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)
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.
Click the ‘edit’ button to get to the next screen.

<table>
<thead>
<tr>
<th>Application 1</th>
<th></th>
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<tbody>
<tr>
<td>Student ID:</td>
<td>74421</td>
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<tr>
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<tr>
<td>Date submitted:</td>
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</tr>
<tr>
<td>Status:</td>
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Editors 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'.
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’.
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’.

<table>
<thead>
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<td></td>
<td>Graduation date:</td>
<td></td>
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<tr>
<td>Institution country:</td>
<td>Please choose...</td>
<td>Institution name:</td>
<td></td>
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<tr>
<td>Degree obtained:</td>
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<td>Diploma date</td>
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<td>Graduation Date:</td>
<td>yyyy)</td>
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<tr>
<td>Institution country:</td>
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<td>Institution name:</td>
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<td>Field of study:</td>
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<td>(ddmmyyyy)</td>
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<tr>
<td>GPA/percentage:</td>
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<td></td>
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</tr>
</tbody>
</table>

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’.
In step 5, please choose your first choice of specialisation from the drop-down list. When completed, click "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 are 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 are 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).
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.

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’.
Step 9 and 10: Review and Submit

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.
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!
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.
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.