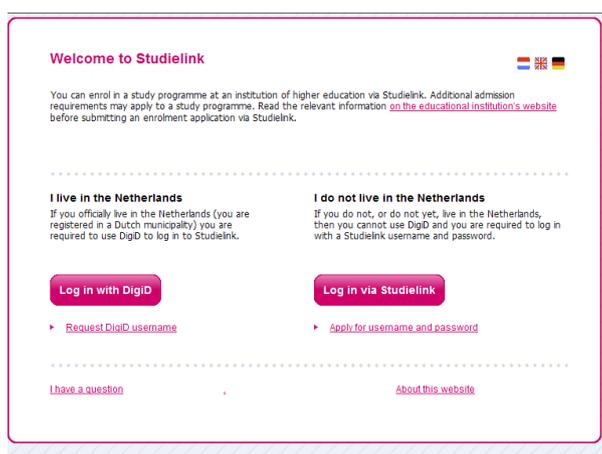


PREMASTER INSTRUCTIONS FOR STUDIELINK

1. Create a *Studielink* account

The *studielink* website can be accessed using the following URL: www.studielink.nl

Students already studying in the Netherlands should log in using their existing account and only follow the relevant steps listed below.



Welcome to Studielink

You can enrol in a study programme at an institution of higher education via Studielink. Additional admission requirements may apply to a study programme. Read the relevant information [on the educational institution's website](#) before submitting an enrolment application via Studielink.

I live in the Netherlands
If you officially live in the Netherlands (you are registered in a Dutch municipality) you are required to use DigiD to log in to Studielink.

I do not live in the Netherlands
If you do not, or do not yet, live in the Netherlands, then you cannot use DigiD and you are required to log in with a Studielink username and password.

[Log in with DigiD](#)

[Log in via Studielink](#)

[Request DigiD username](#)

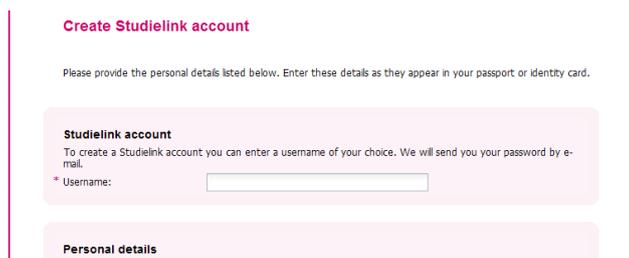
[Apply for username and password](#)

[I have a question](#)

[About this website](#)

Figure 1 – the login page of studielink

Students without a Studielink account should login to the *Studielink* website and create an account. Students with a DigiD in the Netherlands should register for an account using the “request DigiD username” link (fig. 1). Please keep in mind that it can take up to a week to receive a DigiD. All other applicants should register using the “apply for user name and password” link (fig. 1).



Create Studielink account

Please provide the personal details listed below. Enter these details as they appear in your passport or identity card.

Studielink account
To create a Studielink account you can enter a username of your choice. We will send you your password by e-mail.

* Username:

Personal details

Figure 2 – create a *studielink* account

The Create *studielink* account page (fig. 2) is fairly straight forward with the exception of the “nationality” field. The makers of *Studielink* were unfortunately not consistent in how they named nationalities. For example, if you are from the Netherlands your nationality could be listed as: Dutch, The Netherlands or Citizen of the Netherlands. If you have problems finding your nationality, try looking for any of these combinations.

In the *email field*, please use the same email address that you have been using to correspond with RSM.

After you have created your account, you will be sent two separate e-mails containing your user name and password. To continue the registration process, log back into the system using the user name and passwords given in the e-mails. As soon as you login, you will be asked to create a new password.

2. Add previous education

The next step in the registration process is to add your previous education. Please add **only** the diploma that gives you access to the pre-master programme you will be starting in September (applicants who have studied previously in the Netherlands will already have diplomas listed here – this is fine). For the vast majority of our pre-master students, this will be your **(HBO) bachelor programme**.

When you enter the country where you studied, you will be shown a pick list of diploma names for that particular country in the field “previous education level”. In most cases only secondary school diplomas are listed. If that is the case, please choose the option “other”.

If you have not graduated yet, enter the (approximate) date on which you will complete all requirements for obtaining your diploma **(this must be before 31 August or you cannot start your studies at RSM)**.

When you are finished entering the details of your previous education details, click on “Confirm”.

3. Enrolment application

One of the most important steps in the registration process is enrolling for the correct programme. **Be sure to fill in these fields exactly as stated below.**

For Dutch Language Pre-master

Academic year : Academic year 01-09-2018 / 31-08-2019

Institution of higher education : University

Type of study programme : Bachelor's or other non master programmes

Starts in the first year : Yes

After you have filled in these fields, the next set will become active. Fill the second set in as follows:

Educational institution : Erasmus University Rotterdam

Study programme name : (Premaster/Schakelprogramma) Bedrijfskunde (RSM) (in Dutch)

For English language Pre-master

Academic year : Academic year 01-09-2018 / 31-08-2019

Institution of higher education : University

Type of study programme : Bachelor's or other non master programmes

Starts in the first year : No (if you choose yes, you will not see the English pre-master as an option in the section Study programme name)

After you have filled in these fields, the next set will become active. Fill the second set in as follows:

Educational institution : Erasmus University Rotterdam

Study programme name : (Premaster) International Business Administration IBA (RSM) (in English)

The fields "Location of educational institution", "Study programme format", "Starting date", "and Study starts from month" and "Enrolment format" are automatically filled in. **Please leave the values as they are.**

After you have confirmed all of the information filled in above, you will see a warning message stating that: *“The institution for higher education will determine whether you are eligible for admission to this study programme. You can complete your application by pressing confirm when you have filled out all of the required information.”* **As you have already been selected for admission, you can ignore this message.**

The last step in this section is to fill in the questionnaire.

4. Automatic e-mails

After you have completed step 3, you will receive automatically generated e-mails from *Studielink*, **some of which can be ignored:**

Mail number 1: a mail stating that you are not an official resident of the Netherlands (not all applicants will receive this mail). As you included a copy of your ID card (EEA citizens only) or passport in your application online application, you can **ignore this mail**.

Mail number 2: your previous education needs to be verified by the higher education institution and you should send necessary documents. As you have already submitted the documents in OLAF and received a conditional offer of admission, you can **ignore this e-mail**. However this step will stay open until until you [make your offer of admission unconditional](#).

Mail number 3: this is an important mail make sure to keep an eye on the steps you still need to take under ‘My To Do list’ & ‘My Messages’

5. Payment

The last step of the registration process is the payment step. You can find this under ‘My To Do List’. Information on paying tuition fees and methods of payment can be found on the website of the [Erasmus Student Service Centre \(ESSC\)](#). **Please be aware that you need to have paid your tuition or given permission for the money to be withdrawn from your account by the 31st of August.**

When entering your payment details you have 2 choices: payment by direct debit or via institution of higher education.

If you have a bank account in the SEPA area, you can choose the direct debit option. It's also possible to pay the fee in instalments when choosing this option. More information [here](#).

If you want to pay the tuition fee by bank transfer, choose the 'payment via institution of higher education' option. Make sure to read the information presented on the website well.

If you want to check if the university received your payment, please contact the [Erasmus Student Service Centre \(ESSC\)](#).

6. Digital Photo for your student ID

Shortly after you have created your student account in *Studielink* you will receive an automatic e-mail asking you to upload a digital photo for your student card. Please do this as soon as possible. Sometimes students forget to do this. Without a digital photo your registration cannot be completed! If you did not receive this message, please contact the [Erasmus Student Service Center \(ESSC\)](#).

What happens next?

After you have registered yourself in *Studielink* the RSM MSc admissions office will approve your registration in the Erasmus Registration System *Osiris*. Due to the large number of MSc students, this can take several weeks. **Please note: we can only approve your registration after your offer of admission has been made unconditional**, in other words, when all of the conditions listed in your offer of admission have been met (examples of conditions are: proof of completion of your undergraduate programme, verification of your GMAT score etc.).

We hope that you have found our *Studielink* registration guide to be helpful. If you have any suggestions on how to improve this guide, [let us know](#).