

STUDIELINK INSTRUCTIONS FOR PREMASTER AND MSC PROGRAMMES

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 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.

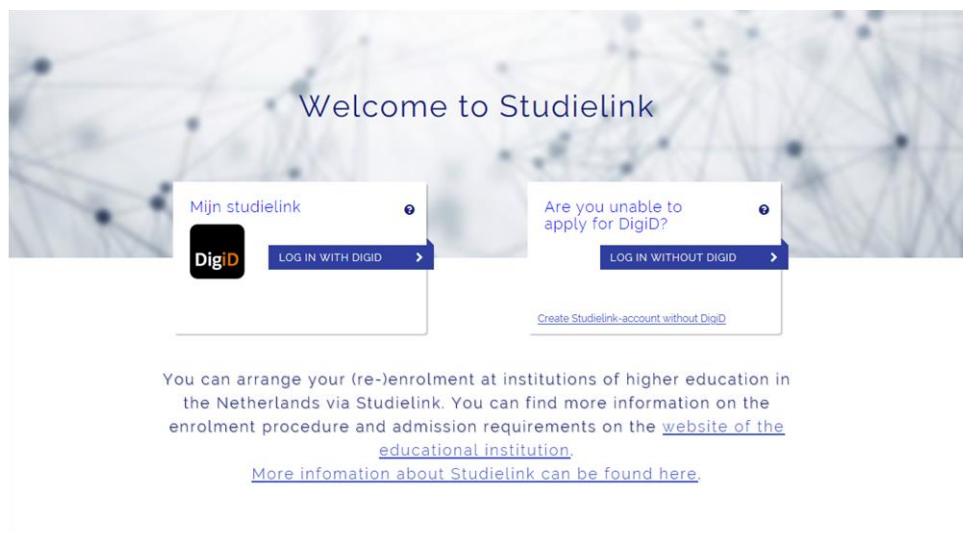


Figure 1 – the login page of Studielink

Students without a Studielink account should login to the *Studielink* website and create an account. Students with a DigiD in the Netherlands should register for an account using the “DigiD” logo (fig. 1). Please keep in mind that it can take up to a week to receive a DigiD. 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	<input type="radio"/> Established as unknown <input type="radio"/> Female <input checked="" type="radio"/> Male					
Date of birth	9	▼	February	▼	2001	▼
Place of birth	Netherlands	✓				
Country of birth	Netherlands	▼				?
Nationality	DUTCH	▼				
2 nd 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.

When filling in your email address in step 3 please use the same email address that you are using to correspond with RSM. Do not use your current school/university email address, as we will not be able to reach you in this address after you have graduated from your current study.

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. Please add **only** the diploma that gives you access to the pre-master programme or the MSc programme you will be starting in September (applicants who have studied previously in the Netherlands will already have diplomas listed here – this is fine).

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: “**choose a study programme**”.

Master (MSc) programmes

In the search field you can search for RSM’s MSc programmes. For students registering for the MScBA Accounting & Financial Management programme, make sure that you choose the **Accounting & Financial Management – Business Administration (master RSM)** programme and **not** the MSc Accounting Auditing & Control programme offered by the Erasmus School of Economics (ESE)!

To narrow down the results, you can add the following fields.

Educational Institution : Erasmus Universiteit
Type of study programme : WO Master
Academic load : Full-time

Dutch Language Pre-master

In the search field you can enter the programme (**Premaster) Bedrijfskunde (RSM) in Dutch**. To narrow down the results, you can add the following fields (fig. 3).

Educational Institution : Erasmus Universiteit
Type of study programme : WO Bachelor
Academic load : Full-time

Figure 3 – choose study programme

Fill in the next fields (fig. 4):

Starting date : 1 September 2019

Enrolment format : Student

Starts as : **First-year**

Figure 4 – programme details

English language Pre-master

Choose **(Premaster) International Business Administration (RSM) (in English)**. Make sure that you choose the **Premaster** and **not** the Bachelor in International Business Administration (fig. 5). To narrow down the results, you can add the following fields.

Educational Institution : Erasmus Universiteit

Type of study programme : WO Bachelor
Academic load : Full-time (ignore *Numerus Fixus programme*)

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

premaster International Business

Erasmus Universiteit Rotterdam

WO Bachelor

Full-time

2 RESULTS

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

Full-time Numerus fixus programme

Type of study programme: WO Bachelor

Educational institution: Erasmus Universiteit Rotterdam

Location: ROTTERDAM

Select

Figure 5 – Premaster International Business Administration IBA (RSM) in English

Fill in the next fields (fig 6):

Starting date : 1 September 2019
Enrolment format : Student
Starts as : **Advanced-years**

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

STUDIELINK

(Premaster) 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.rsm.nl/master/premaster/premasteriba/>

Start date: October 1, 2018

Type of enrolment: Student

Start as: **Advanced-year**

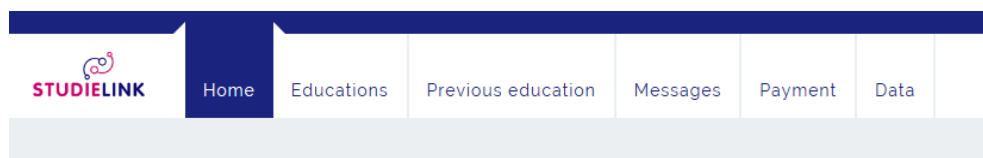
If you wish to apply for a more advanced year, permission of the educational institution is required. If you apply for a numerus fixus programme, choose for 'Start as first year', otherwise you will not take part in the selection procedure.

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

Figure 6

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 Online Application Form (OLAF) where you can complete part II of the application and upload your supporting documents.

Mail number 3: a mail stating that you are not an official resident of the Netherlands (not all applicants will receive this mail). As you will be asked to include a copy of your ID card (EEA citizens only) or passport in OLAF, 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 [MSc Application procedure](#) in order for your application to be assessed.**

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 \(ESSC\)](#). **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. 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 MSc Online Application Form (OLAF) with your ERNA account and password. **Please be advised that you must complete part II before 15 May (with the exception of the programmes International Management/CEMS (deadline 31 January 2019) and MSc Finance & Investments Advanced (deadline 15 March 2019)).**

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](#).