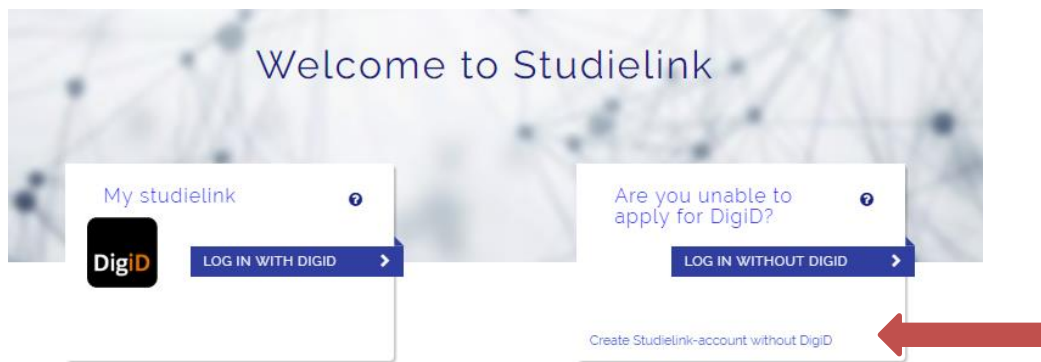


Step-by-step instruction: Create Studielink account (without DigiD)

This step-by-step instruction is intended for students without a Dutch home address and therefore have no DigiD. DigiD is a digital ID that is used in the Netherlands. Do you live in the Netherlands and are you registered with the municipality? Then you have to request a DigiD to create a Studielink account. See www.digid.nl/en for more information.

To create a Studielink account without DigiD, you need a passport or European identity card. Make sure that you have a scan or photo available on your device. **If you hold two nationalities, including a European one, please use your European passport or identity card.** This is used for the calculation of the tuition fee.

- **Step 1:** Go to www.studielink.nl and choose your preferred language (Dutch, English or German) in the upper right corner.
- **Step 2:** Click **<Create Studielink-account without DigiD>** and follow the steps below.



You can arrange your (re-)enrolment at institutions of higher education in the Netherlands via Studielink. You can find more information on the enrolment procedure and admission requirements on the [website of the educational institution](#).

More information about Studielink can be found [here](#).

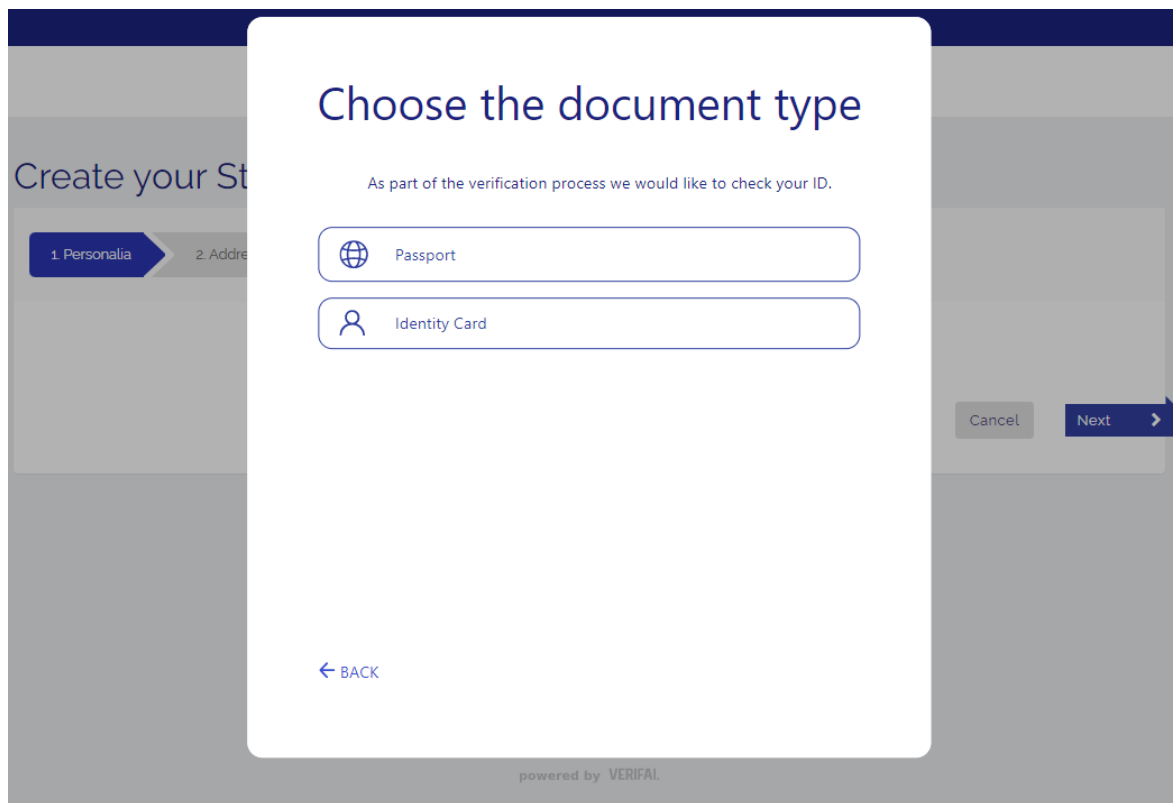
- **Step 3:** Enter the nationality on the identity document that you are uploading and select **<Scan passport/ID>**.

The screenshot shows the 'Create your Studielink account' wizard. At the top, there is a progress bar with four steps: 1. Personalia (highlighted), 2. Address, 3. Contact, and 4. Summary. Below the progress bar, there is a text box with a warning: 'Please note: do you already have a Studielink account and are you unable to log in or did you forget your login details? Please do NOT create a new Studielink account! Contact your (future) educational institution, they can help you regain access to your account.' Below this, there is a paragraph: 'You need a passport or European identity card to create an account. If you hold two nationalities, including a European one, please use your European passport or identity card. If you have any questions about how digital identity verification works or would like to know how your personal data will be used, then please find more information [here](#).' Below the paragraph, there is a 'Nationality' label and a dropdown menu. At the bottom right, there are two buttons: 'Cancel' and 'Scan passport/ID' with a right arrow.

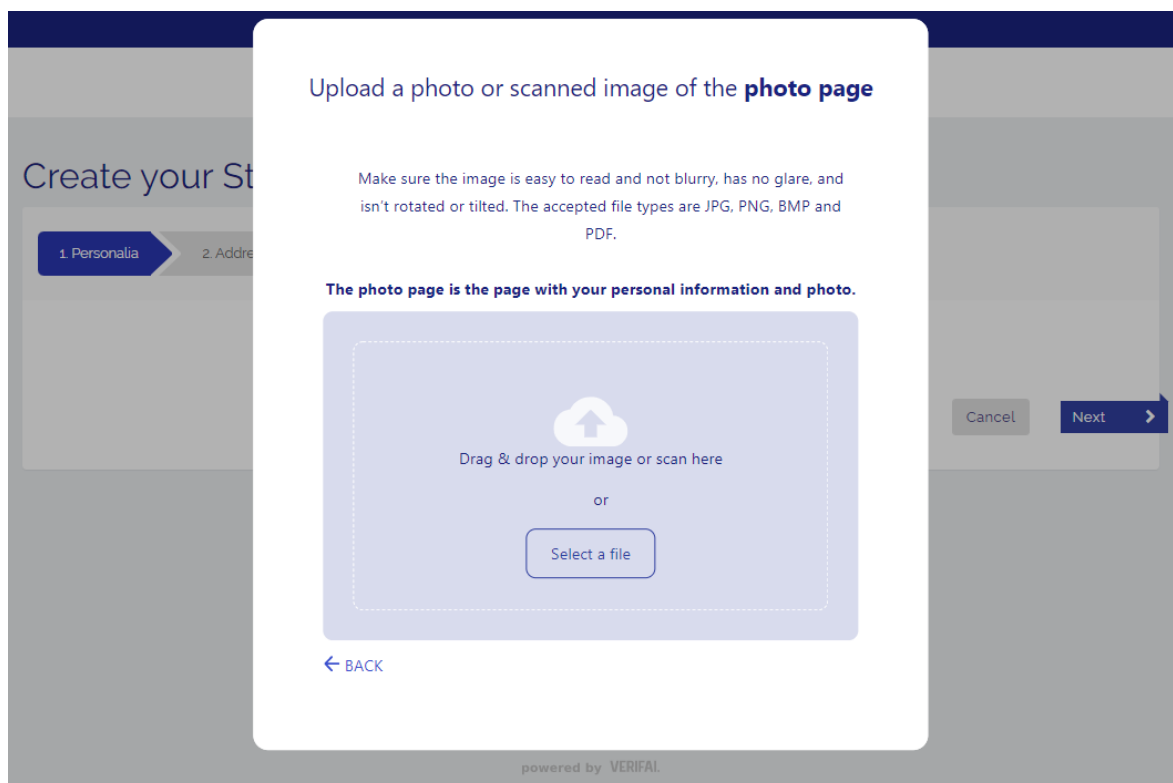
- **Step 4:** A wizard opens where you can upload your identity document. Select **<Start>**.

The screenshot shows a 'Verify your identity' wizard overlay. The title is 'Verify your identity'. Below the title, there is a paragraph: 'We would like to know whether it's you. In just a few simple steps, we'll guide you through the process of verifying your identity!'. In the center, there is a circular icon containing a person silhouette and a document with lines. At the bottom left, there is a 'CLOSE' button. At the bottom center, there is a 'START' button. At the bottom right, there are two buttons: 'Cancel' and 'Next' with a right arrow. At the very bottom, there is a small text: 'powered by VERIFAL'.

- **Step 5:** Select the document that you are uploading. Please note: non European identity cards can't be uploaded. Use a passport in that case.



- **Step 6:** Upload a photo or scan of the identity document. Allowed formats are: JPEG, PNG, BMP and PDF. For passports you have to upload a scan or photo of the page with the passport photo, for identity cards you must upload a scan or photo of both the front and back of the card.



- **Step 7:** After you uploaded the document, you can crop the document if needed. After that, select **<Continue>**.
- **Step 8:** Optionally, you will be asked to enter the issuing country of the identity document.
- **Step 9:** Select the document version in the next step and then **<Submit>**.
- **Step 10:** If the details of the document are read out correctly, you can check your details carefully on the following page. On the bottom of the page you can indicate that the personal details on the screen match with the details in the document. Click **<Next>**.

If any of your details are incorrect, you should state this at the bottom of the page. You can then change your details. The educational institution to which you are submitting your enrolment application will check your personal details at a later stage.

First names Carmen

Initials C

Prefix

Surname Española

Gender Established as unknown Female Male

Date of birth 1 January 1980

Place of birth Madrid (madrid)

Nationality Spanish

You have used the passport scan. The details above may not match the details on the scanned identity document exactly. If this is the case, please indicate this below.

Confirm details The details above match the details on my identity document The details above do NOT match the details on my identity document

Cancel Next

If you have indicated that the details match with the document, you can fill in your preferred first name and country of birth.

Create your Studielink account

1. Personalia 2. Address 3. Contact 4. Summary

Preferred first name

Country of birth

Cancel Next

You can proceed with step 11.

Please note: if not all the details are read out correctly from the document, you will be redirected to a form where you can edit and correct your details. On this page you also fill in your preferred first name and country of birth. Then, select **<Next>**.

Create your Studielink account

1. Personalia 2. Address 3. Contact 4. Summary

The scan of your identity document was unsuccessful or you have indicated that your personal details were incorrect when you checked them. Please enter your details as specified on your identity document. Please also complete the 'Preferred first name' and 'Country of birth' fields. The details will be sent to the educational institution to which you are submitting your enrolment application, which will check your personal details at a later stage.

First names Camer| ?

Initials C

Preferred first name ?

Prefix Optional ▼

Surname Española ?

Gender Established as unknown Female Male ?

Date of birth 1 ▼ January ▼ 1980 ▼

Place of birth Madrid (madrid)

Country of birth ▼ ?

Nationality Spanish ▼

Cancel Next ▶

→ **Step 11:** Fill in your home address. *Please note: this can't be a Dutch address. if you have Dutch address, you can request a DigiD (www.digid.nl/en). After you received your DigiD, you can select **<Log in with DigiD>** on the homepage www.studielink.nl.*

Create your Studielink account

1. Personalia > 2. Address > 3. Contact > 4. Summary

Official Home Address

Country	United States	✓
Street	Ponemah Hill Rd.	✓
House number with addition	52	✓
Zip code	03055	✓
Residence	301	✓
Additional address information	Optional	?
	<input checked="" type="checkbox"/> This is also my correspondence address	?

[Back to previous page](#) **NEXT** >

- **Step 12:** Now fill in your contact details. Please use an email account that only you can access. The email address must be unique in Studielink, there can't be two Studielink accounts with the same email address.

Create your Studielink account

1. Personalia > 2. Address > 3. Contact > 4. Summary

E-mail address	hans@gmail.com	✓	?
Confirm email address	hans@gmail.com	✓	
Password	✓	
Confirm password	✓	
Phone number	+1 4058875234	✓	
Phone number 2	Optional		
Correspondence language	English		?

[Back to previous page](#) **NEXT** >

- **Step 13:** Check your details and tick the boxes. Click the right image to prove you are not a robot. Select **<Create>** to create your account.

Please note: after submitting an enrolment application, your personal details will be sent to the educational institution. Did you indicate that your personal details didn't match the details on your identity document and did you correct them? In that case, the educational institution will contact you to show a copy of your identity document in order to verify your details.

- I have checked all the details and they are correct.
- I agree with the [general terms and conditions](#) of Studielink.



Click or touch the umbrella



cancel

Create

- **Step 14:** An email with an activation link will be sent to your email address. Go to your inbox (check your spamfolder if you can't find it!) and click on the link.

✓ Your account has been activated.

- **Step 15:** Your account is now activated. You are redirected to www.studielink.nl and you can now log in with your email address and password. *Please note: your Studielink account is not complete yet. After you submitted an enrolment application, the process of creating a Studielink account is completed and you will be able to access your personal dashboard.*
- **Step 16:** Fill in your previous education. First you will be asked for your date of graduation, country where you obtained your diploma and the kind of diploma. *Please note: Your education will later need to be verified by your educational institution.*

Submit enrolment application

1 Previous education

2 Choose a study programme

3 Study programme details

4 Institutional questions

5 Confirm

Add previous education

Did you obtain a diploma?

Yes

No, not yet

Next question

Submit enrolment application

1. Previous education

2. Choose a study programme

3. Study programme details

4. Institutional questions

5. Confirm

Add previous education

In which country did you obtain your diploma/degree certificate?

United States of America

[Back to previous question](#)

[Next question](#)

Submit enrolment application

1. Previous education

2. Choose a study programme

3. Study programme details

4. Institutional questions

5. Confirm

Add previous education

On which date did you obtain your diploma?

13

July

2004

[Back to previous question](#)

[Next question](#)

Add previous education

Select your study programme from the following list

Highschool Diploma

[Back to previous question](#)

[Next question](#)

- ➔ **Step 17:** Check your previous education. To add more, select **<Add previous education>**. You can also finish this step after you submitted your enrolment application by clicking

<next>.

Manually added previous education ?

+ Add previous education

Highschool Diploma

Type of diploma/degree certificate:	Highschool Diploma
Diploma received:	Yes
Diploma date:	July 13, 2004
Country:	United States of America
Verification status:	Previous education must be verified by the institution

Next >

- **Step 18:** Now you have to select the study programme you wish to enrol in. You can find your programme by filling in the city, school, name, type and/or format of the programme. You can also search your programme using the filters.

Submit enrolment application

1. Previous education 2. Choose a study programme 3. Study programme details 4. Institutional questions 5. Confirm

Fill in study programme and/or loc.

Universiteit Leiden

Study programme level

Academic load

Main language

183 RESULTS

EN - ADVANCED STUDIES IN AIR AND SPACE LAW

Full-time

Study programme level: WO Master

Educational institution: Universiteit Leiden

Location: LEIDEN

Start as: Both first-year and advanced-year students

Select >

- **Step 19:** Confirm the selection by ticking the checkbox and continue by selecting <Next>.



EN - Advanced Studies in Air and Space Law

Full-time

Study programme level	WO Master
Name of study programme (national)	Advanced Studies in Air and Space Law
Educational institution	Universiteit Leiden
Place	LEIDEN
Website	http://www.google.co.uk
Start date	September 1, 2021
Type of enrolment	Student
Start as	First-year

I am aware that previous education obtained outside the Netherlands has to be verified by the educational institution.

[Back to previous page](#)

Next >

Please note: it is determined by the educational institution per programme whether or not you have a choice at **<Start as>**.

In some cases it is possible you don't have a choice at **<Starting date>** and/or **<Type of enrolment>**. This means that the programme of your choice can only be followed with the already entered characteristics. This is determined by the educational institution.

You can enter a maximum of 4 enrolment applications per academic year, of which only one or two with a selection procedure. Find out more about programmes with selection/numerus fixus on www.studyinholland.nl.

In some cases you are asked if you wish to participate in the Study Choice Activity. For more information about the Study Choice Activity, please contact your (future) university (of applied sciences).

- **Step 20:** Some educational institutions will ask you some programme-specific questions. For more information about these questions you have to contact the educational institution.
- **Step 21:** Check all the information displayed. If something is not correct use the button **<Back to previous page>** to go back and correct it. If everything is correct, select **<Confirm>** to submit your application.

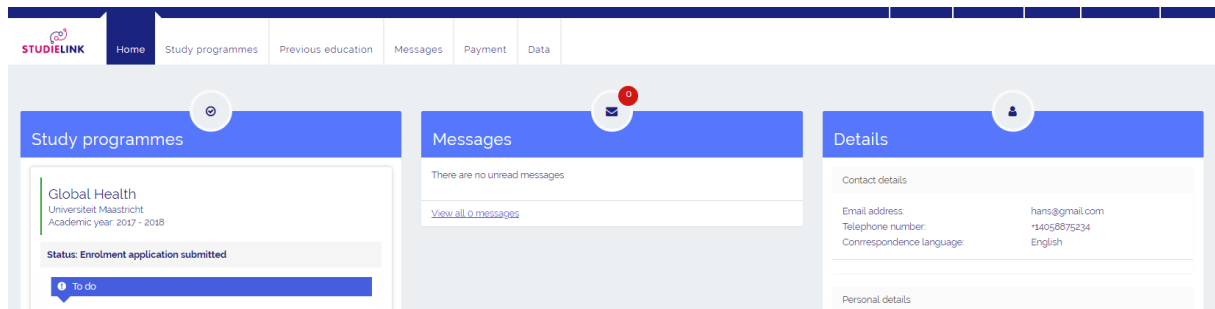
I have checked all the details and they are correct.

[Back to previous page](#)

Confirm >

- **Step 22:** You are now routed to your personal **Studielink dashboard**. Here you can find your enrolment application.

If you want to add another application, go to the tab **<Study Programmes>**.
If you want to add more previous education, go to the tab **<Previous Education>**.



If you have other questions and want to find out more about Studielink and how it works, go to info.studielink.nl or find the answer to a specific question at help.studielink.nl.