



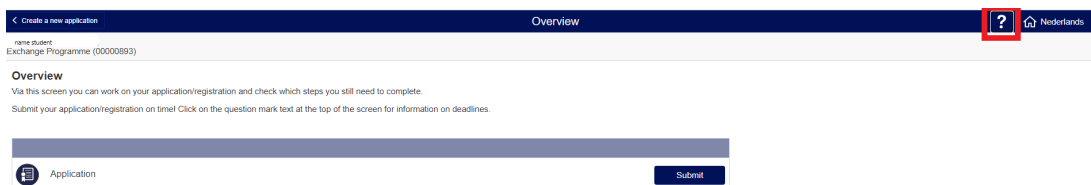
How to apply for an Exchange programme via uSis

Before applying

You can submit your application in the uSis 'Study abroad portal' but before doing so you must have read all about when, where and how you can go on exchange in our [blackboard archive course](#) '1920 Study Abroad- Humanities'. Information about the application process can also be found our [website](#), please check the information under the Tab 'International Studies (BA

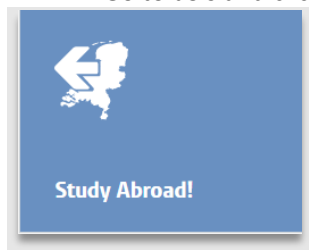
General tips about the application portal

- On each screen you will see a question mark '?' or 'i' icon. Always click on the question mark or 'i' for information before completing each step.



Start your application

1. Go to uSis and click on the Study Abroad tile.



Going abroad

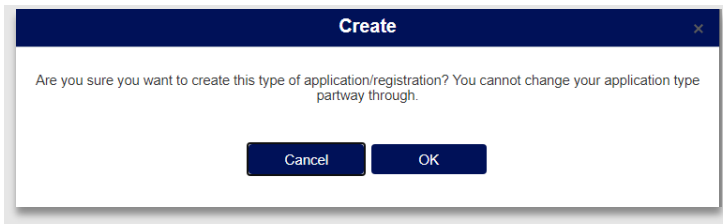
I want to:

- Study at a partner university via an exchange programme
- Register a period of independent study abroad as a free mover and request a mandatory safety check. I have already gained approval from my study programme
- Register an upcoming period abroad doing one of the following activities and request a mandatory safety check. I have already gained approval from my study programme:
 - Clinical clerkship (Co-schappen)
 - Conference
 - Excursion or fieldtrip
 - Fieldwork
 - Internship
 - Mandatory study abroad
 - Moot court
 - Research project
 - Summer or winter school
 - Thesis

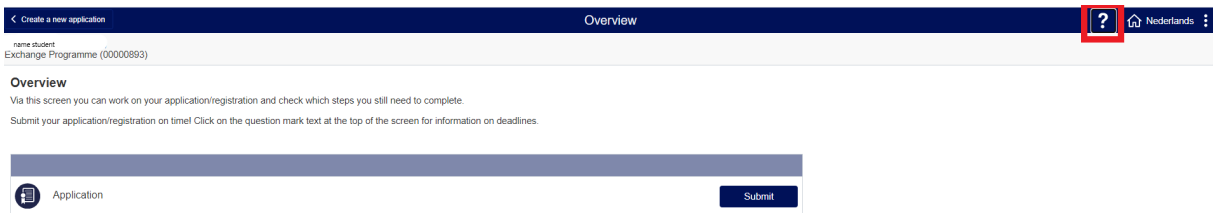
Create+

- Select 'Study at a partner university via an exchange programme'.
- Then click on *Create+*.

3. Confirm that you definitely want to create an exchange application by clicking on OK.



4. You will now see an overview screen. Click on 'Submit' to start working on your application.



Step 1: Education

Here you will see the study programme(s) on which you are currently registered.

Education	Education
Application	▼ Current study programme at Leiden University
Uploads	If you are following more than one study programme, select the programme relevant to this period abroad.
Emergency Contact	<input type="radio"/> Level: Bachelor Programme: Astronomy
Submit	<input checked="" type="radio"/> Level: Bachelor Programme: Computer Science
	▼ Study programme at Leiden University during your period abroad
	Programme at Leiden University during exchange is the same as above <input checked="" type="checkbox"/>

1. If you are following more than one programme, select the one that is relevant to this exchange application.
2. Please note that your faculty is the Faculty of Humanities
3. Click on 'Next'.

Step 2: Application

Here you can enter when and where you want to go on exchange.

Education									
Application	Proposed period and destination abroad								
Uploads	Select the academic year and semester in which you intend going abroad. Be aware that some destinations have different semester/trimester systems. Check in advance with your study adviser or programme coordinator whether this is compatible with your current programme and credit requirements.								
Emergency Contact	Indicate if you want to study abroad for one or two semesters.								
Submit	*Academic year during exchange: 2022 - 2023 *Start semester: Fall *Duration: 1 semester *Exchange Programme: Faculty and/or study programme ⓘ *Your faculty at Leiden University: FSW - Cultural Anthropology and Development Sociology								
	Please choose your destinations in order of preference								
	<table border="1"><thead><tr><th>Order of Preference</th><th>Country</th><th>University</th><th>Agreement Name</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td></tr></tbody></table>	Order of Preference	Country	University	Agreement Name	1			
Order of Preference	Country	University	Agreement Name						
1									
	<p style="text-align: center;"><< Previous Next >></p>								

- **Academic year:** enter the academic year '2022 – 2023'
- **Start semester:** enter 'Fall semester'
- **Duration:** enter 'one semester'
- **Exchange programme:** in this step you can choose between
 - a. the university wide exchange programme
 - b. 'Faculty and/or study programme' if you wish to apply for the BA International Studies exchange programme or the Faculty wide exchange programme.

Help information

In this application you can apply for either:

1. Destinations via university-wide exchange programmes (max 10), OR
2. Destinations via faculty and/or study-programme exchange programmes (max 10).

If you want to apply for destinations via both 1. and 2. you must create an additional application. To do so, return to the Overview page after completing this application and start a new application

Refer to you faculty/study programme tab on the [website](#) for information on what types of exchange programme you may apply for.

[Close](#)

Adding destinations

In this step you have to choose between two exchange programmes:

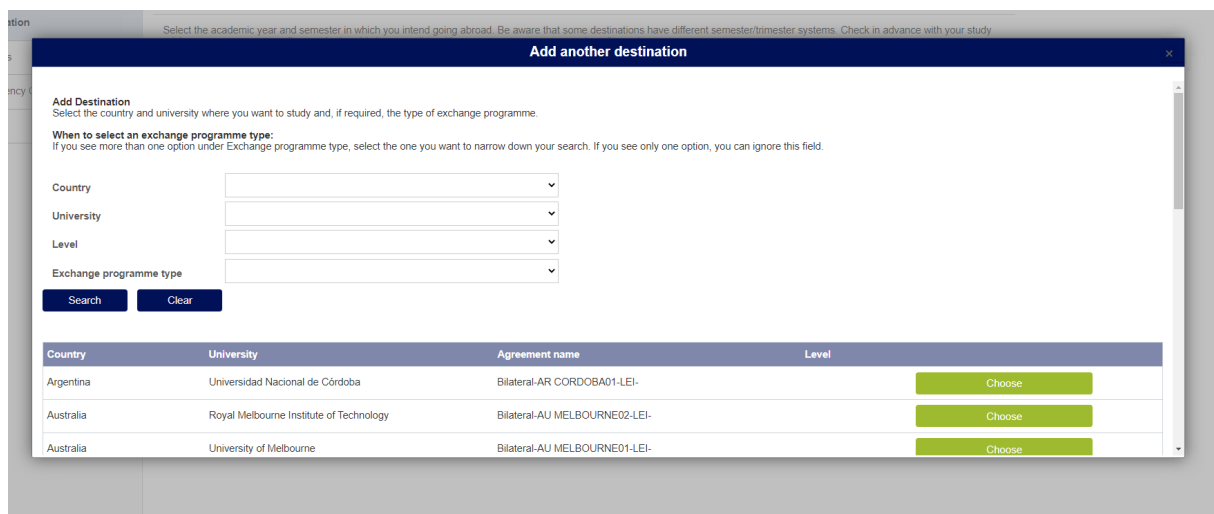
- BA International Studies exchange programme
- Faculty Wide exchange programme

You can do so by selecting the specific exchange programme with the filter 'Exchange programme type', see explanation below.

- Click on **'add destination'**
1. You will now see a list of destinations. You can narrow down your search by using one or more of the following filters:

- **Country**
- **University**
- **Level:** select 'bachelor'
- **Exchange programme type:** You have to select
 - a. BA International Studies exchange programme' or
 - b. 'Faculty wide exchange programme'.

Please note: this step is mandatory. It's not allowed to combine these exchange programmes in one application. Our advice is to fill out the exchange programme type first and then narrow down your search by using other filters



Select the academic year and semester in which you intend going abroad. Be aware that some destinations have different semester/trimester systems. Check in advance with your study

Add another destination

Add Destination
Select the country and university where you want to study and, if required, the type of exchange programme.

When to select an exchange programme type:
If you see more than one option under Exchange programme type, select the one you want to narrow down your search. If you see only one option, you can ignore this field.

Country:

University:

Level:

Exchange programme type:

Country	University	Agreement name	Level
Argentina	Universidad Nacional de Córdoba	Bilateral-AR CORDOBA01-LEI-	<input type="button" value="Choose"/>
Australia	Royal Melbourne Institute of Technology	Bilateral-AU MELBOURNE02-LEI-	<input type="button" value="Choose"/>
Australia	University of Melbourne	Bilateral-AU MELBOURNE01-LEI-	<input type="button" value="Choose"/>

2. Select your destinations (**max. 5**) in order of preference. Note that if you want to change the order of your preference, you must delete your previous choices. So make sure you have determined the order before starting your application.
3. Click on Next.

Step 3: Uploads

Education	Uploads
Application	You can upload your supporting documents below. Documents must be in PDF format
Uploads	Check which documents are required and the criteria for each item on the Approval and application page under: <ul style="list-style-type: none">• General tab: documents for university-wide exchange• Faculty/study programme tab: documents for exchange via your faculty
Emergency Contact	A transcript is only required in specific circumstances. See the question mark at the top of the screen.
Submit	<i>Have you already submitted your application but have been asked to (re)upload documents? If so, after uploading your new document(s), click on 'next' till you reach the submit screen, then click on 'submit'.</i>

▼ My Uploads

Item	Status	File Name	Action
<input type="checkbox"/> *English motivation letter	Saved	Motivation_Letter.pdf	Change
<input type="checkbox"/> LUC/Non-LU Bachelor transcript	Optional upload		Upload

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Upload the following documents:

- Letter of motivation written in English (compulsory).
- Click on Next.

Step 4: Emergency contact

Education	Emergency Contact														
Application	Who should we contact in case of emergencies? Enter the contact details here. Or if this screen shows pre-entered contact information that is no longer correct, you can edit it by going to your uSis start page and clicking on the 'personal information' tile.														
Uploads	This person should be able to communicate in English or Dutch and must be aware that they are listed as your emergency contact.														
Emergency Contact	▼ Emergency Contact Person														
Submit	<table><tr><td>*First name</td><td>Lenny</td></tr><tr><td>*Last name</td><td>da La Rocha</td></tr><tr><td>*Relationship to student</td><td>Friend</td></tr><tr><td>*Telephone</td><td>031 0123456789</td></tr><tr><td>*E-mail</td><td>lennydelarocha@gmail.com</td></tr><tr><td>Country</td><td>Ireland</td></tr><tr><td>City</td><td>Belfast</td></tr></table>	*First name	Lenny	*Last name	da La Rocha	*Relationship to student	Friend	*Telephone	031 0123456789	*E-mail	lennydelarocha@gmail.com	Country	Ireland	City	Belfast
*First name	Lenny														
*Last name	da La Rocha														
*Relationship to student	Friend														
*Telephone	031 0123456789														
*E-mail	lennydelarocha@gmail.com														
Country	Ireland														
City	Belfast														



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Your emergency contact information has already been added. If it is incorrect, please change it via the uSis personal information tile. Please note that this person is the one we will contact in case of an emergency or if there are serious concerns about your wellbeing so think carefully who you'd like to list.



Step 5: Submit

Once you have completed all these steps, you can submit your application. Don't forget to first agree to the conditions stated on the screen.

Education	Submit 
Application	Before submitting your application please confirm all of the following:
Uploads	<input checked="" type="checkbox"/> I have checked the host institution's language requirements and agree to take any necessary language tests.
Emergency Contact	<input checked="" type="checkbox"/> I have checked the host institution's academic calendar and have discussed any overlaps with my international exchange coordinator .
Submit	<input checked="" type="checkbox"/> I have checked the study abroad requirements set by my faculty/study programme.
	<input checked="" type="checkbox"/> I hereby give permission for Leiden University's international exchange coordinators to view my grades and GPA in uSis for the purpose of assessing my application.
	By clicking on submit you declare that the information you have entered is accurate and the documents you have uploaded are authentic. All documents submitted will remain the property of Leiden University.
	
	<input type="button" value=" << Previous"/> <input type="button" value=" Submit"/>

You will receive an email confirming receipt of your application the next day.