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. **IMPORTANT:** From 10 October onwards, you will not be able to log in with your username and password anymore. From then on you can only log in with an username/email address and password. However, the very first time you log in after 10 October you will have to log in with your old username and password on the new website to retrieve your old account. After you log in, you will be asked to verify your email address and your account will be re-activated.

Students without a Studielink account should login to the studielink website and create an account.

Students residing in the Netherlands require a DigiD. If you do not yet have a DigiD click on the “DigiD” logo (fig. 1) to request one. Please bear in mind that it will take at least 5 days to get a DigiD, so be sure to do this well in advance of the 15 January deadline! All other applicants should create a Studielink account without DigiD (fig. 1).
The Create Studielink account page (fig. 2) is fairly straightforward 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 e-mail field, please use the same e-mail address that you will be using to correspond with RSM. Try to avoid using your current school email account as this may be blocked once you have graduated from school and we will not be able to contact you. We advise against using your parents’ e-mail address, particularly if the e-mail address was previously used for another sibling applying to IBA. If an agent submits your application on your behalf, we strongly recommend that the agent uses your e-mail address.

After you have created your account, a confirmation e-mail will be sent to your e-mail address with a link to activate your account. To continue the registration process, log back into the system using the e-mail address and password.

2. Add previous education

The next step in the registration process is to add your previous education. You will be asked if you have already obtained a diploma: click “yes” or “No, not yet”.

Figure 2 – create a studielink account
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”.

Please add only the diploma that gives you access to the BSc programme you will be starting in September (Dutch applicants who have already obtained their VWO diploma will have their diploma listed here – this is fine). 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 1 August 2019 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: “choose a study programme”. In the search field you can enter the programme Bachelor International Business Administration. Make sure to enter the correct study programme name, starting with BACHELOR (not to be confused with the PREMASTER in International Business Administration). To narrow down the results, you can add the following fields (fig. 4)

- Educational Institution: Erasmus Universiteit
- Type of study programme: WO Bachelor
- Academic load: EN fulltime

![Submit enrolment application](image)

Figure 4 – Choose your study programme

Continue to the next page: Study programme details (fig.5):

- Starting date: 1 September 2019
- Enrolment format: Student
- Start as: First-year
The next step is to fill in the institutional questions and confirm your registration.

4. Automatic e-mails

After you have completed the last step, you will find an overview with your study programmes, Educations, Previous Education, Messages, Payment and Data (see figure 6).
Additionally, you will receive four or five automatically generated e-mails from Studielink, some of which can be ignored:

**Mail number 1:** confirmation of registration to the programme

**Mail number 2:** stating “Your previous education needs to be verified by the higher education institution to determine if you meet the educational prerequisites. Below you will find instructions on how to arrange this with the higher education institution you wish to attend.” asking you to send your diplomas and grade list. **Ignore this mail!** You will receive a link within 24 hours to the IBA Online Application Form where you can complete part II of the IBA application and upload your supporting documents. Please consult the [IBA Application procedure](#).

**Mail number 3:** a mail stating that you are not an official resident of the Netherlands (not all applicants will receive this mail). If you included a copy of your ID card (EEA citizens only) or passport in your application package, so you can **ignore this mail.**

**Mail number 4:** this is an important mail that includes your Erasmus University student number. Please save this e-mail and **remember your EUR student number** as you will need it for many different systems throughout your studies at RSM. This mail also states that receiving this mail does not mean that you have been accepted to the programme. **Please note that you must complete part II of the IBA Application procedure in order for your application to be assessed.**

After you have registered in Studielink, within 24 hours you will receive a link from Rotterdam School of Management to the IBA Online Application Form (OLAF) where you can complete part II of the IBA application and upload your supporting documents. In part II of the application procedure you will be asked to upload your results of the English language test (if applicable).

**5. Payment (to be completed after admission)**

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)](https://www.eur.nl/en/education/practical-matters/financial-matters/tuition-fee/payment-tuition-fees/procedures-payment). Please be aware that you need to have paid your tuition (or start paying) before **31 August 2019.**

If you have questions about paying your tuition fee or Studielink, please contact the [Erasmus Student Service Centre](https://www.eur.nl/en/education/practical-matters/financial-matters/tuition-fee/payment-tuition-fees/procedures-payment).

**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. Without a digital photo your registration cannot be completed! If you did not receive this message, please contact the [Erasmus Student Service Center (ESSC)](https://www.eur.nl/en/education/practical-matters/financial-matters/tuition-fee/payment-tuition-fees/procedures-payment).

**What happens next?**
After you have registered yourself in Studielink you must continue with part II of the Application procedure. Within 24 hours you will receive a link to the IBA Online Application Form (OLAF) with your ERNA- account and password. Please be advised that you must complete part II before 31 January. Please see here for more details.

Questions?
If you have questions regarding your application or the application procedure, please contact us through the contact form.

We hope that you have found our Studielink registration guide to be helpful.