
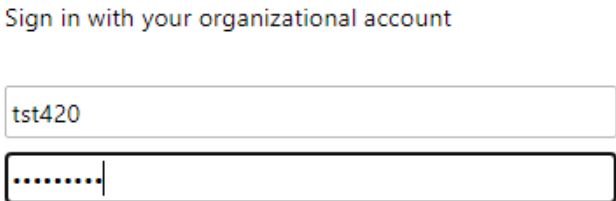


Step-by-step guide to your personal dashboard

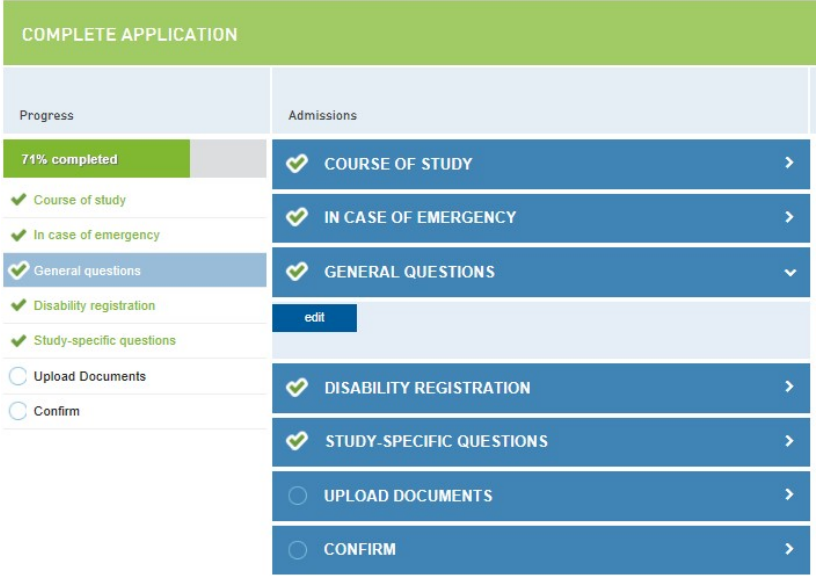
This manual will assist you in completing your application for a programme at Vrije Universiteit Amsterdam. Before you can complete your application, you need to have submitted your application through Studielink first. In the following manual you can see how to submit an application in Studielink (step 1 of the application procedure) if you haven't already done so: [Step-by Step Guide to Studielink \(PDF\)](#)

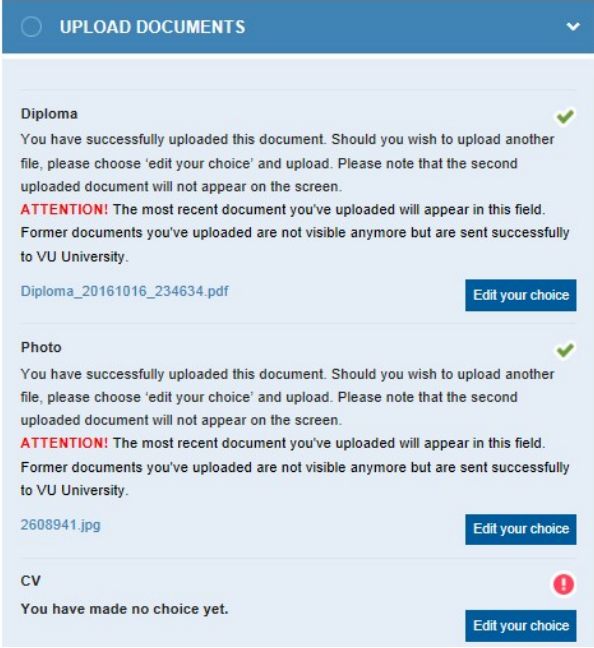
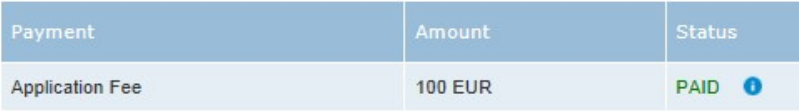
Before you continue with the next steps of your application procedure, we advise you to collect all the required documents. Most documents can only be uploaded in PDF format. Study programmes may differ in the set of required documents that you need to upload. You can check the ones you need on the webpage of your programme:

- [Master](#) > Check the [programme page](#) to find the template you need to prepare under "Admissions" - Application with an international degree.
- [Bachelor](#) > on [this page](#) international diploma applicants can find further information about the requested application documents, including specific document formats such as the Diploma Statement

STEP 1:	After you have completed Studielink, you will receive a login name (VUnet-ID) and password by e-mail	
STEP 2:	Go to your VU Dashboard	https://vu.nl/en/dashboard/services/registration
STEP 3:	Enter your personal dashboard with your VUnet-ID and password	
STEP 4:	Set language	

STEP 5:	You will see the following page; please click <i>Continue with application</i>	<p>2017/2018</p> <table border="1"> <thead> <tr> <th>Course of study</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>M Business Administration</td> <td>Open</td> <td>Continue with application</td> </tr> </tbody> </table>	Course of study	Status	Action	M Business Administration	Open	Continue with application
Course of study	Status	Action						
M Business Administration	Open	Continue with application						

STEP 6:	<p>You will need to complete 7 steps:</p> <ol style="list-style-type: none"> 1. Check if your course of study and study period are correct 2. Fill out contact details of your emergency contact 3. General questions (not necessary for all programmes) 4. Study-specific questions (not necessary for all programmes) 5. Disability registration (if applicable to you) 6. Upload documents 7. Confirm 	 <p>The screenshot shows a 'COMPLETE APPLICATION' interface. On the left, a 'Progress' section shows a 71% completion bar and a list of steps: Course of study, In case of emergency, General questions, Disability registration, Study-specific questions, Upload Documents, and Confirm. On the right, an 'Admissions' section lists the same steps with expandable options and arrows. A blue 'edit' button is visible under the 'General questions' step.</p>
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<p>STEP 7:</p>	<p>Submit your documents.</p> <p>More information on the required documents can be found through the links at the start of this manual.</p> <p>Please note: we receive any document you upload. New documents do not overwrite previous uploads. Only your latest uploaded document will be shown in the application portal.</p> <p>When submitting a Photo, make sure you submit a .jpg file no larger than 55 kb.</p>							
<p>STEP 8:</p>	<p>Please check all information you've submitted for errors. If everything has been filled out correctly you can proceed by confirming your application.</p>							
<p>STEP 9:</p>	<p>After confirming your application, you will be able to arrange the payment of the €100 application fee. You can easily arrange payment online with Visa, MasterCard, American Express or PayPal.</p> <p>More information on the online payment can be found here. Here you will also be able to find the required bank details if you wish to make a bank transfer.</p>	 <table border="1"> <thead> <tr> <th>Payment</th> <th>Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Application Fee</td> <td>100 EUR</td> <td>PAID ⓘ</td> </tr> </tbody> </table>	Payment	Amount	Status	Application Fee	100 EUR	PAID ⓘ
Payment	Amount	Status						
Application Fee	100 EUR	PAID ⓘ						

And that's it! You have now completed your application in your personal dashboard! We will contact you about your application status via e-mail as soon as possible. If something is missing or incorrect you have until the application deadline to rectify this.

For more information on what you need to do to complete your application, please visit our website:

www.vu.nl/application

In case you have any questions about your application (or this manual), please do not hesitate to contact your International Student Advisor(s):

www.vu.nl/isa