



Study Abroad/Exchange Programmes

Application for Admission

Who should use this application form?

International students applying for a non-degree programme conducted in English at Leiden University, for up to one year.

Deadline for application

Please refer to the website www.leiden.edu for the application deadlines. Applicants are advised to apply as early as possible. Please note that late applications will not necessarily be refused, but applications received after the deadlines may lead to a delay in the processing of your application and related issues as housing and visa. Applications will be processed in the order of arrival and early applications are encouraged.

Postal Address

Leiden University
International Office
Postbus 9500
2300 RA Leiden
The Netherlands

Courier Service Address

Leiden University
International Office
Pieterskerkhof 6
2311 SR Leiden
The Netherlands

PLEASE PRINT (use block letters)

1

Personal Details

Family name/surname

First name/given names

Male Female

Date of birth

 (dd, mm, yyyy)

Place of birth

Country of birth

Marital status

Nationality

Disability (if applicable)

Declaration and Signature

Please make sure you have filled in the complete form and have included all necessary documents (see section 7, checklist) before signing.

I certify that the information on this form is correct and complete.

Date

 (dd, mm, yyyy)

City

Country

Signature

2.1

What is your address for correspondence?

Since this address will be used for all correspondence with Leiden University, please keep us informed about any change of address.

Address		
Postal code		City
Country		
Telephone		
Mobile phone		
Fax		
E-mail		

2.2

Who can we contact in case of an emergency?

Please provide information on someone we can contact in case of an emergency, e.g. next of kin or a close friend.

Name		
Relation to you		
Address		
Postal code		City
Country		
Telephone		
Mobile phone		
Fax		
E-mail		

2.3

At the moment, do you officially reside outside the Netherlands?

If you already reside in the Netherlands you will need to send us a copy of your residence permit or proof of registration at your local Town Hall. See also section 7, checklist.

- No [> Please proceed with section 3 \(Programme Details\)](#)
- Yes; ————
- My official place of residence is the same as my address for correspondence
 - My official place of residence is different from my address for correspondence, namely:

Address		
Postal code		City
Country		

2.4

Will you need a visa (MVV) to stay in the Netherlands?

With the exception of citizens from one of the countries of the European Union or of Liechtenstein, Switzerland, Norway, Iceland, the U.S.A., Canada, Australia, New Zealand, South Korea or Japan, you will need a visa (MVV) before you leave for the Netherlands. Once you are in the Netherlands you must apply for a residence permit within 8 days of your arrival. Please note that all non-Dutch nationals are required to obtain a legalised copy of their birth certificate upon admission to the programme. This document is required for registration at the Town Hall. Please check www.minbuza.nl

- No; ———— *Please note that if you are a citizen of the U.S.A., Australia, New Zealand, South Korea, Japan or Canada, you are free to travel into the Netherlands, though, within 8 days of your arrival, you must apply for a residence permit. One of the legal requirements consists of having at your disposal approximately 900 euro per month. If you are from the European Union, Liechtenstein, Switzerland, Norway or Iceland, you are free to study and work in the Netherlands, though you are obliged to register at your local Town Hall in the Netherlands. Detailed information will be provided upon admission to the programme.*
- Yes; ———— I agree that the International Office of Leiden University will take care of my visa application

Due to Dutch immigration laws, students are required to apply for VISA through the University.

2.5

Do you already have future accommodation in the Netherlands?

If you need a VISA, we urgently request you to apply for housing through Leiden University: do not try to find accommodation yourself, unless the owner is willing to declare that you can be officially registered at the address. Please note that Leiden University cannot give guarantees in finding accommodation especially when applying after the deadline.

No; ————

- I will look for accommodation myself
not applicable if you need a visa
- I would like the International Office of Leiden University to assist me in finding accommodation

Yes; ———— The address is:

Address

Postal code City

Country

3 Programme Details

3.1

What course(s) are you applying for?

Please refer to our courses in English page on www.leiden.edu/studyabroadinleiden for a list of available courses. Please note that you have to motivate why you are applying for the programme. See section 6, checklist. If there's not enough room to mention all courses you want to apply for, please use a separate sheet and attach it to this form.

Course	<input type="text"/>
Faculty	<input type="text"/>
Course	<input type="text"/>
Faculty	<input type="text"/>
Course	<input type="text"/>
Faculty	<input type="text"/>
Course	<input type="text"/>
Faculty	<input type="text"/>
Course	<input type="text"/>
Faculty	<input type="text"/>

3.2

What is the term of the programme you are applying for?

Semester ————

- Fall
- Spring

Year; ———— Start date (mm, yyyy)

4 Qualifications

4.1

How many years of post-secondary education have you completed?

To enrol in any of the courses you should have completed at least two years of post-secondary education (e.g. university).

Number of years

Country

Institution

Field of study

Major/minor

Degree

Enrolment date (dd, mm, yyyy)

(Expected) graduation date (dd, mm, yyyy)

4.2

Will you be nominated for the programme you are applying for?

Please note that it is possible to follow a non-degree programme at Leiden university in three different ways:

1. as a non-fee paying Exchange Student. This is possible only if your own university has signed an exchange agreement with Leiden University and, in addition, you are nominated by your home institution;
2. as a fee-paying exchange student as part of the Study Abroad Programme (SAP). This is possible only if your own university has signed a SAP agreement with Leiden University and, in addition, you are nominated by your home institution;
3. as an independent, fee-paying student, as part of the Study Abroad Programme (SAP).

- No; _____ I am an independent fee paying student
> Please proceed with section 4.3
- Yes; _____ Please have your co-ordinator at your home university complete the statement below:

Statement of Home Institution

The above mentioned student has been selected by our institution for an exchange programme and we have approved the study plan proposed by this student.

The student is applying

- As an Erasmus exchange student
 Please indicate the Leiden University Faculty with which the Erasmus exchange agreement exists:
- On another Exchange Programme with Leiden University

Name of home university and country

Name co-ordinator

Position

Phone

Fax

E-mail

Date (dd, mm, yyyy)

Signature	Stamp

4.3

Do you have a good command of English?

You need to demonstrate your proficiency in English, preferably by means of an IELTS test. Also acceptable are: TOEFL, Cambridge Certificate of Proficiency in English. Only Academic modules are accepted; we do not accept Institutional TOEFL scores. The certificates need to be recent: not older than 2 years. Minimum score: IELTS 6.5 or TOEFL 230/570/88-90 (scores may vary per course). This requirement does not apply if you have completed your education in Canada, USA, UK, Ireland, New Zealand, Australia or if you have obtained an International Baccalaureate or European Baccalaureate diploma.

- No
- Yes;
 - I have completed my education in Canada, USA, UK, Ireland, New Zealand or posses the International/European Baccalaureate or my English is on VWO level
 - I have taken an IELTS proficiency test
 - Date (dd, mm, yyyy)
 - Score obtained
 - I have taken another proficiency test
 - Name of test
 - Date (dd, mm, yyyy)
 - Score obtained
 - Other:
 -
 -

4.4

Are you proficient in any other language?

<input type="checkbox"/> No					
<input type="checkbox"/> Yes;		Native	Fluent	Good	Reasonable
	<input type="checkbox"/> Dutch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5

Survey

5.1

How did you initially learn about the programmes at Leiden University?

<input type="checkbox"/> Internet
<input type="checkbox"/> Advertisement
<input type="checkbox"/> Graduates of Leiden University
<input type="checkbox"/> Family/friends
<input type="checkbox"/> Academics
<input type="checkbox"/> Other _____

5.2

Have you attended any education fair(s)?

<input type="checkbox"/> No
<input type="checkbox"/> Yes; namely _____

6

Checklist

Please check that you have enclosed the following items

<i>When Leiden University starts with the application for your VISA you will be requested to send in copies of all pages of your passport</i>	<input type="checkbox"/> A copy of the personal details pages of your valid passport (including the expiry date);
	<input type="checkbox"/> Proof of registration at your local Town Hall (<i>uittreksel gemeentelijke basis-administratie</i>); <i>Only applicable if you are living in the Netherlands.</i>
	<input type="checkbox"/> A copy of both sides of your valid residence permit; <i>Only applicable if you are an International student living in the Netherlands.</i>
<i>The required copies of school certificates and/or degrees should be certified by the issuing school or university as genuine copies of the original; you can also have your copies certified at any notary public office and Town Hall. The transcripts should be officially translated by an accredited translator (or the issuing school/university) and should be attached to the original by the translator.</i>	<input type="checkbox"/> Certified copies of all your higher education diplomas and transcripts in the original language and with an official translation (English, French, German or Dutch);
	<input type="checkbox"/> Certificates and/or information regarding your English Proficiency test (TOEFL/IELTS & Cambridge test) and other applicable languages; <i>See sections 4.3 and 4.4</i>
	<input type="checkbox"/> A letter of motivation;
	<input type="checkbox"/> Two letters of recommendation, of which at least one should be academic;
	<input type="checkbox"/> A copy of your home university students ID-card; <i>Not applicable if you want to take part in the programme as an independent fee-paying student as part of the Study Abroad Programme (SAP).</i>

Now please sign on the front page of this application form