Semester in Amsterdam Application Guide for Students

In this guide, you can find detailed application instructions for all steps of the Semester in Amsterdam Application Process. Each step includes specific directions followed by a screenshot of what you should see on your screen. The screenshot for the current step always comes after the instruction.

If you have any questions about the application process, please contact your provider or the Semester in Amsterdam team at semesterinamsterdam@vu.nl. During the application process, you may sometimes see tips which suggest you contact a study advisor or the Exchange team with questions. You are NOT exchange students, so please do not contact the Exchange team. Semester in Amsterdam is a separate programme from the Exchange programme at VU Amsterdam. Your first point of contact should always be your provider (if applicable) or the Semester in Amsterdam staff.

1. Go to register.vu.nl and select “Semester in Amsterdam” from the drop-down list under “Course of Study.”

   Click “Next Step.”
2.) **Course of Study:** Select the correct semester (the semester in which you plan to study abroad) from the drop-down menu next to "General Programme - Registration Period."

Semester 1 always refers to the Fall semester taking place from September to December/January
Semester 2 always refers to the Spring semester taking place from February to May/June.

Click "New Application."

3.) **Register for Programme:** Fill in your basic details and click "Submit."

   **A few helpful tips:**
   If you hover over the little blue “i” symbol next to some of the text fields, the system will give you tips about how and what to enter. In general, you should enter the information as you would on your passport or official identification document.

   If you have more than one nationality, you should enter the nationality which corresponds with the passport scan you plan to upload with your application (see more about this later on in the application process).

   If you do not have your passport, need to renew your passport, or plan to obtain an EU passport before arrival, you can enter an ID or other passport instead. We can then update this for you later on once you have obtained the new passport.

   If you are a non-EU student, please do keep in mind that the final immigration deadline for the fall semester is 1 June and the deadline for the spring semester is 1 December. If you have an EU passport or can obtain an EU passport before arrival, these deadlines do not apply to you.

   Please make sure to enter an e-mail address which you check regularly and always check your spam folder. Automated e-mails sent from the application system will be sent from no_reply_register@vu.nl and are often accidentally categorized as spam by e-mailbox filters. Please also enter your current address and phone number (this can easily be updated later on).
4.) **Register for Programme:** You will be directed to a webpage with confirmation. You will also receive an e-mail with instructions about how to confirm your application.

5.) **Confirm E-mail Address:** Go to the e-mail inbox which corresponds to the address you entered in your application and open the e-mail from no_reply_register@vu.nl to confirm your e-mail address. Please keep in mind that the e-mail you will receive (included below) is a general e-mail which is sent to all international students who apply to VU Amsterdam.

You will not yet have a Vunet ID (unless you previously participated in a programme at VU Amsterdam), so it may take a day or two before you receive the login information included in Step 6. This is normal. Please don’t forget to check your spam folders and let us know if you have not received it within 48 hours after you have confirmed your e-mail address via the link in the mail below.

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Confirmation email address of the Vrije Universiteit account

Dear Smith Test,

You have just submitted an application at Vrije Universiteit Amsterdam through register.vu.nl, registering this e-mail address. To activate your application you will need to confirm that this is in fact your e-mail address. You can do so by clicking the following link:

**Confirm my e-mail address**

Don't have a (valid) VUnet account yet?

As soon as possible after confirming your e-mail address you will receive your VUnet-ID: the username of your VUnet account. This can take a few days.

Still have a valid VUnet account (VUnet-ID)?

Use your VUnet-ID to log in to VUnet. You will not receive an additional e-mail with login details.

Questions?

If you have questions regarding your VUnet-ID, please contact the student administration

Kind regards,

Vrije Universiteit Amsterdam.

*Please ignore this e-mail if you did not submit an application at VU Amsterdam.*
6.) **Create a Password and Save Your VUnet ID:** Once you receive the e-mail below, please create a password via the included link. Please also save a draft of the following e-mail so that you don’t forget/lose your VUnet ID. Once your VUnet account has been created and processed, you will automatically receive a VU e-mail account accessible via VUnet.

We do our best to always send all e-mails to your personal e-mail account; however, it’s always a good idea to check your e-mail address in VUnet as well. All of the e-mails included in this guide will be sent to the personal e-mail address you entered in Step 3 when you filled in your basic details.

Dear Smith Test,

Welcome to VU Amsterdam!

This e-mail contains your personal VUnetID, your username for accessing the VUnet central portal and other services such as your e-mail account and the digital learning environment.

Keep your VUnetID private and secure: your username is strictly personal and confidential.

Your VUnetID is: rqw567 (this will consist of three letters and three numbers)

Use the following link to set your password:
https://forgotpassword.login.vu.nl/Pages/changepassword.aspx?token=fifkbWWrfD3S5usZJ8Pw2IXdalsblvy5InBL_jHPydMyqKN7X4Djy0lpC9uHkKjy0&vunetid=stt480

This link will expire after a certain amount of time and can be used only once for setting your password.

If clicking the link does not work, you can copy and paste it into the address bar of your web browser.

In case this link has already expired, you can request a new one via (https://forgotpassword.login.vu.nl).

This e-mail is in no way related to the status of your registration for a programme of study at VU University Amsterdam.

You will receive more information about this at a later date.

After your registration is completed, you can check VUnet to learn more about your VUnetID, registering for degree programmes, IT services and university departments.

The VU Amsterdam **Code of Conduct for computer and network use** applies to all university IT services.

Kind regards,
7.) **Change/Create Password**: Create a password via the "Change Password" page. Please pay special attention to the listed password standards. Once you submit a new password, you will receive confirmation that it has been changed via the webpage below.
8.) **Login with your VUnet ID and Password:** Please be aware that it can sometimes take a day or two for your new application to appear in VUnet. If you login immediately or within the first 24 hours, you will likely not see a new application. This is normal. Please check back 24-48 hours after you have created a password in order to continue your application.

Go to VUnet, the VU Amsterdam student and employee information system, and login with your new username and password to finish your application. You can find VUnet at: [vunet.login.vu.nl](http://vunet.login.vu.nl).

Once your application appears in VUnet, you should see a screen like the one below. Please click "Complete Application Procedure" or the Complete Application button below to continue.
10.) **Continue Application:** Under Applications, you should see a Study Abroad application. Under "Action," please again click "Continue Application." Please also pay special attention to the additional information listed in the sidebar.

*Please also note that while VUnet will often tell you to contact the Student Service Desk or other parties with questions, the first point of contact for Semester in Amsterdam students during the application process is always the Semester in Amsterdam staff. Please do not hesitate to contact us at semesterinamsterdam@vu.nl.*
11. Complete Application: You will now be directed to your online application folder where you can view the steps you have already completed as well as the information and documents that still need to be submitted in order to complete your application. You will see a check mark next to certain fields like “Course of Study, Personal Details, and Address” indicating that they have already been completed. You are still free to edit these fields if needed.

Please fill out the “In Case of Emergency” information and the “Disability Registration” (even if you do not have a disability).
Disability Registration:
*If you have questions about this, please contact Semester in Amsterdam. You do not need to contact a disability or study advisor.

12.) **Upload Required Documents:** a scan of your passport, a copy of official transcripts, and a passport-style photo. If your official transcripts have not been translated into English, you are required to provide us with an unofficial translation by e-mail. If you need to upload more documents than you are able to upload via the links provided, you can always send us these documents by e-mail. If you submit documents by e-mail, please make sure to include your full name (and student number if you know it – you can find this by clicking on your name in the upper right-hand corner of the homepage in VUnet).

If you move your cursor over the question mark next to each document listed, you can find more detailed information. Please keep the following requirements in mind:
**Student Photo:**
The photo must be uploaded in .jpg format. Other formats will not be accepted.

**Upload later:**

You can choose to upload your student photo later if you wish. If you choose to do this, you will receive a warning that this might delay your application (see below). For your student photo, you do not have to worry about this. If you wait too long, it could delay your student card, but this will not delay your admission process. As long as you upload a photo at least 1-2 months before arrival, this will give you enough time to receive your student card.

**Upload Now:**

If you decide to upload the photo now, a window will open with the detailed information included below.

You will have the opportunity to edit your photo down to a smaller image after you upload it (see the example included below).

*Please note that your student card can only be sent to a Dutch address. If the address included in your application is a foreign address, you can pick up your student card after arrival in Amsterdam.*
UPLOAD PHOTO

In order to make a student card, you need to have a correct photo uploaded. You can upload it here.

New students

If you never had a student card before, a new student card will be sent to your correspondence address within three weeks after completing your enrolment at VU University.

Your photo must meet several requirements and must be in jpg format, otherwise we can't make a student card. Please check all requirements before you upload a photo.

Replacement card

If you requested a new student card at the Student desk, the student card will be sent to your correspondence address within three weeks.

Questions? Please contact the Student desk in the Main Building.

Step 1 of 3: Upload photo

Step 1 of 3: Upload photo

The passport photo should be a .jpg file format and a maximum of 200kb in size. Additionally, it should be a portrait of just your face, without any white borders. The file should be uploaded in the right orientation.

Furthermore, the photo should meet the following requirements:

- It should be of good likeness and of a recent time
- Your entire face and both eyes should be clearly visible, even when wearing headwear.
- Dark glasses are allowed on a medical ground only.
- Both black-and-white and colour photos are allowed.
- The photograph should be sharp, should have sufficient contrast and may not be too tight or too dark.
- You are responsible for a similar photograph that meets the requirements.

N.B. We can only use the photo for a student card if it's a .jpg format. Other file formats like .png, .tiff, .pdf, .bmp, and .gif cannot be used for the card.

Bestanden kiezen

Geen bestand geselecteerd

Of the following formats only .jpg will be accepted. .jpg

Note: the minimum photo dimensions should be 450x400 pixels.
**Edit Photo:**

*Please note any listed errors like the one above stating the photo does not meet the minimum dimensions. In this case, you will need to choose a new, larger photo. Once you have chosen an appropriate photo, the "Step 3: Send Photo" button will turn blue and you can click submit.

**Passport Scan:**

You also have the option to upload your passport scan later on. You will receive the same warning as included above. Again, this will not delay your admission process; however, it could delay your immigration procedure. We encourage you to upload your passport as soon as possible. If you do need to submit your passport at a later date, please contact us at semesterinamsterdam@vu.nl and let us know when we can expect it.
Transcripts:

Please upload a copy of your official transcripts translated into English with your application. If you do not have an official copy translated into English, please send us an unofficial translation by e-mail.

If you choose to submit this later, your admission process will indeed be delayed. We cannot process your application without a complete copy of your transcripts.

If you are currently enrolled in courses that do not appear on your transcripts, please also submit a list of these courses to us by e-mail. A simple list of course titles and faculties will suffice until you have completed these courses. If these courses already appear on your transcript as in progress, you do not need to submit this list.

Once you have uploaded all of the documents or declared you will upload them later, make sure to click “Next Step” before you click “Confirm.”

A Note about English Language Test Scores:

*Master’s students will also be required to submit English Language test scores later on. Bachelor-level Semester in Amsterdam students are NOT required to submit English language test scores.
13.) **Confirm and Send your application:** If there are any errors, you will receive an error message like the one included below. You will then be asked to re-check any missing fields. In this case, please go back, check each section, and make sure to click "Next Step" after the Upload Documents section is complete.

You should then be able to see the “Confirm” section, verify that you have taken note of the Student Charter, and click “Send.”

**Error Message:**

![Error Message Image]

**After re-check:**

![Confirmation Image]
14.) **Verification:** You will then receive the following verification. Your application has now been submitted.

15.) **Status of your Application:** Once we have approved your application, the status of your application will change to "Enrolled." We aim to process all applications within 10 working days. Please keep checking VUnet and your e-mail for updates.
16.) **Confirm your Participation:** Once your application has been accepted, you will need to confirm your participation by clicking Accept/Decline. After you click Accept, a window will pop up asking you to confirm your participation.

*Please ignore the note about the acceptance letter from the Examination Board. This does not apply to Semester in Amsterdam students.*

**Congratulations! You have officially completed the application process!**

You will also receive the following confirmation e-mail:

VU, confirmation offer accepted

Dear (first name),

We are pleased to hear that you will be joining us at Vrije Universiteit Amsterdam!

Depending on your nationality and your study programme, Vrije Universiteit Amsterdam offers accommodation and immigration services. You can apply for both services on-line in [http://vunet.vu.nl](http://vunet.vu.nl).

We advise you to apply in time for both! (If applicable)

To prepare you for your study and life in Amsterdam, we will regularly send you News Letters and mailings with interesting and important information.
Please read them carefully!

Kind regards,

Services Team

Vrije Universiteit Amsterdam International Office

Applying for a Residence Permit or Visa:

If you need to apply for an immigration process such as a visa and/or residence permit, you can begin the process once you have officially confirmed your participation in the programme.

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**Visa Request:**

When you submit a visa request, you will be asked to answer several questions and submit a number of documents just like you did for your original application procedure.

For certain documents (such as the TB test), you may be exempt. You can find detailed information by moving your cursor over the question mark listed next to each listed item.

VU Amsterdam has a team of dedicated student immigration staff to answer all of your questions. Please do not hesitate to reach out to them directly at studentimmigration@vu.nl with any questions you may have.

Please keep in mind that for certain students, your visa fee may be paid by your provider. In this case, you will not see the request for payment of a visa fee. If you see a request for payment of a visa fee but you think this should actually be paid by your provider or home university, please first check with your provider/university or the Semester in Amsterdam staff before paying this fee.
VISA REQUEST

<table>
<thead>
<tr>
<th>Progress of your registration</th>
<th>Application for visa and residence permit</th>
<th>Help information</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Do you have a valid residence permit for the Netherlands?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅ Do you have a valid residence permit for another EU country?</td>
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<tr>
<td>✅ Proof of financial means for study visa / residence permit</td>
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</tbody>
</table>

![Image](498x731 to 550x783)

**Proof of financial means for study visa / residence permit**

I declare that I have sufficient financial means to cover my living expenses during my studies at VU University.

- I have a bank account in my own name with the required balance.
- I receive at least the required amount from a sponsor (e.g. parents).
- I receive a scholarship from an institution or organisation with the required amount.
- I will transfer the amount to VU University Amsterdam.

In the section Upload Document you will need to upload documents based on the choice(s) you made.

**UPLOAD DOCUMENTS**

- Antecedents certificate
- Copy valid passport, all stamped pages

You have made no choice yet.

Edit your choice
Declarations TBC

- Financial statement sponsor(s)
  - You have made no choice yet.
  - Edit your choice

- Standard bank declaration or officially signed internet print or employee contract / copy salary specifications sponsor(s)
  - You have made no choice yet.
  - Edit your choice

- Scholarship certificate
  - You have made no choice yet.
  - Edit your choice

- Proof of payment to VU University Amsterdam
  - You have made no choice yet.
  - Edit your choice

- Copy passport sponsor(s)
  - You have made no choice yet.
  - Edit your choice

Accept terms

- I accept the following conditions:
  - I must obtain 50% of the academic credits of my study programme each year that I am enrolled at VU University in order to keep my...

- I must have an appropriate and valid health insurance for the duration of my stay in the Netherlands.

- I have completed this form truthfully.

Please note that we share your information and documents concerning the immigration procedure with the Dutch Immigration Service.

Payments

- You have selected: Apply for residence permit
  - Total costs for these services are 250 EUR

Submit
Conclusion and Next Steps:

This concludes our detailed How-To Application Guide. After your official acceptance and completion of your application, you can expect to receive more information about course registration, housing, your visa process (if applicable), and more after the official application deadlines have passed.

We hope that you have found this guide useful, and we look forward to welcoming you in Amsterdam!

As always, please don’t hesitate to contact us at semesterinamsterdam@vu.nl.

Kind regards,

The Semester in Amsterdam Team