

STUDIELINK INSTRUCTIONS FOR BACHELOR INTERNATIONAL BUSINESS ADMINISTRATION (IBA) - NUMERUS FIXUS APPLICATION DEADLINE 15 JANUARY 2019

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.

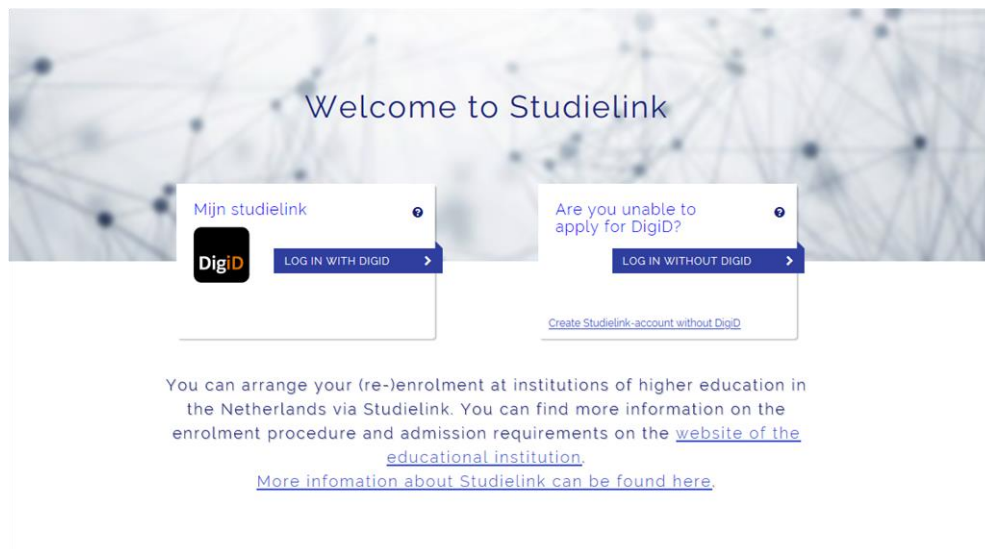


Figure 1 – the login page of *Studielink*

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).

Create your Studielink account

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

Please enter your details as stated in your passport or identity document. These details will be sent to the institution to which you are submitting an enrolment application.

First names John Paul ✓ ⓘ
Initials JP
Given name John ✓ ⓘ
Prefix Optional ▾
Surname Smith ✓ ⓘ
Gender Established as unknown Female Male
Date of birth 9 ▾ February ▾ 2001 ▾
Place of birth Netherlands ✓
Country of birth Netherlands ▾ ⓘ
Nationality DUTCH ▾
2nd Nationality Optional ▾

Cancel Next >

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 **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”.

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

1 Choose a study programme 2 Study programme details 3 Institutional questions 4 Confirm

Business

4 RESULTS

(BACHELOR) INTERNATIONAL BUSINESS ADMINISTRATION IBA (RSM)
(IN ENGLISH)

STUDIELINK

Full-time Numerus fixus programme

Type of study programme: WO Bachelor

Educational institution: Erasmus Universiteit Rotterdam

Location: ROTTERDAM

Select

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**

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

STUDIELINK

(Bachelor) International Business Administration IBA (RSM) (in English)

Full-time **Numerus fixus programme**

Type of study programme: WO Bachelor

Name of study programme (national): International Business Administration

Educational institution: Erasmus Universiteit Rotterdam

Place: ROTTERDAM

Website: <https://www.eur.nl/bachelor/international-business-administration-iba>

Start date: October 1, 2018

Type of enrolment: Student

Start as: First-year

You have selected a numerus fixus programme. By submitting this enrolment application you are using a selection attempt, unless you withdraw it before the final application deadline. On www.studijnederland.nl you can read more about used selection attempts.

Numerus fixus programme information: <https://www.rsm.nl/bachelor/international-business-administration/admission-application/admission/>

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

Figure 5 – Study programme details

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).

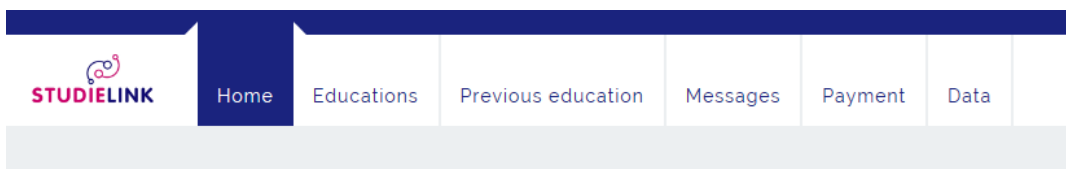


Figure 6 – overview

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).

Please check the [admissions requirements](#) on the IBA website.

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 \(ESSC\)](#). Additional information on paying tuition fees can be found on the website of the Erasmus University: <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](#).

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 \(ESSC\)](#).

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.