Online Application System (OAS)

Manual for applicants
Login & activate your OAS account

All applicants to the BSc Global Responsibility & Leadership of University College Fryslân are required to finish their registration in our Online Application System, OAS. OAS performs best with the Internet Explorer. Therefore, we recommend you to use this browser, although it is also compatible with other browsers.

After registration in Studielink, you will receive an email on the email address you have used in Studielink. This email contains an URL and a token (encrypted password) to activate your OAS account. This email is also stored in your inbox of your Studielink account. After you have received this email, please click on the link to OAS. The following screen will open:

You need to fill in your email address (the email address you have registered with in Studielink!) and encrypted password here. After your first login, you need to change your password. You can now continue with your application.

NB: you can only use ‘Forgot your password?’ after you have activated your OAS account.
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.

Click on Application in the left menu bar to proceed with your application. The application screen will be opened, which gives you an overview of your applications:

In order to proceed with your application, click on edit. The newest applications will appear on the top of the page.
Step 1: Personal details

In this section, you need to fill in 2 boxes:

- Marital status
- Title

Only you can change the other personal details in Studielink.

Step 2: Address details

Please fill out the missing details on this page:

- Emergency contact details
- Official place of residence
- Information if you have a Dutch residence permit

Only you can make changes in the address for correspondence in Studielink.

After finishing, click on save and continue.
Step 3: Educational background

Please fill in information on your diplomas and degrees. If you have more than one degree, please click on 'add another degree' and list all your diplomas here, to provide a complete overview of your academic background. If you haven’t finished your programme with which you would like to get permission to start the programme of choice, you do need to provide us with this information. So if you haven’t finished your bachelor programme, you do have to fill out the details of the programme.

If writing a thesis or final paper part of your curriculum, then select ‘yes’, even though you might not have finished writing your thesis.

Step 4: Language proficiency

In this step, you need to fill in details about the languages you are proficient in, plus the qualifications of that proficiency. If you haven’t taken a test yet, please indicate when you will take the test and type ‘to be announced’ in the score section. When completed, again click save and continue.
Step 5: Proposed study programme

If applicable, you can choose a specialisation in this section. Click on save and continue to go to step 6.

Step 6: Supporting documents

Here you need to upload the required documents for your application. You can select them by clicking on ‘Choose File’. Make sure that all documents have different names and relate to the content of file e.g. when uploading your CV, it should be called ‘CV’. The document names cannot contain diacritics and symbols. Once you have selected all the documents, you need to click on upload and continue to upload them.

Important: You will not be able to upload a motivational video in OAS. If you decide to upload your motivation in the form of a YouTube video, please upload a word document with the YouTube URL pasted in it.
**Step 7: Additional documents**

In some cases, you will be required to upload additional documents such as course descriptions for Mathematics. Again, the document names cannot contain diacritics and symbols and should have a name related to the content of the file.

**Step 8: Survey**

Please fill in the survey and press the button *save and continue*. 
Step 9: Review

An overview of the details you filled out and the documents you uploaded will be listed. Please check this carefully and press the button next.

Step 10: Submit

After you have filled out the survey in STEP 8, you will find an overview of your online application in STEP 9, the review. You can check here if you have filled in everything correctly. If this is the case, then go to STEP 10, submit. If there are still steps you need to finish, OAS will give you a notification. You need to go back to the STEP where information is missing, complete the step, save your changes and then go to STEP 10: Submit.

After you have submitted your online application, the Admissions Office will receive it. In view status you see the status of your application and stay updated on the status of your application.