

MANUAL

Online registration & application



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IMPORTANT INFORMATION BEFORE YOU START

How to apply

Register / Create a Maastricht University (UM) account

Before you can apply as SBE exchange student, you have to create a Maastricht University (UM) account. Once you have submitted the request, you will receive an email containing your UM user ID number/username (i6.....) and password, which you will need to start your application.

If you did not receive an email containing your UM user ID number/username and password within 8 hours after submitting your request, please contact ICT Servicedesk:

servicedesk-icts@maastrichtuniversity.nl

Important note:

In case you have applied for any study programmes at Maastricht University before, please contact us via iro-incoming-sbe@maastrichtuniversity.nl.

As you already have an UM account (UM user ID number/username), we can activate this for you and you do not have to create a new UM account.

After we activated your UM account and informed you, you can start with your application as SBE exchange student (see page 7).

Start with your application as SBE exchange student

Make sure you start with your application within 7 days after you set up your UM account, since your UM user ID number/username will be locked otherwise. In case this happened, you must contact ICT Servicedesk via servicedesk-icts@maastrichtuniversity.nl in order to unlock your UM user ID number/username again.

**The application deadline for the fall semester is 01 May.
The application deadline for the spring semester is 01 October.**

We advise you to complete your application as soon as possible. Do not wait until the deadline as it takes some time to process. In addition, if some of the required documents are missing or rejected, you will need time to take care of this.

To finish your application keep the following required documents at hand (pages 13-14):

- Digital copy of valid passport or European ID card.
 - EU: passport or European ID card must be valid for the entire official duration of the exchange period plus one month
 - NON-EU: passport must be valid for the entire official duration of the exchange period plus three months

Exchange Period	EU, valid until at least	NON-EU, valid until at least
Fall 2026	26-02-2027	26-04-2027
Year 2026-2027	02-08-2027	02-10-2027
Spring 2027	02-08-2027	02-10-2027

- Digital copy of an official portrait picture **(in color)**.
(the kind you get taken and use for a passport, not a copy of the picture on the passport)



3. Digital copy of the academic transcript of all semesters from current study in English, certified as true copy by home university. The transcript should clearly mention the name of the courses taken, the grade obtained for each course and the credits obtained per course.

**Only for master's level exchange students:
(this is in addition to the academic transcript)**

4. Copy of a relevant bachelor's degree/diploma in English, certified as true copy by university or alternatively a statement from the home university in English, on university letter headed paper certifying that the student obtained at least 180 ECTS credits (worth three years of relevant study) or that the student will have obtained these by the time the student starts with the exchange period at SBE.

If you have any questions concerning your application at Maastricht University, please contact us via iro-incoming-sbe@maastrichtuniversity.nl.

If you discover you made a mistake or want to change anything, please do not complete a new form and do not withdraw your application, but just let us know what we should change via iro-incoming-sbe@maastrichtuniversity.nl.

Make sure you mention your UM user ID number/username (i6.....).

REGISTRATION / CREATING A UM ACCOUNT

To get a Maastricht University (UM) account please go to:

<https://myum.unimaas.nl/forms/admission>

Make sure you enter your name EXACTLY as it is on your passport or European ID card!

Initial(s) =	First letter(s) of your first name(s)
Given name(s) =	Official first name(s)
Last name(s) =	Surname(s) / Family name(s)
Name =	Preferred first name

Do not leave Caps Lock on.

For example, this is not correct: ELIZABETH JOHANNA MARIA EDWARDS

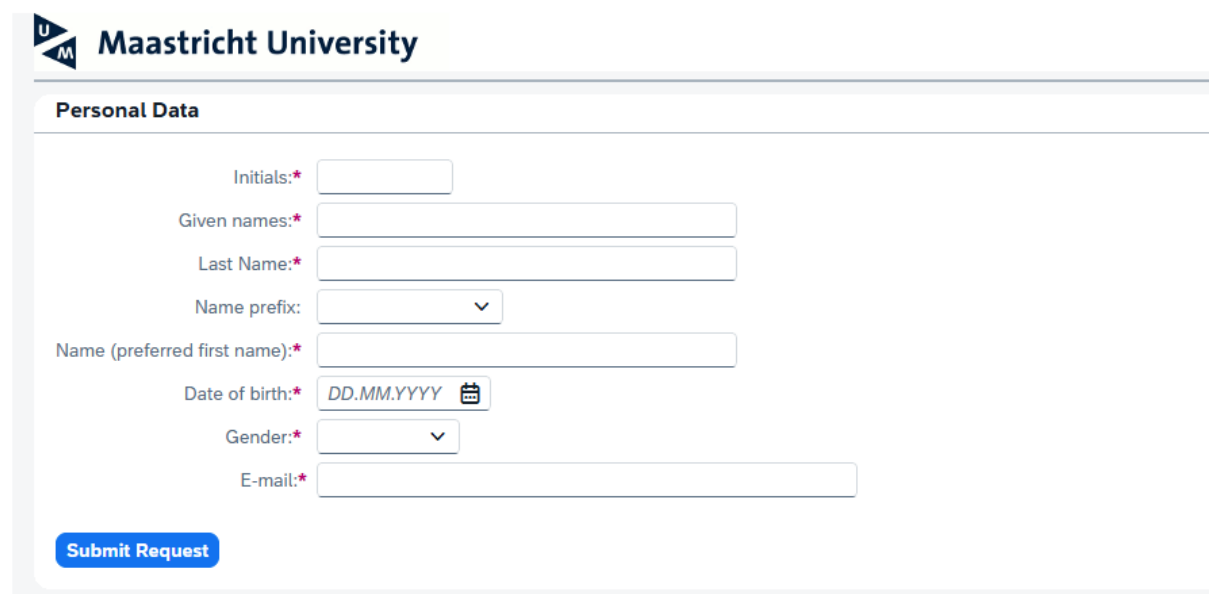
Correct: Elizabeth Johanna Maria Edwards

EXAMPLE 1:	Elizabeth Johanna Maria Edwards
Initial(s) =	EJM (without spaces or dots between the letters)
Given name(s) =	Elizabeth Johanna Maria
Last name(s) =	Edwards
Name =	Elizabeth

EXAMPLE 2:	Wan Ting Ho
Initial(s) =	WT
Given name(s) =	Wan Ting
Last name(s) =	Ho
Name =	Wan Ting

Registration Form

Please use this form to create an account at Maastricht University. You need this account to enter the My UM portal to complete an application form for programmes which do not use Studielink to start the admission process. Make sure to check the website of your programme to find out if you need to start the admission process via Studielink or via this form.



The screenshot shows the registration form interface. At the top left is the Maastricht University logo. Below it is the title 'Personal Data'. The form contains several input fields, each with a red asterisk indicating it is compulsory: 'Initials:*' (text box), 'Given names:*' (text box), 'Last Name:*' (text box), 'Name prefix:' (dropdown menu), 'Name (preferred first name):*' (text box), 'Date of birth:*' (calendar icon and 'DD.MM.YYYY' text), 'Gender:*' (dropdown menu), and 'E-mail:*' (text box). A blue 'Submit Request' button is located at the bottom left of the form area.

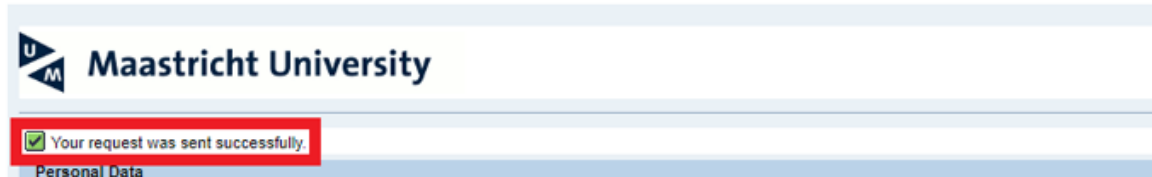
Please note that all fields with a red asterisk (*) are compulsory!

When you have completed all fields click on 'Submit Request' (in the right corner of the screen).

If you were successful, you will see the following:

Registration Form

Please use this form to create an account at Maastricht University. You need this account to enter the My UM portal to complete an application form for programmes which do not use Studielink to start the admission process. Make sure to check the website of your programme to find out if you need to start the admission process via Studielink or via this form.



By clicking 'Exit' you will close this screen.

Within 8 hours of submitting your request, you should receive an email at the address you just entered on the registration form (so make sure you enter a correct email address!). This email will contain your UM user ID number/username (i6.....) and password, and a link to the 'MyUM portal' to start your application.

If it seems you did not receive any email, please check your spam box.

If there is also no email in your spam folder after 8 hours, please contact ICT Servicedesk:
servicedesk-icts@maastrichtuniversity.nl

APPLICATION AS SBE EXCHANGE STUDENT

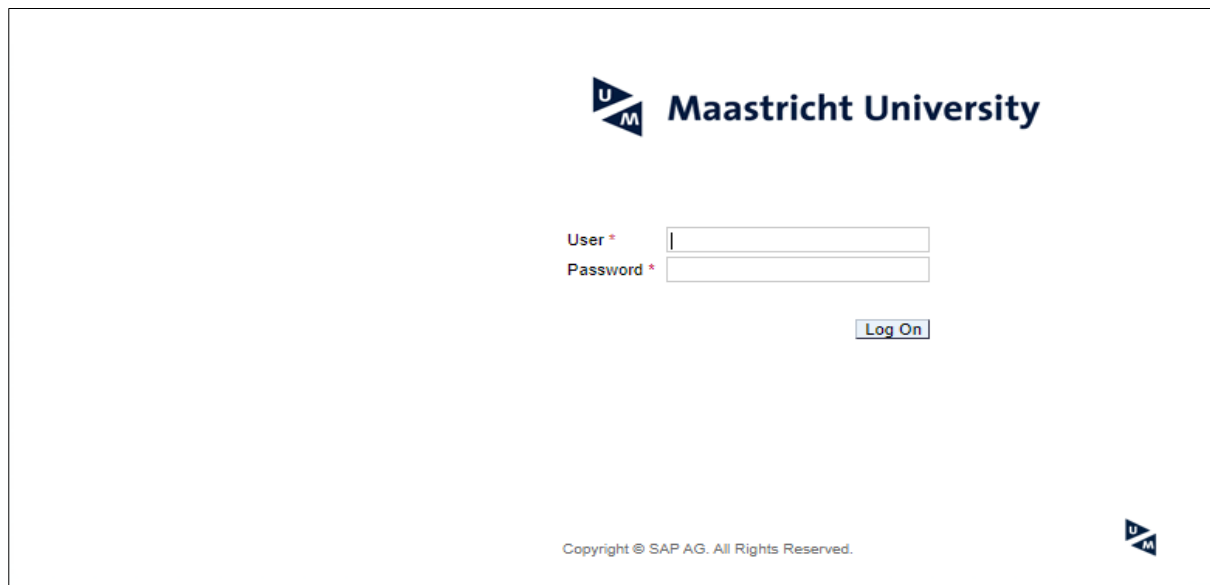
The application consists of six steps:

1. Faculty/ Programme Selection
2. Personal Data
3. Address Data
4. Communication/ Additional Data
5. Review
6. Uploading documents

Make sure you complete all steps!

Please go to the MyUM Portal via <http://myum.unimaas.nl> and logon with your UM user ID number/username (i6.....) and password:

In case you forgot your password, please use the link: <https://myaccount.maastrichtuniversity.nl/>



The screenshot shows the Maastricht University login page. At the top center is the Maastricht University logo and name. Below this, there are two input fields: 'User *' and 'Password *'. To the right of the 'Password *' field is a 'Log On' button. At the bottom center, there is a small copyright notice: 'Copyright © SAP AG. All Rights Reserved.' and a small Maastricht University logo in the bottom right corner.



The screenshot shows the MyUM portal home page. At the top, there is a navigation menu with three items: 'Home', 'Home', and 'My study'. Below the menu, the text reads: 'Welcome to MyUM. Please select an item from the menu above.'

Click on 'My study' and choose 'Admission Start' to go to the online application form.



You will now see the next screen:

The screenshot shows a web application interface for SAP. The main content area is titled "Application for student" and contains the following text:

Dear applicant,

Welcome to the MyUM portal. Here you can:

- > APPLY for a programme - an exchange programme, contract education, a PhD programme or another so-called non-regular (= non-Studielink) programme
--> see section 'A. New Application' below

AND/OR

-> UPLOAD documents required for:

1. your Visa/residence permit application
--> see section 'B.1 Upload Visa documents' below
2. your application for an exchange programme, contract education, a PhD programme or another so-called non-regular (= non-Studielink) programme
--> see section 'B.2 Upload non-regular study programme documents' below

..... (please scroll down to see sections A, B.1 and B.2)

* A. New Application

What to do for an application for an exchange programme, contract education, a PhD programme or another non-regular programme:

1. Click on "New Application" at the bottom right corner of the page
2. Go through the 5 steps to fill in the application form completely (you can switch between steps with the arrow keys labelled 'previous' and 'next' at the top of the page, or click on the step numbers)
3. After you have carefully reviewed all of your information click on "Submit Application" (at the bottom right corner of the page)
4. Click on "Go to Upload" (-> see section 'B.2 Upload non-regular study programme documents' below)

NOTE: If you receive a message that you're not allowed to upload any documents yet, please wait half an hour and try again, this time by clicking on 'Upload documents' in the blue menu on the left-hand side.

Please check the website about your study programme to see which documents you are required to upload.

* B.1 Upload Visa documents

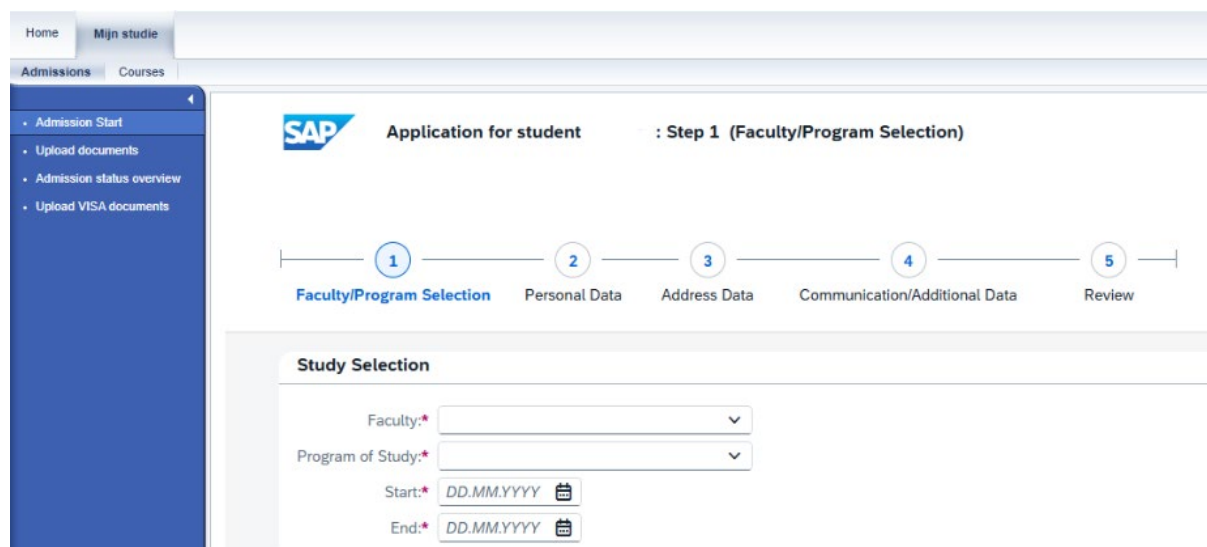
What to do for a Visa/residence permit application:

1. Click on the option "Upload VISA documents" in the blue menu on the left-hand side.
NOTE: if you are unable to open the option "Upload VISA documents" from the blue menu, this is because we have not yet asked you to provide us with your Visa documents.
2. Upload the required documents following the instructions provided there.

In the bottom right corner of the page, there is a yellow button labeled "New Application".

Just ignore the text and simply proceed by clicking on 'New Application' (in the right corner of the screen) and you will enter Step 1 of the application.

Step 1: Faculty / Programme Selection



Home Mijn studie

Admissions Courses

SAP Application for student : Step 1 (Faculty/Program Selection)

1 Faculty/Program Selection 2 Personal Data 3 Address Data 4 Communication/Additional Data 5 Review

Study Selection

Faculty:*

Program of Study:*

Start:* DD.MM.YYYY

End:* DD.MM.YYYY

Please note that all fields with an asterisk (*) are compulsory!

Faculty:

School of Business and Economics (SBE)

Please scroll down  in the list and select School of Business and Economics (SBE)

Program of Study:

SBE: Exchange Students Bachelor

or

SBE: Exchange Students Master

Check with your home university if they nominated you as bachelor's or as master's level student. Make sure to select the right programme!

Start / End:

Fall semester: 01-09-2026 / 29-01-2027

Year semester: 01-09-2026 / 03-07-2027

Spring semester: 28-01-2027 / 03-07-2027

Make sure you enter the dates EXACTLY as indicated above.

If you enter different dates, you will not be able to register for courses!

The start and end date of your study at SBE do not have to match your actual stay.

Important note:

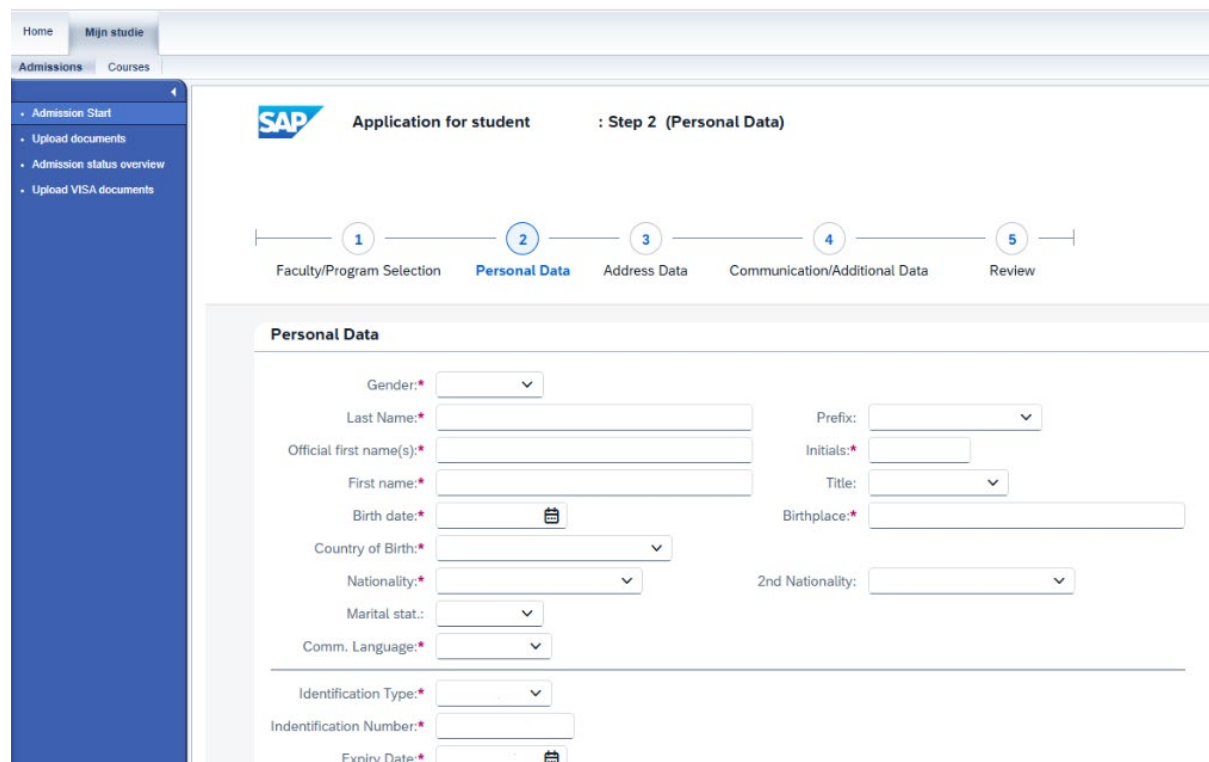
At the very end of your application, the following dates will appear: 01-09-2026 / 31-08-2027; these simply pertain to the academic year in which you will do your exchange.

After you have completed the Faculty / Programme Selection, proceed to Step 2 Personal Data by clicking at 'Next' (in the right corner of the screen).

Step 2: Personal Data

Make sure you enter your name EXACTLY as it is on your passport or European ID card!

If applicable, this information will be used for your visa and/or residence permit application, so if it does not match your passport you risk being denied entry at the border!



Initial(s) =	First letter(s) of your first name(s)
Given name(s) =	Official first name(s)
Last name(s) =	Surname(s) / Family name(s)
Name =	Preferred first name

Do not leave Caps Lock on.

For example, this is not correct: ELIZABETH JOHANNA MARIA EDWARDS

Correct: Elizabeth Johanna Maria Edwards

EXAMPLE 1:	Elizabeth Johanna Maria Edwards
Initial(s) =	EJM (without spaces or dots between the letters)
Given name(s) =	Elizabeth Johanna Maria
Last name(s) =	Edwards
Name =	Elizabeth

EXAMPLE 2:	Wan Ting Ho
Initial(s) =	WT
Given name(s) =	Wan Ting
Last name(s) =	Ho
Name =	Wan Ting

Nationality:

What you enter here is what determines the visa and/or residence permit application. If you have a 2nd nationality and a valid passport for both nationalities, and one of them is for an European country, make sure to list the European nationality first!

Step 3: Address Data

Home | Mijn studie

Admissions | Courses

- Admission Start
- Upload documents
- Admission status overview
- Upload VISA documents

SAP Application for student : Step 3 (Address Data)

1 Faculty/Program Selection | 2 Personal Data | **3 Address Data** | 4 Communication/Additional Data | 5 Review

Main Address

Country:*

Postal Code:*

House Number:* Supplement:

Street:*

City:*

Region:

Additional Addresses

Correspondence address different from ... : Yes No

Billing address different from main adre...: Yes No

Parental address different from main ad... : Yes No

Emergency address different from main ... : Yes No

Emergency Address Details

Country:*

Postal Code:*

House Number:* Supplement:

Street:*

City:*

Main Address: Address in your home country

Step 4: Communication / Additional Data

Home | Mijn studie

Admissions | Courses

- Admission Start
- Upload documents
- Admission status overview
- Upload VISA documents

SAP Application for student : Step 4 (Communication/Additional Data)

1 Faculty/Program Selection | 2 Personal Data | 3 Address Data | **4 Communication/Additional Data** | 5 Review

Communication Details

E-Mail Address:*

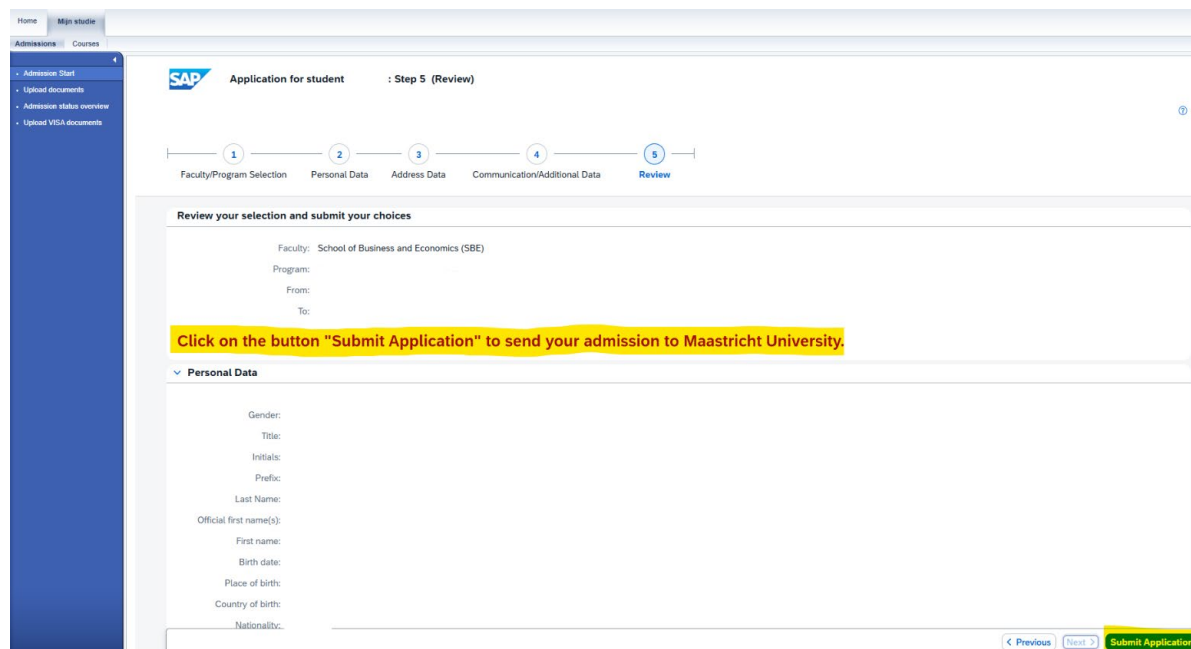
Mobile Phone?: Yes No

Country code/Number:

Land line?: Yes No

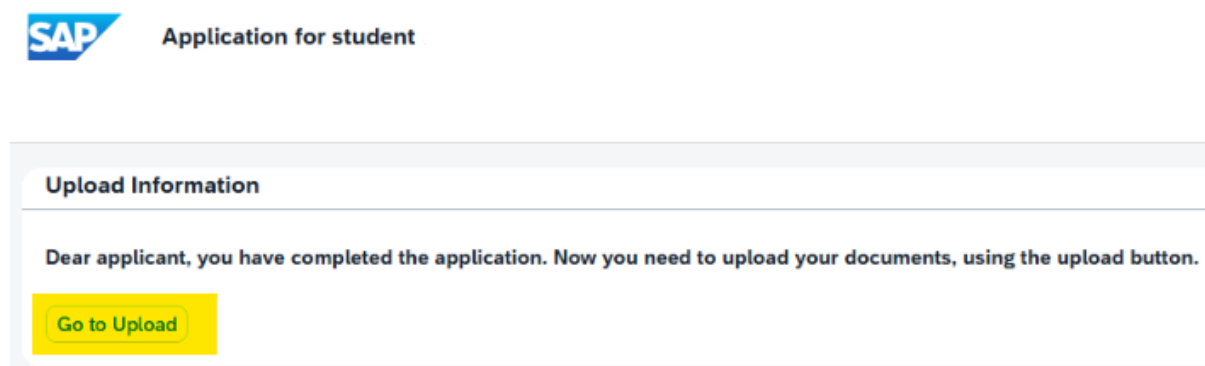
Step 5: Review & Submit Application

Review your programme selection and if everything is correct, submit your online application by clicking on 'Submit Application' (in the right corner of the screen).



After you have submitted your application, you are not done yet: you still need to upload the following required documents:

Step 6: Uploading Documents



Before you upload your documents, make sure they meet the document requirements (see page 13 and 14).

Document requirements

1. Copy of valid passport or European ID card (PDF file)

Make sure that the passport number or European ID card number, your name, and date and place of birth, are clearly visible on the copy, as well as the period for which the passport or European ID card is valid. Please upload all pages of your passport that cover personal information. If you have a European ID card, copy and upload both sides!

EU: Passport or European ID card must be valid for the entire official duration of the exchange period at SBE plus one month.

NON-EU: Passport must be valid for the entire official duration of the exchange period at SBE plus three months. Your passport is also required for the visa and/or residence permit application and the validity is therefore crucial.

Exchange Period	EU, valid until at least	NON-EU, valid until at least
Fall 2026	26-02-2027	26-04-2027
Year 2026-2027	02-08-2027	02-10-2027
Spring 2027	02-08-2027	02-10-2027

A copy of an expired passport or European ID card is not accepted.

Upload a copy of your birth certificate instead, request for a new passport or European ID card immediately, and inform us via iro-incoming-sbe@maastrichtuniversity.nl.

Double Nationality

- If you indicated you have a double nationality, upload copies of both passport(s)/European ID card(s). If you only submit one, you will be registered as national of the country that issued that particular document.
- Both passport(s)/European ID card(s) have to be valid; see above! If only one is valid, you will be registered as national of the country that issued that particular document.
- If one of your nationalities is European, please list this as first nationality.

Important note:

If you are a NON-European exchange student coming from a partner university located in the Schengen area, please upload a copy of your residence and study permit of that country in your application file, and inform us immediately.

Why? Because if you have a study permit for a Schengen country, you might be exempted from applying for a visa and/or residence permit for the Netherlands. Once you have uploaded this copy, the Visa Office will reassess your file. They will inform you via email about any possible further steps in the Immigration process for the Netherlands.

2. Copy of an official portrait picture (JPEG/JPG file) (official kind you get taken and use for a passport, not a copy of the picture on the passport)

As an exchange student you will be issued a UM student ID card (UM card). You need your UM card to identify yourself during exams. The UM card can be used at several food and beverage outlets and vending machines within UM. But you can also use it for printing or to borrow books at the library. In addition, you will need it to get access to UM buildings outside normal opening hours and to specific areas.

The picture you upload for the UM card must meet the following requirements:

- must be in color and recent
- your face is completely visible, your head cannot be covered (no caps, hats)
- your head fills the picture as much as possible
- the picture has a plain background, is in focus and not rotated
- the size of the picture is at least 85 x 113 pixels (w x h: 30 x 40 mm)

3. Copy of academic transcript (PDF file)

Upload the academic transcript of all semesters from your current study in English and certified as true copy by your home university. The transcript should clearly mention the name of the courses you took, the grade you obtained for each course, and the credits you obtained per course.

We can only accept you if you major in Business or Economics (or related). If you are a bachelor's level student, you have to have completed at least two semesters/one academic year of relevant study before you start your exchange programme at SBE.

Only for master's level exchange students

4. Copy of relevant bachelor's degree/diploma or statement from home university (PDF file); this is in addition to the academic transcript

Upload your bachelor's degree/diploma in a relevant field of study in English, certified as true copy by university. If you are a master's level student, you have to have a bachelor's degree in a relevant field of study worth three years of study.

Alternatively, we also accept a statement from your home university (in English and on university letter headed paper) certifying that you have obtained at least 180 ECTS credits (worth three years of relevant study), or that you will have obtained these by the time you start your exchange at SBE.

Please find below an example of the statement:

"To whom it may concern

In my capacity of [insert position] I, [insert name], herewith confirm that [Insert name student] has already/will have [delete which is not relevant] completed three years of study, with a total of 180 ECTS credit or more, that count towards the bachelor's degree of economics / (international) business / econometrics at [insert name of institution].

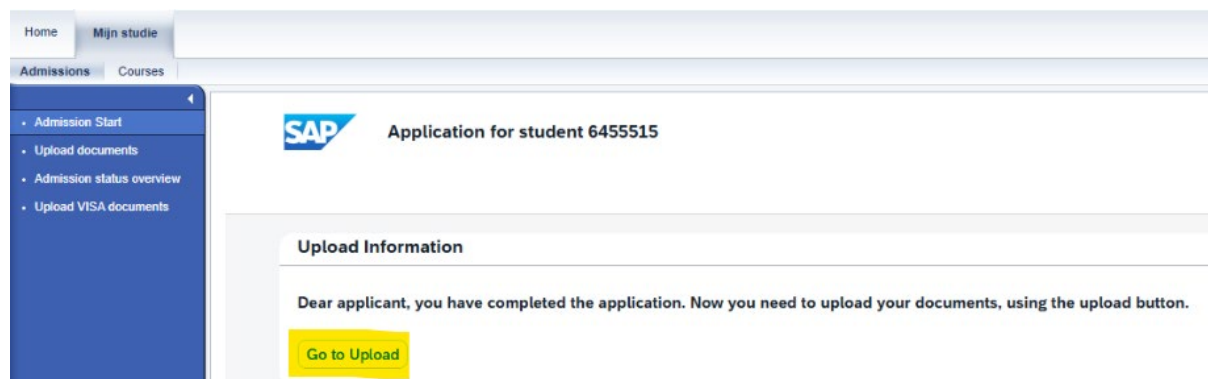
The student's major is Marketing / Supply Chain Management / Organization / Strategy / Finance / Accounting / Information management.

At the day of writing, the student is in his / her ... year of study at [name of institution].

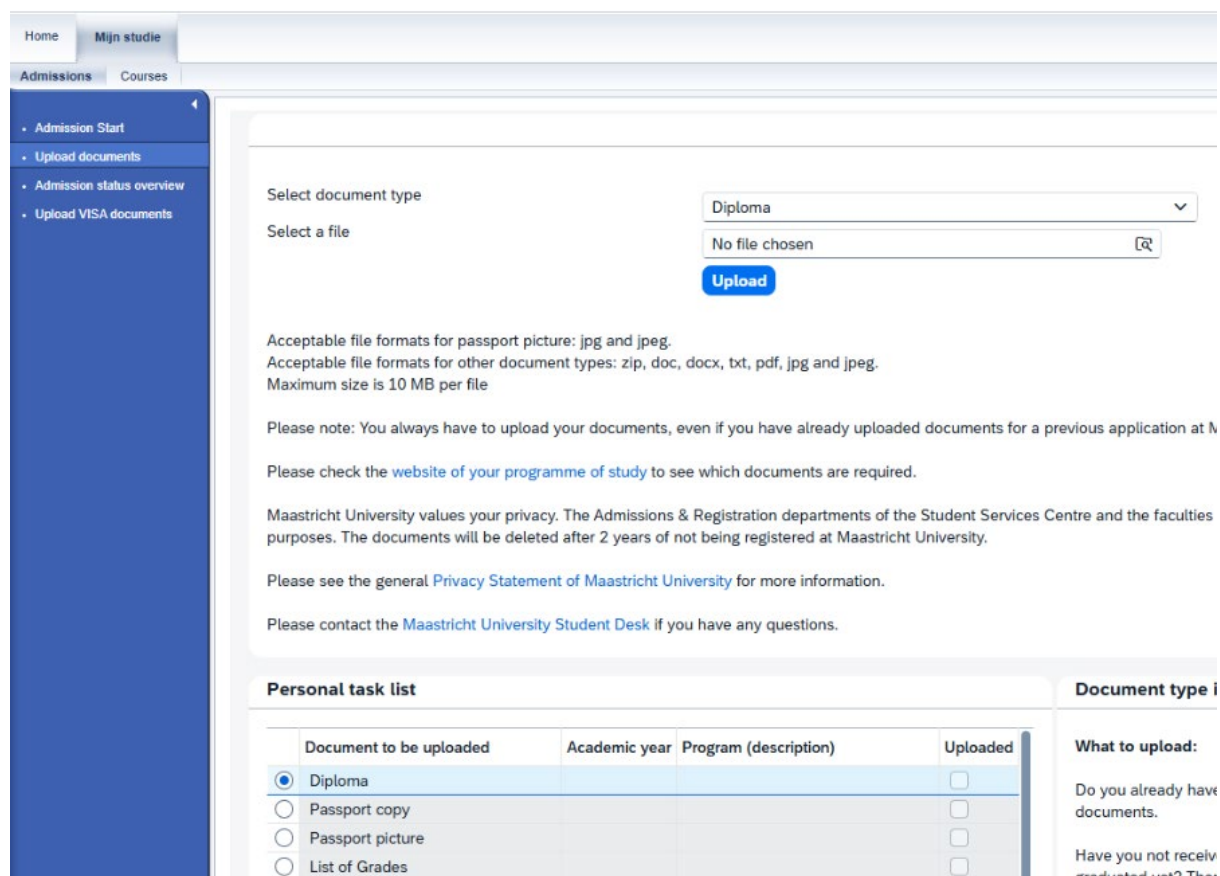
Signed on [date], Signature"

Instructions for uploading documents:

Now that you know exactly what to upload, it is time to click on 'Go to Upload'.



You will see the following:



First, select the type of document you want to upload from the list, for example 'Diploma'.

Select the document you want to upload via Choose file:

Select document type

Diploma

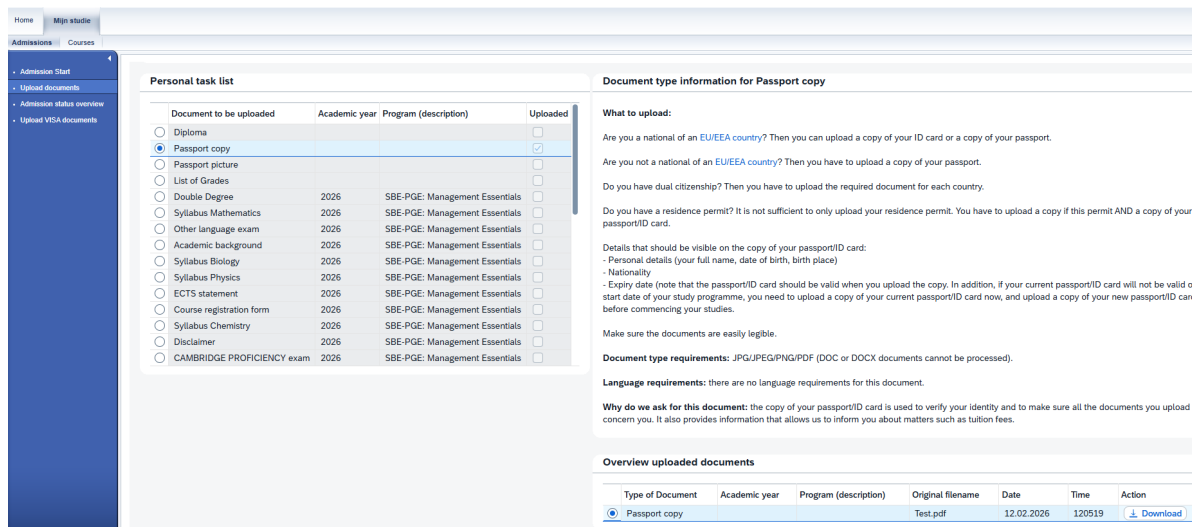
Select a file

No file chosen

Upload

Click on "Upload" to submit the file.

If you succeeded in uploading the document, it will show up in:



The screenshot shows the 'Personal task list' and 'Document type information for Passport copy' sections of the admission portal.

Personal task list

Document to be uploaded	Academic year	Program (description)	Uploaded
<input type="radio"/> Diploma			<input type="checkbox"/>
<input checked="" type="radio"/> Passport copy			<input checked="" type="checkbox"/>
<input type="radio"/> Passport picture			<input type="checkbox"/>
<input type="radio"/> List of Grades			<input type="checkbox"/>
<input type="radio"/> Double Degree	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> Syllabus Mathematics	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> Other language exam	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> Academic background	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> Syllabus Biology	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> Syllabus Physics	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> ECTS statement	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> Course registration form	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> Syllabus Chemistry	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> Disclaimer	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>
<input type="radio"/> CAMBRIDGE PROFICIENCY exam	2026	SBE-PGE: Management Essentials	<input type="checkbox"/>

Document type information for Passport copy

What to upload:

- Are you a national of an EU/EEA country? Then you can upload a copy of your ID card or a copy of your passport.
- Are you not a national of an EU/EEA country? Then you have to upload a copy of your passport.
- Do you have dual citizenship? Then you have to upload the required document for each country.
- Do you have a residence permit? It is not sufficient to only upload your residence permit. You have to upload a copy if this permit AND a copy of your passport/ID card.

Details that should be visible on the copy of your passport/ID card:

- Personal details (your full name, date of birth, birth place)
- Nationality
- Expiry date (note that the passport/ID card should be valid when you upload the copy. In addition, if your current passport/ID card will not be valid on start date of your study programme, you need to upload a copy of your current passport/ID card now, and upload a copy of your new passport/ID card before commencing your studies.

Make sure the documents are easily legible.

Document type requirements: JPG/JPEG/PNG/PDF (DOC or DOCX documents cannot be processed).

Language requirements: there are no language requirements for this document.

Why do we ask for this document: the copy of your passport/ID card is used to verify your identity and to make sure all the documents you upload concern you. It also provides information that allows us to inform you about matters such as tuition fees.

Overview uploaded documents

Type of Document	Academic year	Program (description)	Original filename	Date	Time	Action
<input checked="" type="radio"/> Passport copy			Test.pdf	12.02.2026	120519	Download

Important note:

If you do not upload all required documents, you will delay your student exchange application, which means you might end up being unable to register for courses before the deadline!

What happens next?

Application

We will process your application as soon as possible.

If all the required documents are uploaded and approved, your application is finished. You will receive an automatically generated message informing you about the approval of your admission.

If some of the required documents are missing or rejected, you will receive an automatically generated message telling you what is missing or incorrect. As your application is deemed incomplete, your UM admission status is therefore 'conditionally approved'.

Important note for NON-EU students:

Even if all the required documents are uploaded and approved, your application is only finished once you have met all visa and/or residence permit requirements (see below). Your UM admission status is therefore 'conditionally approved'.

Visa and/or residence permit

The visa and/or residence permit application will be initiated by Maastricht University's Visa Office. Depending on your nationality, UM's Visa Office will contact you regarding the visa and/or residence permit application via your Maastricht University email account.

- If you start your exchange in September, you will receive the email at the start of May
- If you start your exchange in February, you will receive the email at the start of November

You can access your Maastricht University email account via webmail.maastrichtuniversity.nl or Student Portal. Log in with your UM user ID number/username (i6.....) and password.

If you hear from UM's Visa Office, we urge you to respond as soon as possible and to provide them with the necessary documents to avoid a delay in your visa and/or residence permit process. Once they are satisfied with the documents you sent, UM's Visa Office will forward your file to Dutch Immigration (IND), who may need eight weeks to process your visa and/or residence permit application. After the approval of Dutch Immigration (IND), your UM admission status will change from 'conditionally approved' to 'approved'.

We strongly recommend that you do not book any flights or train tickets until the visa and/or residence permit has been approved by Dutch Immigration (IND) and you have picked it up at the embassy.

For visa related questions please contact UM's Visa Office directly via:

visa@maastrichtuniversity.nl

Admission

You will receive an acceptance letter via e-mail about three months before the start of your exchange at SBE.

- If you start your exchange in September, you will receive the acceptance letter at the start of June
- If you start your exchange in February, you will receive the acceptance letter at the start of November