



university of  
 groningen

campus fryslân

# 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:



## Welcome

Welcome to the online application system of the University of Groningen, The Netherlands. Through this system you can apply for admission to one of our Bachelor's or Master's degree programmes.

**RETURNING USERS:** Registered users can login to the system directly using their email address and password. Please remember that your password is case sensitive. In case you have forgotten your password please click on the "Forgot your password?" link.

**NEW USERS:** If you do not have a password, you first need to apply through "Studielink", which is the national on-line application and registration system for higher education in the Netherlands. After submitting your details in Studielink, you will receive an e-mail with the information necessary to activate your user account.

We hope to be welcoming you as one of our students in the near future!

### User login

E-mail:

Password:

User login

Forgot your password?

[Request a new password](#)

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



Welcome & Instruction  
 Application

Password  
 Logout

## Welcome & Instructions

Dear Letteren,

Welcome to the Online Application System of the University of Groningen. Using this system you can apply online in 12 easy steps. This new service is available to use, but is also under continuous development. Therefore, from time to time changes and new additions to the system may occur. Any suggestions about improvements to the system are welcome at: [admission@rvg.nl](mailto:admission@rvg.nl).

Before you start your application please note:

1. You do not have to complete the application in one session. At any time you can save the information/documents provided and come back later. You can save the information provided on a page by clicking the "save and continue" button at the bottom of each page.
2. For online help you can use the general "instructions page" or you can find page specific instructions by clicking the button at the top of each page.
3. You can either scan and attach any supporting documents or you can send them to us by post.
4. After submitting your application you can view the status of the application online.
5. On each page the green text boxes () are compulsory fields. White boxes are not compulsory. You can go to next page without completing all compulsory fields, but you can not submit the application until all sections are finished. Whether or not a section is completed can be seen in the menu on the left. indicates a section is completed, indicates it has not yet been completed.

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:



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## Application

On this page you will find the application(s) you entered in "Studielink". You can now complete and submit your application by clicking "edit" or "view status".

Please note that you should not change the details that have already been entered based on what you entered in Studielink. If you want to change these details (e.g. your choice of programme), you need to do this in Studielink! Also, if you want to add an application for another programme, you need to do this in Studielink.

Please note that the University of Groningen can only start processing your application after you have submitted it. Once your application is submitted, you can view its admission status (e.g. received; confirmed; processing; admitted/conditionally admitted/not admitted, etc.) by clicking "status view".

<b>Application 1</b>		
Student ID:	27656	Application ID: 143484
Academic year:	2013/2014	
Programme type:	Bachelor of Arts (BA)	
Programme name:	International Relations and International Organization (English taught)	
Date received:	07/07/2015	Date submitted:
Status:	Working	<a href="#">Edit</a>

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 1: Personal details**

Save and continue

Personal details	
Student Number:	
Student ID:	
First name/given name:	
Initials: (first letters of all first names)	
Family name/last name:	
Roepnaam:	
Gender:	
Marital status:	
Title:	

# 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.

**Step 2: Address Details**

Previous Save and continue

Address for correspondence	
Address:	
Postal code:	
City:	
Country:	
Telephone:	
Mobile phone:	
Emergency contact	
Given name(s):	
Family name:	
Relationship:	Please choose...
<input type="checkbox"/> Same as address for correspondence	
Address:	
Postal code:	
City:	

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.

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Step 3: Educational background

Stu. No. First name Name Nationality

Previous Save and continue

Secondary education

Enrolment date:	(mm yyyy)	Graduation date:	(mm yyyy)
Institution country:			
Institution name:			
Degree obtained:			
Diploma:		Diploma date	(ddmmyyyy)

Higher Education

Enrolment Date:	(mm yyyy)	Graduation Date:	(mm yyyy)	Delete
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## 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*.

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Step 4: Language proficiency

Stu. No. First name Name Nationality

Previous Save and continue Add another language test

Please indicate which English language test you have taken to verify your English proficiency.

English proficiency test

Test name:	Please choose...
Test date:	(ddmmyyyy)
Test score:	

Other proof of proficiency in English:

Previous Save and continue



# Step 5: Proposed studyprogramme

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



**Step 5: Proposed study programme**

Stu. No. First name Name Nationality

Previous Save and continue

**Proposed study programme**

**Academic year:** [input field]

Using this system you can apply for Bachelor, Master, Research Master or Top Master programmes. For an explanation of these programme types please visit our [website](#).

**Programme type:** [input field]

**Programme name:** [input field]

**Specialisation first choice(optional):** [Please choose... dropdown]

**Start date:** [input field] (ddmmyyyy)

Previous Save and continue

# 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 6: Supporting documents**

Stu. No. First name Name Nationality

Previous Upload and continue

Please note:  
This system has been designed for use in Internet Explorer. Other browsers will work as well, but we recommend switch Internet Explorer should you experience any difficulties in the lay-out or the display of information or uploading documents. 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: Only PDF files are allowed!

Materials	StatusOptions	File
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.	[Please choose... dropdown]	[Choose File] No file chosen
A copy of your transcripts (list of courses and grades) If you have not yet received your final transcripts: please provide temporary transcripts signed by your school/university. Also provide a list of any courses that are not mentioned on your temporary transcripts, but that you will have completed by the time you finish your degree programme. *EU applicants only: upload Diploma Supplement*	[Please choose... dropdown]	[Choose File] No file chosen
Your Curriculum Vitae (including a list of all schools / institutions which have issued diplomas and dates of attendance)	[Please choose... dropdown]	[Choose File] No file chosen



# 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.

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Welcome & Instruction Application

- Step 1: Personal details
- Step 2: Address details
- Step 3: Educational background
- Step 4: Language proficiency
- Step 5: Proposed programme
- Step 6: Supporting documents
- Step 7: Additional documents**
- Step 8: Survey
- Step 9: Review
- Step 10: Submit
- View status

Step 7: Additional documents

Stu. No. First name Name Nationality

Previous Upload and continue

Please note that in addition to the documents mentioned in the previous step, faculties may require specific additional information for admission to certain programmes, e.g. course descriptions, birth certificate, etc. Please check the admissions webpage of the faculty offering the programme for which you want to apply, to see whether such additional information is required. Below please indicate what additional material you provide. The maximum number of characters of the field "Description" is (including spaces) 240 characters. Note: Only PDF files are allowed!

Description	Status	File
	Please choose...	Choose File No file chosen
	Please choose...	Choose File No file chosen
	Please choose...	Choose File No file chosen
	Please choose...	Choose File No file chosen
	Please choose...	Choose File No file chosen

# Step 8: Survey

Please fill in the survey and press the button *save and continue*.

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- Step 8: Survey**
- Step 9: Review
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- View status

Step 8: Survey

Stu. No. First name Name Nationality

Previous Save and continue

How did you initially learn about the programmes at University of Groningen?

- Internet
- Advertisement
- Family/friends
- Graduates of University of Groningen
- Other, and please specify

Have you attended any education fair(s)?

- No
- Yes, namely

Did you apply via an Agent or Representative of the University?

- Yes
- No

Please keep me updated on what happens at University of Groningen

Previous 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.