

Step-by-step plan: Petition request in uSis

For electives or extra curricular courses from a study abroad (external education)

1. Open uSis and navigate to your “Academic Requirements”. These can be reached by:

- Clicking on the white schedule on the left (Units taken / Units required)
- Clicking on “Enroll” and then on “Enroll by My requirements”

2a. If you want to have the courses count towards your **elective requirement**:

- Scroll down and click on the green triangle next to the text “Psychology: Electives from other programmes”.
- Some empty “dummy courses” (named “Electives from other programmes”) should now be visible.

OR

2b. If you want to have the courses count towards your Extracurricular space:

- Scroll down to the bottom of the page and open the blue bar named “Extracurricular”.
- Click on the green triangle that has appeared (next to “Extracurricular Courses & Activities”).
- Some empty “dummy courses” (named “Extracurricular Course”) should now be visible.

3. Click on one of the dummy courses (i.e. PSYC 6463KEZ1Y or 9999EXCUB2).

4. Click on the “submit request”-button and choose the “External Education”-type in the drop-down menu.

5. Fill out the information needed:

- “External organization”: fill out the name of the university you’ll be taking the course at
- “Original course name”: fill out the full name of the course name.
- “English translation course name”: fill out the full name of the course. Please note: Do not translate the course title yourself, but use the official English course title. If the official English course title is not available, please copy the original course title in the English field.
- “Requested units”: fill out the amount of ECTS
- “Explanation student”: please mention that you have handed in a request form and the official transcript to the exchange coordinator.

6. Click on “Add external education” to add more courses (if applicable).

7. Submit the petition.