‘OSIRIS Application’ Manual

This document is a manual to help you to submit your application and application documents in order to assess your eligibility to study at The Hague University of Applied Sciences.

Follow up for your Studielink application.
After you have applied in Studielink, you will receive an email in which you are requested to upload your application documents. This email also contains your OSIRIS Application login details. Click on the link ‘OSIRIS Application’ in this e-mail to log on to OSIRIS Application:

- Choose your language (English or Dutch)
- Use the username and password you have received by email, and click on: ‘Login’.
- Enter the password you have received by email, and enter a new password, and repeat the password, then click on ‘Change password’.

Current applications
On the page ‘Current applications’ you will be able to see the application(s) you have submitted via Studielink. By clicking on the ‘0%’ button you can see the progress of your application (by clicking on the ‘back’ button you return to the ‘current application’ page). By clicking on the ‘continue’ button you can continue the application process.

Please note: you can’t submit a new application via ‘Osiris Application’. If you want to submit a new application, change or withdraw an application, please do so via Studielink.

- Click on ‘continue’

New Applications
On this page you can see your personal details as they are registered in Osiris. When you want to make changes in your personal details, you can only do this via Studielink (www.studielink.nl).

- Click on ‘continue’

Additional information: Identification (step 2 of 7)
In order to verify your personal details, we need you to upload a scan/copy of your valid passport or European identity card (front- and backside).

‘Upload a copy of your valid passport.’
- Click on the ‘+’ button to upload the copy of your valid passport or European identity card. With ‘browse’ you can find the documents on your computer, click on ‘upload document’ to upload the correct document from your computer. In case you want to remove the attachment click, on the red ‘X’ button.
If you have a non EU/EEA nationality, you need a valid residence permit in order to study in the Netherlands.

‘Do you hold a Dutch residence permit?’
-If you already are in the possession of a Dutch residence permit:
  ➔ Click on ‘make a choice’: choose ‘yes’. And click on the ‘+’ to upload a clear copy of the front and back of your current residence permit.
-If you are not in the possession of a Dutch residence permit, but are requesting one by yourselves.
  ➔ Click on ‘make a choice’: choose ‘not yet, but I will upload it later’. Upload the Dutch residence permit at a later date by clicking on the ‘+’ button to upload a clear copy of the front and back of your current Dutch residence permit.
-If you are not in the possession of a Dutch residence permit and want the Hague university of Applied Sciences to assist with the application for one:
  ➔ Click on ‘make a choice’: choose ‘no’
  ➔ Click on ‘continue’

Additional information: Diploma and Grades list(s) (step 3 of 7)
In order to assess your eligibility The Hague University of Applied Sciences needs to receive information concerning your previous education.

If you have obtained a havo-, vwo- or mbo 4-diploma on Aruba, Bonaire, Curacao, Saba, Sint Eustatius or Sint Maarten:
‘Select the diploma you will obtain or have obtained:’
  ➔ Click on ‘make a choice’, choose the correct diploma.
  ➔ In case of a havo or vwo diploma; choose the correct profile(s). And click on the ‘+’ button to upload a clear copy of your final grade list or if you haven’t received your diploma yet, a recent grade list of your final year.
  ➔ In case of a mbo-4 diploma; send a *certified copy of your diploma and grades list to the Enrolment office of The Hague University of Applied Sciences (The Hague University of Applied Sciences, attn. Enrolment Centre, P.O. Box 13336, 2501 EH The Hague, The Netherlands).
   *Certified copy: is a copy of your diploma (and grades list) made by your school, stamped, signed and dated by a school official.
   If you do not have certified copies, please show your original diploma and grades list to the Enrolment Office on arrival in The Netherlands (before the 31st of August).
  ➔ In case of an International Baccalaureate, European Baccalaureate, or another diploma: see next page.
If you have obtained an International Baccalaureate, European Baccalaureate, or another diploma:

‘Upload a clear copy of your diploma(s)/certificate(s)/school statement, accompanying grade list(s)/transcript(s) and (if applicable) official translations.’

➔ Click on the ‘+’ button to upload the scan/copy of your diploma and final grades list. (with ‘browse’ you can upload the scan/copy from your computer) You can upload more than 1 document by clicking again on the ‘+’ button.

Please note: If you haven’t obtained the final diploma or certificates yet, please send us an official stamped and signed statement from your school. This statement can be written in Dutch, English, German or in the French language and must contain:

- your name and birthdate
- the name of the final diploma or certificates in original language
- the (expected) graduation date
- a list of your final subjects with grades

Please note: If you have a Senior School Certificate (NECO, WAEC or WASSCE) from Ghana, Gambia, Liberia, Nigeria and Sierra Leone, please upload besides your diploma and transcript(s) the following details for online verification:
- Examination Number
- Examination Year
- Type of Examination
- Card Serial Number
- PIN

➔ Click on ‘continue’

Additional information: Language requirements (step 4 of 7)
In order to be accepted, depending on your previous education, you might need to meet the specific language requirements. On the website of The Hague university of Applied Sciences you can find the specific requirements.

‘Upload a copy of your language certificate (if applicable).’
If you are required to hand in the additional language certificate:

➔ Click on the ‘+’ button to upload the scan/copy of your language certificate.
Additional information: Additional application information (step 5 of 7)
Please read the information on this page carefully.

‘I confirm that I have read and understood the information and agree to the above policy and procedure concerning my application.’
- Click on the ‘OK’ button if you have read and understood the information and agree to the above policy and procedure concerning my application.
- Click on ‘continue’

Additional information: Services (step 6 of 7)
It’s time to prepare your practical checklist, and the right paperwork to enable you to move abroad. To support you through this process The Hague University of Applied Sciences created an overview of useful resources.

See what you need to know and what is nice to know at this stage of your registration. Read the information carefully.

‘I’ve read the general information above, and I realize more detailed information will have to be provided later.’
- Click on the ‘OK’ if you have read the general information above, and realize more detailed information will have to be provided later.
- Click on ‘continue’

Additional information: Submit application (step 7 of 7)
On this page you will find all the information you have submitted in ‘Osiris Application’. Please take your time to check your application.

If you have submitted incorrect information or uploaded incorrect documents:
- Click on ‘back’, to return to the page with the incorrect information or documents and change it.

If the information you have submitted is correct, please submit your application.
- Click on ‘Submit’

‘Your application has been submitted. An overview of your application will be send to your email address.’

To return to your general/current applications page:
- Click on ‘OK’

To log out of Osiris Application:
- Click on ‘Log out’