July deadline, you must submit an official postponement request using [this online form](#) before 15 July.

Irish Leaving Certificate: You do not need to request a postponement using the form, as you receive an automatic postponement until September 1st.

Double Degree students

Joining one of our Double Degree Bachelor's programmes? The application and admissions procedure differs slightly from the procedure outlined before. You will receive an email with application instructions from the Admissions Office shortly after we have received your nomination from your home institution. When you have completed your application and receive your decision letter, please keep in mind that you will need to *provide all requested certified documents to the double degree coordinator of your home institution*. They will ensure that we will receive all the documents in good order.

If you have a non-EU nationality, you will receive information about the immigration procedure from the university's Immigration Service Desk once you have received your decision letter.

If you have questions relating to the content or organisation of the Double Degree programme or matters relating to completing your registration with the university, please contact your Double Degree coordinator (FEB) or the International Office (LLB) at the UG.

Graduated, but your diploma is issued after the start of your programme?

In this case we will need to receive a *certified* graduation statement or certified copies of your official board-issued provisional results statement(s). The document(s) must be **sent directly to certdocs@rug.nl** by a school official, from an official school email address, verifiable on the school's official website. It can also be sent as a certified hardcopy by regular post.

In this case, your enrolment will be completed on the basis of this certified document. For information on the requirements of such a statement, verification and sending methods, [visit this page](#).

2.3 Predicted grades procedure

If you have a **non-EU nationality**, our Immigration Service Desk (ISD) will need to apply for your visa and/or residence permit. They will begin this process once you have met all conditions of admission before 1 July. This deadline ensures there is enough time for your application to be processed before the academic year starts. Make sure to follow the [ISD's instructions](#) and submit your immigration application documents on time.

STEP 1: Predicted Grades Statement

If you are due to graduate *close to or after the 1 July deadline*, please ask your school to send us a certified statement confirming that you are expected to meet all conditions of your admission (see template below). The document must be filled out by your educational institution and **sent to certdocs@rug.nl** directly by a school official, from an official school email address, verifiable on the school's official website. The email must *specify your UG student number, full name, and confirm it relates to a predicted grades statement*.

Any other conditions – such as language and/or subject certificates – must be obtained and proved before 1 July.

STEP 2: Certified documents

You must still submit certified copies of your final diploma documents before the start of the academic year. See point 2.2 for information on certified (digital) documents.

Fixed-quota deadline

If you apply to a fixed-quota programme and the predicted grades procedure applies to you, keep in mind that the **fixed-quota deadline of 15 July** to prove you meet your conditions also applies! If you are unable to send the required certified documents before this deadline, you must request an official postponement [using this form](#) before 15 July.

Graduated, but your diploma is issued after the start of your programme?

In this case we will need to receive a *certified* graduation statement or certified copies of your official board-issued provisional results statement(s). The document(s) must be **sent directly to certdocs@rug.nl** by a school official, from an official school email address, verifiable on the school's official website. It can also be sent as a certified hardcopy by regular post.

In this case, your enrolment will be completed on the basis of this certified document. For information on the requirements of such a statement, [visit this page](#).

Predicted Grades statement template

Graduation statement template

If you fail to meet the conditions of your admission or fail to send the required certified documents before the start of the academic year, your application will not be completed and, if applicable, the ISD will cancel your visa and/or residence permit.

2.4 Numerus Fixus or Matching?

Once you have received your Decree of Admission, you will find a green tick in your Progress Portal next to Entry Requirements. Apart from the admissions procedure, you may need to complete a selection procedure or matching activities, depending on the programme. These procedures are organised and handled by the faculties themselves, however completing your enrolment may depend on successfully completing one of these additional procedures.

Numerus Fixus

Some Bachelor's programmes have a fixed quota, which means places are allocated through a selection process. Each programme has its own [selection procedure](#), some look at suitability and motivation, other programmes apply an unweighted lottery. The ranking is announced on 15 April and if you are offered a place, you have two weeks to accept it through Studielink. If you are not offered a place immediately, you might still be offered a place at a later stage, as the placement process continues until the start of the programme.

The selection and placement process has a [set timeline](#) with various deadlines that you need to keep an eye on.

The selection process and the admissions process are two different processes. The selection process is dealt with by the faculty's Selection Board, while the admissions process is handled by the Admissions Office. The admissions process only entails the evaluation of your educational qualification(s) in order to determine whether you meet the entry requirements.

You need to successfully complete both procedures to be admitted to the programme.

If you have questions relating to the content or outcome of the selection procedure, please contact the faculty's selection team.

Matching

Programmes that do not apply a fixed quota, may apply a matching procedure. This procedure usually consists of different matching activities that are aimed at showing you what the programme is like and whether you and the programme would be 'a match'. For some programmes matching is compulsory, meaning that you will need to complete the matching activities before you are allowed to start the programme. If the programme applies mandatory matching, only the participation is mandatory, the results are not binding.

The matching activities and deadlines differ per programme, therefore familiarise yourself in time with your programme's matching procedure and contact your faculty if you have questions. You can find more information about matching and faculty contact details [on this page](#).

2.4 The application procedure

You are ready to continue your application in our Progress Portal. If you are applying with a non-Dutch Bachelor's degree, the Admissions Office will need to assess if you are admissible to the programme. You will need to upload application documents in the portal for this assessment. The portal will only display upload sections for those document types required for that specific programme. You can find an overview of the application documents per faculty on [this page](#).

Follow these steps to ensure we receive your application:

1. **Log into the [Progress Portal](#)**
2. **Upload** all requested [application documents](#) before the deadline
3. **Submit** your application!

Other steps in the portal can be completed at a later point.

Make sure to submit **all** requested documents and complete your application **before the [deadline](#)**! Incomplete or late applications *cannot* be processed.

Initial review

We will review your submitted application to verify if it includes all required documents and information. If a document or important information is missing, we will send you an email with instructions to upload additional and/or amended documents through the portal.

How do I know if my application is incomplete?

Log into the Progress Portal and go to the Applications tab. Under Education you will see an overview of your application(s), the **status** of the application and the **steps** to be completed.

Assessment by the Admissions Board

If your application is complete, the Admissions Board will assess whether your educational background is sufficient in terms of level and content for the programme of your interest.

Admissions Office issues your decision letter

You will receive the Admissions Board's decision on your application by email. This letter will state if you are admissible, and if so, any conditions you will need to meet to be fully admitted. If your educational background is equivalent to a Dutch Bachelor's from a research university and the Admissions Board deems your previous education to be sufficiently relevant, you will receive a provisional or conditional offer of admission. If you have been conditionally admitted, you will need to fulfil the conditions in your letter before the deadline. These are, generally, submitting a sufficient and accepted English proficiency test and completing your Bachelor's degree.

Decree of Admission

When you have met your conditions in time *and* have sent us all requested certified documents, we will send you your Decree of Admission. This document signifies you have met all the admissions requirements.

You can find the remaining steps to becoming fully enrolled in your Progress Portal.

2.5 Certified (digital) copies

All applicants need to send us certified photocopies of their diploma documents as proof of meeting the requirements. As opposed to the documents you uploaded in the Progress Portal, we now need to receive certified and verifiable documents as official proof. Your decision letter will outline the documents that you will need to send and how to send them. It is very important that your documents are correctly and sufficiently certified and that we receive them through the correct channels. You can find extensive information on the requirements, certification and verification methods and more on our [certified documents page](#).

Non-EU applicants with a conditional offer

In order for the university's Immigration Service Desk (ISD) to apply for a visa and/or residence permit on your behalf, you will need to be (provisionally) admitted, as the deadlines to meet your conditions of admission are tied to the [immigration procedure](#).

If you are conditionally admitted pending graduation, you will need to send a certified statement of expected graduation to the AO by email (certdocs@rug.nl) before the deadline in your decision letter. Once you have graduated, you will still need to provide the requested certified (digital) copies of your degree certificate and official final transcripts or a scan of your official statement of graduation before the start of your programme. For more information about certified copies, see point 2.5 above.

Graduated, but your degree certificate is issued after the start of your programme?

In this case we will need to receive a *certified* graduation statement. The document(s) must be **sent directly to certdocs@rug.nl** by an official from your educational institution, from an official institution email address, verifiable on the institution's official website. It can also be sent as a certified hardcopy by regular post.

In this case, your enrolment will be completed on the basis of this certified document. For information on the requirements of such a statement, [visit this page](#).

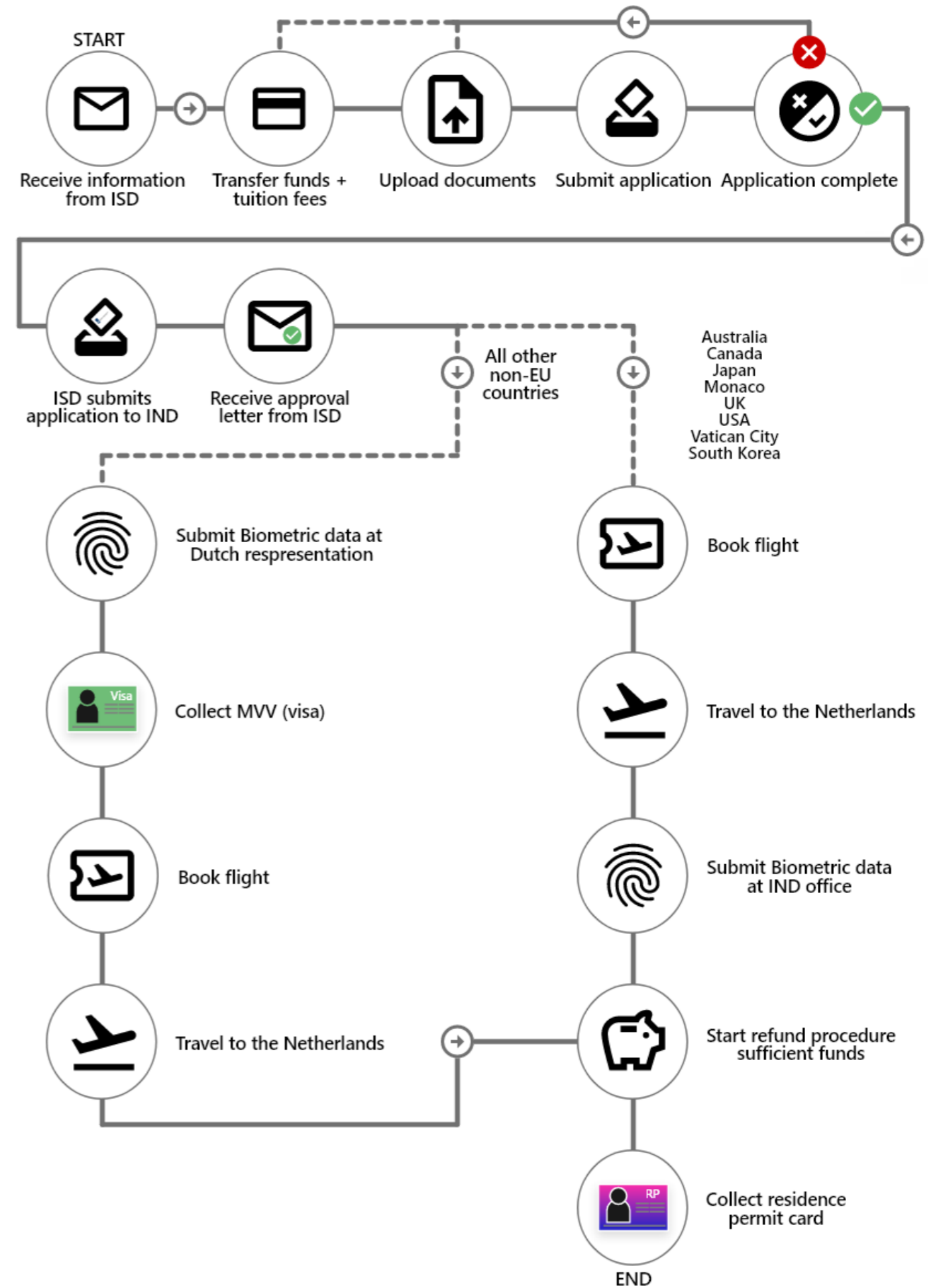


3



The immigration procedure

Steps of the immigration procedure



3.1 Does the immigration procedure apply to me?

Whether or not the immigration procedure applies to you depends on your nationality and any immigration documents you may already have. Go through the list below to see what applies to your situation.

1. I have an EU/EEA nationality

You do *not* need a visa or residence permit. You can skip this chapter and move to chapter 4!

2. I have one of the following nationalities: from Australia, Canada, Japan, Monaco, New-Zealand, South Korea, UK, USA or Vatican City

You will only need a residence permit in order to study in the Netherlands. If you already have a Dutch residence permit, see point 4 and 5 below.

3. I have a **different non-EU nationality than those listed under point 2**

You will need both a visa and residence permit in order to study in the Netherlands. If you already have a Dutch residence permit, see point 4 and 5 below.

Exception: If you have a residence permit from another EU country (valid until the start date of your programme), you will only need a Dutch residence permit.

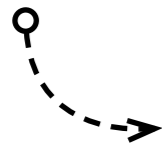
4. I already have a Dutch residence permit for the purpose of study

If you already have a valid Dutch residence permit for the purpose of study from another educational institution in the Netherlands, the University of Groningen (UG) can become the new recognised sponsor of your residence permit for the purpose of study.

5. I already have a Dutch residence permit for a purpose other than study

- If you wish to change the purpose of your residence permit to the purpose of study, you can apply for a Change of Purpose through the university's ISD.
- If you do not wish to change the purpose of your residence permit to the purpose of study, you will need to submit a colour scan of the front and back of your residence permit as part of your immigration application.

Check out our video on the immigration procedure!



3.2 The procedure and required documents

The university's Immigration Service Desk (ISD) handles all matters relating to immigration. Below, we have set out the basics, however we recommend visiting the ISD pages for an overview of the procedures, more information on the documents required and the ISD's contact information.

[visit the ISD website](#)

Deadlines

To ensure the application for your immigration documents can be submitted to the IND in time, you will need to complete your immigration file before the following deadline:

Studies start 1 September: **deadline 1 July**

Studies start 1 February: **deadline 1 December**

You will receive an information package to guide you through the immigration process in the course of your application to your degree programme. These digital packages are sent out to all (conditionally) admitted applicants in April (September intake) or October (February intake).

The ISD can only submit your application to the IND when you are provisionally or fully admitted to the programme. It is therefore very important to ensure you complete your immigration application **and** meet the admission requirements in your decision letter before the deadline!

Immigration documents

Your information package (see above) will outline the documents required for your immigration application and will include a digital form to provide these documents. In general, your file will consist of the following documents:

- A scan of your valid passport
- Signed Antecedents certificate
- Transfer receipt for the IND application fee and proof of sufficient funds
- If applicable, scan of your valid EU residence permit
- If applicable, scan of your valid Dutch residence permit

You can find more information about these documents and the process on [the ISD pages](#).

Finances

The immigration procedure includes 2 separate financial transfers:

- **Transfer 1: tuition fees** to the [Central Student Administration](#)
You will receive an email with information on how to pay your [tuition fees](#).
- **Transfer 2: IND application fee and proof of sufficient funds** to [the ISD](#)
The application fee will be paid to the IND for processing your application. Proof of sufficient funds is required to show you have enough funds to live and study in the Netherlands.

You can find more about this second transfer, what it entails, how to pay and more [on this page](#).

Modern Migration Policy (MoMi) or study progress monitoring

Your study progress will influence your right to a residence permit. Students with a residence permit with a purpose of Study must obtain sufficient credits each academic year to retain their residence permit. If you have not obtained enough credits at the end of the academic year and do not have a valid reason, the ISD will notify the IND and your residence permit will be cancelled.

How many ETCS credits do I need?

Most students need to obtain 50%, but this is not the case for everyone. Once you have started your programme, you can check your requirements with your study advisor or in your Student Portal. You can more information about MoMi on this [page](#).



4

Finalising your registration

4.1 Steps to be completed

As indicated in chapter 2, you can check the status of your application in the [Progress Portal](#). You will have successfully completed a step when the accompanying box displays a green tick. If the box is empty, you will see an upload option or question to complete the step, or it's possible we are still processing your information.

In most cases, the following steps will be listed in the portal. Keep in mind that the steps will depend on your application type, programme type, educational background, nationality, etc. and may differ slightly between applications.

- Entry requirements
- Payment details
- Payment of tuition fees
- Verification of personal details
- Residence permit (non-EU only)
- Upload picture for student card
- Language exam English

You can find the steps specific to your application(s) in the Progress Portal. Each step will include an explanation as well as instructions on how to complete the step.

Paying your tuition fees

You must have arranged the payment of your tuition fees **before the start of your programme**. If the immigration procedure applies to you (see chapter 3), the deadline to pay your tuition fees is sooner! The height of your tuition fees depend on various factors. For more information on the types of tuition fees, the requirements and payment methods, [check this page](#).

4.2 Once you are fully enrolled

Student card

Once your registration has been completed and you have [uploaded a photo](#) in the Student Portal, your UG student card will be ready within a few weeks. If you have a Dutch correspondence address, the card will be sent there. If you do not have a Dutch correspondence address (yet), you will receive an email when your card is ready to be picked up at [Student Information and Administration \(SIA\)](#). You will need to [schedule an appointment](#) to pick up your student card.

Statement of enrolment

You will automatically receive your statement of enrolment by email within two working days after your registration is official. You can also download it using the UG Tools in the Student Portal.

Statement of paid fees

When you are fully enrolled, you can request a [statement of paid tuition fees](#).

4.3 SIA contact details & FAQs

If you still have questions about the application procedure after reading this guide, you can contact SIA. You can reach us by email, telephone or you can visit the SIA desks at the Academy Building. You can find our contact details [here](#).

You can also find quick answers to our most frequently asked questions in these FAQs!

SIA FAQ

Immigration FAQ

4.4 Important to know

Dutch healthcare system

At the University of Groningen, your well-being is our priority. Safeguard your student experience by ensuring you meet the legal health insurance requirement. We recommend proactively securing coverage from a recognised insurer *before* departure - automatic enrolment in the Dutch healthcare system does *not* apply. We genuinely care about your safety and want you to be well-informed. Comprehensive insurance is essential, covering medical care and medication costs.

Explore our animation video for insights and delve into our [dedicated webpage](#) for detailed info on the Dutch healthcare system. Your health matters. Act now - arrange insurance before your adventure in the Netherlands begins!



Studying with special needs or extraordinary circumstances

Some students would like to make use of additional study support such as exam facilities, because they expect to experience barriers due to a functional impairment/disability (such as dyslexia, AD(H)D, ASD), illness or other extraordinary circumstances (such as studying as a parent, with a caretaker's role or as a top athlete). If this applies to you, we recommend visiting our website about [studying with special needs](#) (made by the [Student Service Centre](#)) to learn more about your options, so that you can take timely action, where necessary.

Housing

The UG is not a campus university and therefore does not offer accommodation for students*. It is your own responsibility to find somewhere to live. Do not underestimate the challenge of finding accommodation, as it can be a long and stressful process.

You can find extensive information on housing options, pointers and more on the general [UG accommodation information](#) page and for Groningen-based accommodation on [At Home in Groningen](#) website. If you are joining Campus Fryslân, make sure to check the [faculty's housing information page](#).

* First-year students of University College Groningen and University College Fryslân do have the option of residential housing. Contact the relevant faculty for more information.

4.5 After you arrive

Registering with the municipality

When you move to the Netherlands, you are required to register your address with your municipality within 5 days after arrival. You can find information about the process on the

municipality website (e.g. [Groningen](#), [Leeuwarden](#)). The municipality will ask you to submit documents such as a rental agreement. You can find an overview of all required documents on the municipality website.

Opening a Dutch bank account

If you are not a member of an EU/EEA country that uses the SEPA (Single Euro Payments Area) system, we recommend opening a [Dutch bank account](#) to manage your day-to-day finances during your stay in the Netherlands. On our webpage you can find more information about opening a bank account. With most Dutch banks you will need a Burgerservicenummer (BSN, Dutch social security number) in order to open a bank account. You can choose a bank of your preference.

Refund sufficient funds (non-EU students only)

If you have transferred sufficient funds to the ISD for your residence permit application you will receive a personal link to start the refund procedure. Depending on the starting date of your programme, you will receive an email from the ISD in the first week of September or February.

Keep in mind that it will take approximately two weeks for your money to be refunded to your Dutch bank account. Make sure that you have enough money with you for the first weeks/month in the Netherlands. For more information about the immigration procedure, [visit the ISD pages](#).

Collecting your residence permit card (non-EU students only)

As soon as your residence permit is ready, the Immigration and Naturalisation Services (IND) will notify the ISD. The ISD will then inform you when you can collect your residence permit card.

The IND will come to Groningen a few times per semester to issue residence permits. If your residence permit card is ready, you will receive an invitation to collect it on that specific day. If you have not received a status update from us yet, please do not contact us, we will update you as soon as possible. If you are unable to attend that day or if your residence permit is not ready yet, you can pick up your residence permit card at the IND in Zwolle. You will have to make an [appointment](#) to do so.

What now?

Your registration as a student is (almost?) finalised, but starting your life as a student encompasses so much more!

Prepare for the start of your studies!

Check out your faculty and find out more about the community you will be joining. Keep your eye on **faculty emails** about your study start and remember to **enrol for your courses before the deadline!** For questions about the content of your programme, the start of your studies and course enrolment, head to your faculty's student support desk.

[visit faculty page](#)

[student support desks](#)

Read on!

Want to dive into all things UG? Our **Road to the UG guide** provides all that and more, from practical matters to consider before you leave your home for Groningen/Leeuwarden, to tips and tricks for your arrival and stay in the Netherlands. The guide offers an insight into your future student life as a student at the University of Groningen, nightlife, study and student associations, clubs, the international community, sports and more.

[Road to the UG guide](#)



university of
 groningen



Colophon

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Student Information & Administration

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