

Step-by-step guide to submit a request In Studielink

Will you re-enrol for the next academic year?

YES

NO

I'm going to continue with the **same** study

Go to www.Studielink.nl and log on

Go to 'My To Do List'

Select 'Re-enrol for next year'

Enter the details in the 'Re-enrolment application' form

A new enrolment request has been submitted for your present study programme for the coming academic year.

See 'your Studielink page' via 'My Messages' and 'My study programmes' for the status of your request

I will continue to study, but in a **different form** (FT or PT) and/or at a **different campus**, or I will do a **different study**

Go to www.Studielink.nl and log on

Go to 'My study programmes'

Click on the option 'I do not wish to re-enrol' for your current study programme under 'Study programme details'

Your present enrolment will be ended automatically with effect from 31st August

Select 'Add new enrolment' under 'My study programmes' to enter your study plus the **appropriate form** and/or the **appropriate campus**, or the **new study programme**¹

Your enrolment request will be sent to the Central Student Administration for processing (see 'My Messages')

I am going to **stop** my study programme at the end of the academic year

Go to www.Studielink.nl and log on

Go to 'My study programmes'

Click on the option 'I do not wish to re-enrol' for the study programme you wish to leave

Your current enrolment will be ended automatically with effect from 31st August (see 'My Messages')

I have graduated/ I will graduate before 1st September

Go to www.Studielink.nl and log on

Go to 'My study programmes'

Select your programme and click the button 'Termination of enrolment application'

Enter:

- graduating
- (expected) graduation date
- explanation: **I have graduated or I will graduate**
- refund: See comment²

A de-enrolment request has been submitted for your study (see 'My messages')

The Central Student Administration will de-enrol you once it has received a copy of your final certificate (from the administration of your study)

¹ The electives that you have chosen for Periods 1 & 2 may not be possible any more. Therefore, please contact your study coach.

² A refund (if applicable) must be requested when you apply your final certificate and **not via Studielink**.

In case you are experiencing problems when submitting your re-enrolment request in Studielink, please contact the Central Student Administration on 0900 464 655 263