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OAS Handbook

How to finish your application for admittance to
 the Liberal Arts and Sciences programme, offered
 by the Faculty University College Groningen

September 2019 entry



The following guide is intended to take you through the Online Application System step by step. All applicants that apply to the University of Groningen need to finish their registration in OAS. OAS performs best with Internet Explorer and therefore we recommend you to use this browser. 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 (UCGroningen) or Skype (university.college.groningen). We are here to help!



Welcome Screen

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>)

university of groningen Online Application version 2.1 (build 20100415)

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 send us an email by clicking on the "Request a new 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 email 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:

Forgot your password?
[Request a new password](#)



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.

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Online Application
 version 3.0 (build 16052013)


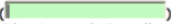


Welcome & Instruction
 Application
 Password
 Logout

Welcome & Instructions

Dear Max,

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: aiv.onderwijs@rug.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.

To start your application please go to [Application](#).

Kind Regards
The Admission Office
University of Groningen

Please note:
This system has been designed for use in Internet Explorer. Other browsers will work as well, but we recommend switching to Internet Explorer should you experience any difficulties in the lay-out or the display of information.



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Click the 'edit' button to get to the next screen.



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Online Application

version 3.0 (build 16052013)

Welcome & Instruction

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

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".

Application 1			
Student ID:	74421	Application ID:	122998
Academic year:	2015/2016		
Programme type:	Bachelor Liberal Arts and Sciences		
Programme name:	Liberal Arts and Sciences		
Date received:	28/10/2014	Date submitted:	
Status:	Working	Edit	



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'.



Welcome & Instruction	
Application	
<input type="checkbox"/> Step 1: Personal details	
<input checked="" type="checkbox"/> Step 2: Address details	
<input type="checkbox"/> Step 3: Housing information	
<input type="checkbox"/> Step 4: Educational background	
<input type="checkbox"/> Step 5: Language proficiency	
<input type="checkbox"/> Step 6: Proposed programme	
<input type="checkbox"/> Step 7: Scholarship	
<input type="checkbox"/> Step 8: Supporting documents	
<input checked="" type="checkbox"/> Step 9: Additional documents	
<input type="checkbox"/> Step 10: Survey	
<input type="checkbox"/> Step 11: Review	
<input type="checkbox"/> Step 12: Submit	
<input type="button" value="View status"/>	
<input type="button" value="Password"/>	
<input type="button" value="Logout"/>	

Step 1: Personal details	
<input type="button" value="Save and continue"/>	
Personal details	
Student Number:	2849909
Student ID:	74421
First name/given name:	Max
Initials: (first letters of all first names)	M
Family name/last name:	Mustermann
Gender:	Male
Marital status:	Please choose... ▾
Title:	Please choose... ▾
Place of birth: (as stated in the passport)	Musterstadt
Date of birth:	01/01/1996 (ddmmyyyy)
Country of birth:	GERMANY
Nationality:	GERMANY
Second nationality:	
E-Mail:	TEST@TEST.COM
E-Mail (back-up):	
Do you have any disabilities? if so, please specify:	
<input type="button" value="Save and continue"/>	



Step 2: Address Details

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'.



- Welcome & Instruction Application
- Step 1: Personal details
- Step 2: Address details**
- Step 3: Housing information
- Step 4: Educational background
- Step 5: Language proficiency
- Step 6: Proposed programme
- Step 7: Scholarship
- Step 8: Supporting documents
- Step 9: Additional documents
- Step 10: Survey
- Step 11: Review
- Step 12: Submit
- View status

Password Logout

Step 2: Address Details

Previous Save and continue

Address for correspondence

Address: Musterstrasse 1

Postal code: 10115

City: Berlin

Country: GERMANY

Telephone:

Mobile phone: +31 0644357071

Emergency contact

Given name(s):

Family name:

Relationship: Please choose...

Same as address for correspondence

Address:

Postal code:

City:

State:

Country: Please choose...

Telephone:

Mobile phone:

Fax:

E-Mail:

Official place of residence

Same as address for correspondence

Address:

Postal code:

City:

Country:

Do you have Dutch residence permit? (For non-EU/EEA citizens only)

Yes No

Previous Save and continue



Step 3: Educational Background

Next, in step 3, you will be asked to fill in your academic background. If you have more than one diploma/degree, please enter all of them into the system so the admissions officers can best verify your credentials. 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

Stu. ID	Appl. ID	Name	Nationality
85366	151940	A Bos, van den	NETHERLANDS

Previous Save and continue

Secondary education

Enrolment date:	<input type="text"/> <input type="text"/> (mm yyyy)	Graduation date:	<input type="text"/> <input type="text"/> (mm yyyy)
Institution country:	Please choose... ▼		
Institution name:	<input type="text"/>		
Degree obtained:	Please choose... ▼		
Diploma:	<input type="text"/> ▼	Diploma date	<input type="text"/> (ddmmyyyy)

Higher Education

Delete

Enrolment Date:	<input type="text"/> <input type="text"/> (mm yyyy)	Graduation Date:	<input type="text"/> <input type="text"/> (mm yyyy)
Institution country:	Please choose... ▼		
Institution name:	<input type="text"/> ▼		
Degree obtained:	Please choose... ▼		
Diploma:	<input type="text"/> ▼	Diploma date	<input type="text"/> (ddmmyyyy)
Field of study:	<input type="text"/>		
GPA/percentage:	<input type="text"/>		

Previous Save and continue Add another degree



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'.

The screenshot shows the 'Step 4: Language proficiency' page of the online application. On the left is a navigation menu with steps 1 through 10, where Step 4 is highlighted. The main content area shows a header with the university logo and 'Online Application'. Below this, the title 'Step 4: Language proficiency' is displayed. A table contains personal details: 'Stu. No.' (3888509), 'First name' (T), 'Name' (Ganguly), and 'Nationality' (INDIA). Below the table are buttons for 'Previous', 'Save and continue', and 'Add another language test'. A text box asks the user to indicate which English language test they have taken. Below this is a table for 'English proficiency test' with columns for 'Test name', 'Test date', and 'Test score'. The 'Test name' field is a dropdown menu with 'Please choose...' selected. The 'Test date' field is a date picker showing '(ddmmyyyy)'. The 'Test score' field is an empty text box. Below the table is a section for 'Other proof of proficiency in English:' with a large text area. At the bottom are buttons for 'Previous' and 'Save and continue'.



Step5

In step 5, please choose your first choice of specialisation from the drop-down list. When completed, click "Save and Continue".



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
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Step 5: Proposed study programme

Stu. No.	First name	Name	Nationality
3888509		T Ganguly	INDIA

Previous Save and continue

Proposed study programme	
Academic year:	2019/2020
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:	Bachelor
Programme name:	Liberal Arts and Sciences
Specialisation first choice(optional):	Please choose...
Start date:	01/09/2019 (ddmmyyy)

Previous Save and continue



Step 6: Supporting Documents

In step 6 you can upload all necessary documents for your application. Please upload:

If you have already graduated from secondary school and you have obtained your diploma, please provide us with the following documents:

- Copy of your diploma and corresponding transcript. In case your documents are not in Dutch, English, French or German, please provide English translations as well
- Proof of English proficiency. Accepted tests and scores can be found here: <https://www.rug.nl/ucg/application/>
- CV
- Personal statement in a Word-document OR YouTube URL to your video
- Copy of valid passport or ID (ID for EEA students only).

If you still need to take your final exams and you have not yet obtained your secondary school diploma:

- If you apply before Mid December 2018: please provide us with all transcripts of your upper secondary education
- If you apply after Mid December 2018: please provide us with all transcripts of your upper secondary education + a gradelist of the 1st term of the current school year (2018-2019)
- Enrolment statement from the secondary school including the name of the degree that will be obtained and the expected graduation date
- Proof of English proficiency. Accepted tests and scores can be found here: <https://www.rug.nl/ucg/application/>
- CV
- Personal statement in a Word-document OR YouTube URL to your video
- Copy of valid passport or ID (ID for EEA students only).



Welcome & Instruction Application

- Step 1: Personal details
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Step 6: Supporting documents

Stu. No.	First name	Name	Nationality
3888509	Ganguly	T. Ganguly	INDIA

[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 switching to Internet Explorer should you experience any difficulties in the layout 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	Status	Options	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...	Choose File no file selected
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. Only for applicants with an EU (bachelor) education applying for a master programme: please upload your Diploma Supplement as well		Please choose...	Choose File no file selected
Your Curriculum Vitae (including a list of all schools / institutions which have issued diplomas and dates of attendance).		Please choose...	Choose File no file selected
Motivation explaining why you applied for the programme.		Please choose...	Choose File no file selected
A copy of your valid passport (including the expiry date) or ID card. No more than 15 mb!		Please choose...	Choose File no file selected

[Previous](#) [Upload and continue](#)

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 to make the administrative process easier (e.g. Transcript '15/'16 instead 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 Office will not be able to 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.



Step 7: Additional Documents

Please upload any other documents that you would like to add, in order to strengthen your application, in step 7. When complete, again press the button 'upload and continue'. In the field 'description' you can use a maximum of 225 characters.

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Step 7: Additional documents

Stu. No. 3888509 First name T Name Ganguly Nationality INDIA

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
<input type="text"/>	Please choose...	Choose File no file selected
<input type="text"/>	Please choose...	Choose File no file selected
<input type="text"/>	Please choose...	Choose File no file selected
<input type="text"/>	Please choose...	Choose File no file selected
<input type="text"/>	Please choose...	Choose File no file selected

Previous 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 8: Survey

Step 8 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’.

The screenshot shows the 'Step 8: Survey' page of the University of Groningen Online Application. On the left is a navigation menu with steps 1 through 10. The main content area includes a header with the university logo and 'Online Application', followed by the title 'Step 8: Survey'. Below this is a form with fields for 'Stu. No.' (3888509), 'First name' (T), 'Name' (Ganguly), and 'Nationality' (INDIA). There are 'Previous' and 'Save and continue' buttons. The survey questions are:

- 'How did you initially learn about the programmes at University of Groningen?' with radio buttons for Internet, Advertisement, Family/friends, Graduates of University of Groningen, and Other (with a text input field).
- 'Have you attended any education fair(s)?' with radio buttons for No and Yes, namely (with a text input field).
- 'Did you apply via an Agent or Representative of the University?' with radio buttons for Yes and No, and a dropdown menu for 'Please choose...'. There is also a checkbox for 'Please keep me updated on what happens at University of Groningen'.

 At the bottom, there are again 'Previous' and 'Save and continue' buttons.



Step 9 and 10: Review and Submit

university of groningen Online Application

Step 9: Review

Stu. No.	First name	Name	Nationality
3888509	T	Ganguly	INDIA

Previous Next

Personal information

Personal details

First name/given name: Tanaya
Initials: T
Family name/last name: Ganguly
Gender: Female
Marital status: Single
Place of birth: Kolkata
Date of birth: 02/01/1992
Country of birth: INDIA
Nationality: INDIA
Email: tanaya2018ganguly@gmail.com

Address

Address for correspondence

Address: Sukea Row 5/A
Postal code: 700006
City: Kolkata
State: (Incomplete)
Country: INDIA

Official place of residence

Address: (Incomplete)
Postal code: (Incomplete)

Step 9 allows you to review your details by giving you an overview of your online application. Please check this thoroughly! If anything is incorrect, you can simply correct it by clicking the button of that particular step in the menu on the left.

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 10 by pressing that button in the left menu.



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Online Application

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Step 10: Submit

Stu. No.	First name	Name	Nationality
3888509		T Ganguly	INDIA

Note:

To complete your application, click on the following incomplete section(s):

- [Step 3: Educational background](#)
- [Step 4: Language proficiency](#)
- [Step 6: Supporting documents](#)
- [Step 7: 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.

Continue to work on the application

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!



university of groningen Online Application version 2.1 (build 20100415)

Step 12: Submit

Stu. ID	Appl. ID	Name	Nationality
26774	45104	LB Groningen	ISLAND

Note:
After submitting your application most parts of it will be frozen, meaning that you can no longer make changes to them. The Supporting documents page will be frozen as well. Parts of this page will only become available again if you have any missing documents or have indicated that you will be sending them by post. If you still would like to make changes to your application please click "Continue to work on the application" to go back to the application.

You certify that the information provided during the online application process is correct and complete and that all documents provided are authentic. You also authorize University of Groningen to contact third parties if appropriate, throughout the application, admission and enrolment process, regarding the information and documentation provided. Any documents and information provided will become the possession of the University and will not be returned to the applicant, unless otherwise indicated.

I understand the points above and am prepared to submit my application to University of Groningen.

Submit Continue to work on the application

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. After you have submitted your online application, the Admissions Office will receive it. In the view status you can check the status of your application yourself.

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Submission confirmation

Stu. ID	Appl. ID	Name	Nationality
26774	45104	LB Groningen	ISLAND

Thanks for your submission. A confirmation email has been sent to your email. You can use the status view page to follow your application status.

[Go to status view page](#)



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!

Status View

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 Office, this page will also keep you informed about your status at any time.

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Status view

Stu. ID	Appl. ID	Name	Nationality
20279	40104	LB Groningen	ICELAND

[Return to application page](#)

Application status

<input checked="" type="checkbox"/> Received	Date: 03/12/2010	By: Online Applicat...
<input type="checkbox"/> Confirmed	Date: []	By: [Please choose...]
<input type="checkbox"/> Processing	Date: []	By: [Please choose...]
<input type="checkbox"/> Sent to faculty	Date: []	By: [Please choose...]
<input type="checkbox"/> Decision made	Date: []	By: [Please choose...]
<input type="checkbox"/> Offer sent	Date: []	By: [Please choose...]

Admission status

- Not admitted
- Conditionally admitted
 - Diploma
 - Exam
 - Prep. year
 - Pre-Master needed
 - Other
- Admitted
 - Provisionally

Response status

- Withdrawn:
- Deferred: Date: [] By: [Please choose...]
- Accepted:
 - Housing requested: per []

MVV

<input type="checkbox"/> Required	Date: []	By: [Please choose...]
<input type="checkbox"/> Applied	Date: []	By: [Please choose...]
<input type="checkbox"/> Approved	Date: []	By: [Please choose...]

[Return to application page](#)