## Step-by-step plan - Create Studielink Account with DigiD

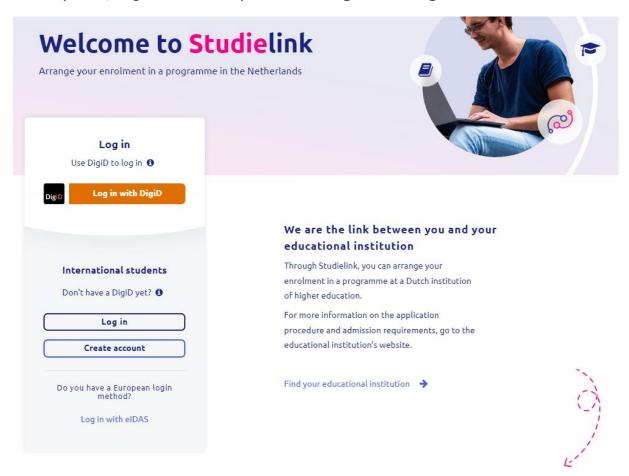
(Only for students with a Dutch home address)

## WARNING: Do you have an existing account?

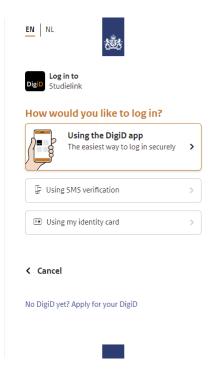
If you already have an account on Studielink to which you log in with your email address and password, please do not log in with DigiD yet. This will create a duplicate account.

To start using your DigiD, log in to your account <u>without</u> your DigiD first. In your personal dashboard go to 'Details' and change your home address to your Dutch address. Studielink will match your account with the data from the municipal Personal Records Database (BRP, previously GBA). Within a few days you will receive a message in Studielink that states you can now log in with DigiD.

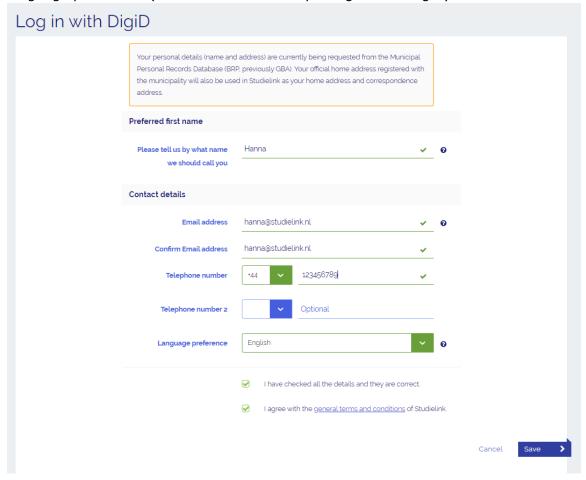
→ **Step 1**: Go to <u>www.studielink.nl</u>, choose your preferred language in the upper right corner (Dutch, English or German) and click **<Log in with DigiD>**.



→ **Step 2:** Log in with your DigiD by using the DigiD app, SMS verification or by using your identity card. If you do not yet have a DigiD, you must first apply for one (via digid.nl).



→ **Step 3**: In the next screen you enter your preferred first name, contact details and language preference (if this is the first time you log in with DigiD).



Your other personal details like names, home address and date of birth will be retrieved from the BRP (municipal Personal Records Database, previously GBA). At the same time your previous education will be retrieved from DUO (only Dutch previous education).



Your details have been sent to Studielink successfully. Within a few minutes you will receive an e-mail with activation link at johnny@gmail.com

Open this e-mail and activate your account by clicking the link. If you have not received an e-mail, please check your spam folder.

Did you not find it there either? Send the verification e-mail again.

Go back to the home page.

→ **Step 4:** When you have entered and saved your contact details, you will receive an email with an activation link. Go to your inbox and click the link in the email.

## Activate your Studielink account / verify your e-mail address

Dear

You receive this e-mail for one of the following reasons:

- · you have created a Studielink account;
- · the educational institution has done this for you;
- · you have changed your email address;
- · the educational institution has changed your email address;

If you don't have a password yet, you will receive a seperate email about this.

Click the link below to activate your account / verify your e-mail address:

Activate account / Verify email address

If the link does not open, then copy and paste the link below into your Internet browser's address bar:

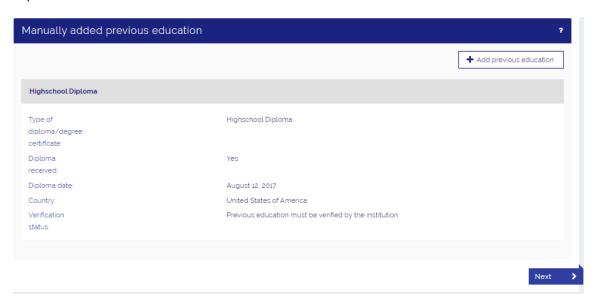
✓ Your account has been activated.

→ **Step 5**: After your have activated your account, you are rerouted to the homepage of Studielink. Click on <**Log in with DigiD**>. You will be asked to submit an enrolment application. You cannot create an account without submitting an enrolment application.

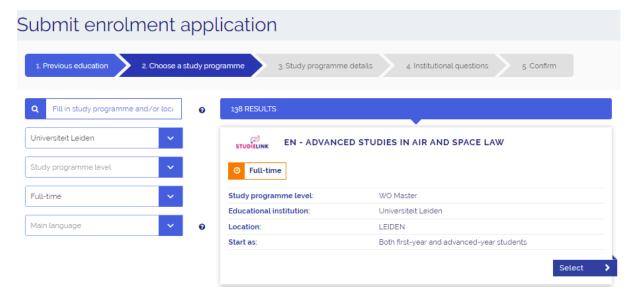
If you have previous education in the Netherlands it will be automatically loaded into your account. If there is no previous education known, you will be asked to fill this in.



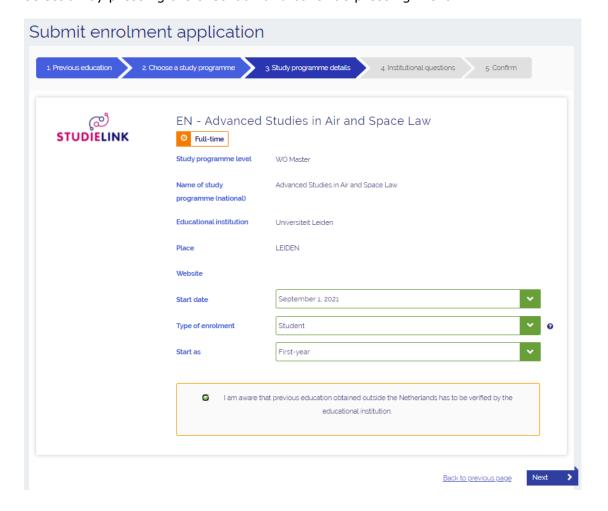
→ **Step 6:** Check your previous education. To add more previous education press 'Add previous education'. You can also finish this step after you sent in your enrollment request.



→ **Step 7:** Now you can select the programme you wish you enroll in. You can find your programme by filling in the city, school, name, type, format or main language of the programme. Click on 'select' to apply for an enrollment in your chosen programme.



→ **Step 8:** After you clicked 'select' you will move on to the study programme details. Fill in the fields start date, type of enrolment (Student) and start as. Confirm the selection by pressing the checkbox and continue pressing 'Next'.



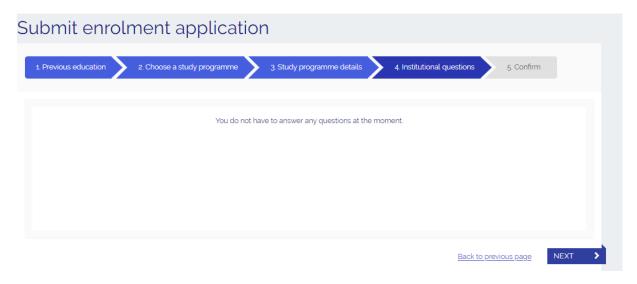
Please note: it is determined by the institution of higher education per programme whether or not you have a choice at 'Starts as'.

In some cases you do not have the possibility to choose anything else in the fields 'Starting date' and/or 'Enrolment format'. This means that the programme of your choice can only be followed with the already entered characteristics. This is determined by the institution of higher education.

You can enter a maximum of 4 enrolment applications per academic year, of which only one or two with a selection procedure. Find out more about programmes with selection/numerus fixus on <a href="https://www.studyinholland.nl">www.studyinholland.nl</a>.

In some cases you are asked if you wish to participate in the Study Choice Activity. For more information about the Study Choice Activity, please contact your (future) university (of applied sciences).

→ **Step 9**: Some institutions will ask you programme-specific questions. For more information about these questions you should contact the institution.



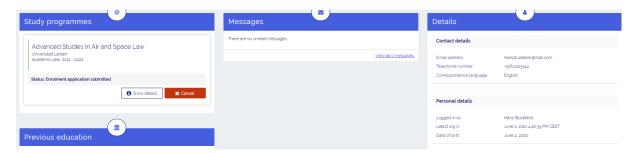
→ **Step 10**: Check all the information displayed. If something is not correct use the button 'back to previous page' to go back and correct it. If everything is correct, press 'Confirm' to submit your application.



→ **Step 11:** You are now routed to your personal Studielink dashboard.

If you want to check your enrolment application or add another application, go to the tab **<Study Programmes>** 

If you want to add more previous education, go to the tab <**Previous Education>** 



You can find answers to frequently asked questions at <a href="https://help.studielink.nl/en/">https://help.studielink.nl/en/</a>. If you have other questions or want to find out more about Studielink and how it works, go to <a href="https://info.studielink.nl/en">https://info.studielink.nl/en</a>. If you do not find the answer to your question, please contact the university (of applied sciences) where you want to study.