

**APPLICATION/REGISTRATION AT [WWW.STUDIELINK.NL](http://WWW.STUDIELINK.NL) FOR INTERNATIONAL STUDENTS WHO APPLY FOR A BACHELOR DEGREE.**

**Please read the information below very carefully!!! It will answer the questions you have or will have. Furthermore it explains in detail how to apply online via studielink.nl.**

**Step 1: Applying via Studielink**

All students register online via **Studielink**. The programme is available in Dutch, English and German. The website consists of several parts. **Please do not forget to keep your login name and password from Studielink for the future!! You will need it for your complete study career at NHTV!!!**

The first part of registering at [www.studielink.nl](http://www.studielink.nl). Apply for user name and password. From then on the programme will take you through all the steps. Take your time so you won't make unnecessary mistakes. You will have to enter your personal details and address. **If you don't yet live in the Netherlands your details can not be verified by the IB groep. You will receive a message from studielink.nl that they cannot verify your details and that you need to contact NHTV. You do not have to contact us! Do not worry! In this case your details will be verified by the Student administration of NHTV University. This will be done by checking your passport details which we have received in your application package!**

Make sure that you spell your name alright and indicate the correct date of birth! It can lead to delays in your registration if your name is spelled wrong. The correct way to write a name is: John Smith instead of JOHN SMITH.

The second part is applying for your chosen programme at NHTV. You can then apply for enrollment. You have to choose for "University for Applied Sciences". Then you can see NHTV Intern. Hogeschool Breda. Then you have to choose the programme for which you would like to apply. You need to enter all the information required and when you are done with this you will get a message that you have applied for your chosen programme. That information will then be forwarded to our Student administration. Please see below an overview of the names you have to choose in order to get your chosen study programme.

The Student administration will inform you on your ID code via a message that will come in your studielink account. This code you will need for example if you want to do the online assessment for the IGAD and IMEM programme. This code is also your student code and you will need it when you start your classes at NHTV.

**For students who start directly in the 2<sup>nd</sup> or 4<sup>th</sup> year and Premaster students SBM ( SO NO FAST TRACK STUDENTS) please look very carefully when you are on the following webpage inside studielink: Study Programme Details. On the bottom you see: Start in the first year. If you start in a higher year, click on the right side where you can change details. You can only enter the 2<sup>nd</sup> year, this is OK, it is just important that you do not enter the 1<sup>st</sup> year!**

**In the system you have to enter your previous education. You can choose between Europese School and Buitenlands Diploma. In most of the cases you just fill in Buitenlands Diploma, this means "foreign diploma" (also for EU students) since you did not attend a high school in NL.**

If you open on this page the link 'ISAT code' you see an overview of the different CROHO names (left), Bachelor programmes offered by NHTV (middle) and ISAT codes (right).

The registered name of the programme is the CROHO name. This is the name you need to select in Studielink.

**Bachelor programmes:**

The CROHO name ' **B Hoger Toeristisch en Recreatief Onderwijs**' (HTRO) and ISAT code 34410 is applicable for:

- International Tourism Management and Consultancy (ITMC)
- International Tourism and Travel Industry (ITTI)
- Premaster Strategic Business Management and Marketing

The CROHO name ' **Vrijetijdsmanagement**' and ISAT code 34438 is applicable for:

- International Leisure Management (ILM)

The CROHO name ' **Hoger Hotelonderwijs**' and ISAT code 34411 is applicable for:

- International Hotel Management

The CROHO name ' **Facility Management**' and ISAT code 34500 is applicable for:

- International Real Estate and Facility Management

**Please select in the programme that you apply for decentral selection**

The CROHO name ' **Game Architecture and Design**' and ISAT code 39279 is applicable for:

- International Game Architecture and Design

**Please select in the programme that you apply for decentral selection**

The CROHO name ' **Media & Entertainment Management**' and ISAT code 34952 is applicable for: - International Media and Entertainment Management

**Please select in the programme that you apply for decentral selection**

The CROHO name ' **Verkeerskunde**' and ISAT code 34371 is applicable for:

- International Traffic Management

The CROHO name ' **Logistiek en Economie**' and ISAT code 34436 is applicable for:

- International Logistics and Economics

The CROHO name ' **Logistiek en Technische Vervoerskunde**' and ISAT code 34390 is applicable for

- International Logistics and Transport Management

The CROHO name ' **Functiegerichte Bachelor in Toerisme en Recreatie**' and ISAT code 39271 is applicable for:

- Tour Manager (Bachelor and Associate degree programme)

**Academic bachelor programme:**

The CROHO name ' **Vrijetijdswetenschappen**' and ISAT code 50756 for:

- International Leisure Sciences

***If you are applying for an English taught study programme, please under NO condition choose B Functiegericht Bachelor in Toerisme en Recreatie! This is a Dutch programme only!***

***If you have any questions or problems and you can't find the right answer on the FAQ page you can contact the Studielink helpline on the following phone number: 00 31 88 4247600.***

**ONLY FOR STUDENTS WHO APPLIED FOR A STUDY PROGRAMME WITH A RESTRICTED INTAKE!**

**READ IT THROUGH VERY CAREFULLY!**

Students who applied for the following programmes need to take into account the restricted intake:

- International Leisure Management
- International Game Architecture and Design
- International Tourism Management

The IBgroep is a central institution and everyone who wants to obtain a diploma at a Dutch university, will deal with the IBgroep and studielink. They are linked together. More information: [www.ib-groep.nl](http://www.ib-groep.nl). For students who applied for a restricted intake programme, the IBgroep is ultimately the one handing out the study places via a lottery drawing and by means of a so called "plaatsings bewijs".

In mid July the results from the lottery drawing will be known. Please note that even though you are admitted by NHTV's International Office and you have received the admission letter, your admission will only be final if you are drawn by the lottery of IB-groep. Until this year all students got a study place so please do not worry that you will not be drawn because until now, everyone got drawn and could start their studies at NHTV!

**Students who obtained or receive their diploma BEFORE APRIL 2010:** Via Studielink you will be asked to send in your diploma to the IB group. You do not have to do this. We have a copy of your diploma and grade list and we will send this to the IBgroep!!

**Students who will obtain their diploma LATER THAN APRIL 2010:** Via Studielink you will be asked to send in your diploma to the IBgroep. That means that as soon as you have obtained your diploma and grade list in for example June or July 2010, you will need to send it immediately to NHTV AND to the IBgroep! In case you do not have your diploma yet, you first send your official grade list and as soon as you have your diploma, you send it to the IB- groep as well. If you receive your diploma later than June or July, you need to send in a special form called "Verlate Inzending" (Late Sending). You would need to fill that out in case your diploma arrives later so the IBgroep knows that it will arrive later.

Address of IBgroep for sending your diploma + gradelist and/or "verlate inzending":

**IBgroep/ CBAP**

**C. Kremer / I. Draaisma (Loting)**

**Postbus 30157**

**9700 LJ Groningen**

Once the lottery drawing has taken place, the IB-groep will send you a proof of admission which is called 'plaatsingsbewijs'. It will be sent to your address mentioned in studielink! This will be done once you are definitively admitted (after lottery). You have to send the 'plaatsingsbewijs 2' to the NHTV within 2 weeks after receiving it. *If you don't send the copy of your diploma and transcript to the IB-groep and if you don't send the 'plaatsingsbewijs2' to NHTV in time your admission will be cancelled!* Note that you will be informed via Studielink on all the deadlines well in advance.

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## **Step 2: Applying at NHTV**

All students with a foreign diploma (eg. not obtained in the Netherlands) need to send the application form and the documents mentioned on the application form to the International Office. This can be found on our website: [www.nhtv.nl](http://www.nhtv.nl) / English / Studying / International students / Application form.

The International Office will review the file and send a copy of the passport to the student administration for verification. The students will be informed by the International Office on their admission. The International Office will send an email to the student informing her/him about the admission. An admission letter will then also be sent to the student's home address.