



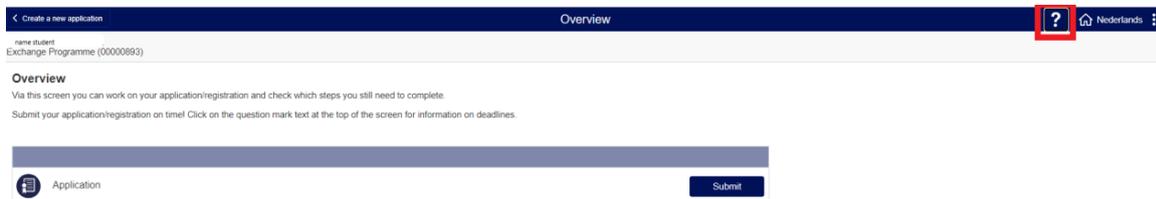
Universiteit
Leiden

How to apply for an Exchange programme via uSis

Before applying, visit the [exchange website](#) and read all about when, where and how you can go on exchange.

General tips

- On each screen you will see a question mark '?' icon. Always click on the question mark and read the information before completing each step.
- For some questions, additional information is available under an 'i' icon. Read this carefully before entering your data.



Start your application

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



2. You will now see three options for going abroad.

Going abroad

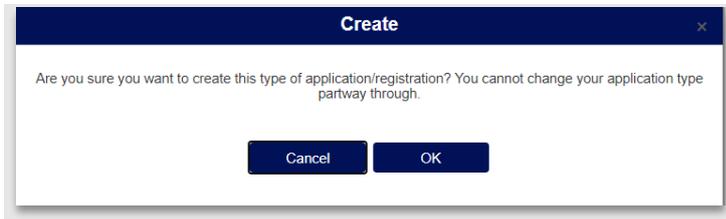
I want to:

- 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

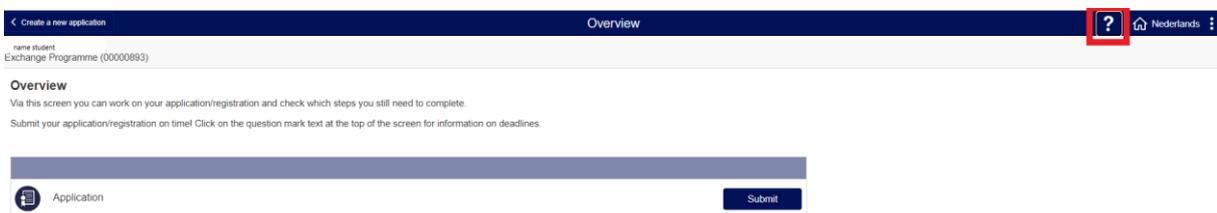
Create+

- 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	<p>▼ Current study programme at Leiden University</p> <p>If you are following more than one study programme, select the programme relevant to this period abroad.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="radio"/> Level: Bachelor Programme: Astronomy</p> <p><input checked="" type="radio"/> Level: Bachelor Programme: Computer Science</p> </div>
Uploads	
Emergency Contact	
Submit	
	<p>▼ Study programme at Leiden University during your period abroad</p> <p>Programme at Leiden University during exchange is the same as above <input checked="" type="checkbox"/></p>

1. If you are following more than one programme, select the one that is relevant to this exchange application.
2. Will you be following a different study programme by the time you go on exchange? Enter it under 'Study programme at Leiden University during your period abroad'.
3. Click on 'Next'.

Step 2: Application

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

Education

Application

Uploads

Emergency Contact

Submit

Proposed period and destination abroad

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.

Indicate if you want to study abroad for one or two semesters.

*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

Order of Preference	Country	University	Agreement Name
1			

<< Previous

Next >>

- **Academic year:** enter the academic year in which you want to go.
- **Start semester:** enter the Leiden University semester in which you want to start your exchange programme. *Remember that some universities abroad have different semester dates. Always check this advance.*
- **Duration:** indicate if you want to go for one or two semesters.
- **Exchange programme:** click on the 'i' and read the help information carefully.

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

Then select whether you want to apply for destinations via university-wide exchange programmes, or via faculty and/or study-programme exchange programmes. If you want to do both, you must create a second application after completing this one. *You can check which types of exchange programme you may apply for by clicking on your faculty/study programme tab on the [Exchange - Where page](#).*

- **Your faculty at Leiden University:** select your faculty. Or if you are a student at the Faculty of Social and Behavioural Sciences, select your institute.

Adding destinations

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

- **Country**
- **University**
- **Level:** are you looking for an exchange programme open to bachelor or master students?
- **Exchange programme type:** in some cases you may see more than one option here, e.g. Faculty exchange and Study programme-specific exchange. If so, select the type you are looking for. If you only see one option, you can ignore this filter.

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"/>

3. Select your destinations (max. 10) 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.
4. Click on Next.

Step 3: Uploads

Education

Application

Uploads

Emergency Contact

Submit

Uploads

You can upload your supporting documents below. Documents must be in PDF format

Check which documents are required and the criteria for each item on the [Approval and application page](#) under:

- General tab: documents for university-wide exchange
- Faculty/study programme tab: documents for exchange via your faculty

A transcript is only required in specific circumstances. See the question mark at the top of the screen.

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'.

▼ My Uploads

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

Upload the following documents:

- Letter of motivation written in English (compulsory).
- If you are studying (or have studied) at Leiden university College or at an institution 'other than' Leiden University, also upload a transcript of grades from that institution.
- Any other required documents. *Some faculties require additional documents – check on your faculty/programme tab on the [Exchange - Approval and Application page](#)*

- 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	<p>▼ Emergency Contact Person</p> <p>*First name: Lenny</p> <p>*Last name: da La Rocha</p> <p>*Relationship to student: Friend</p> <p>*Telephone: 031 0123456789</p> <p>*E-mail: lennydelarocha@gmail.com</p> <p>Country: Ireland</p> <p>City: Belfast</p>
Submit	<p align="center"> <input style="background-color: #003366; color: white;" type="button" value=" << Previous "/> <input style="background-color: #003366; color: white;" type="button" value=" Next >> "/> </p>

Your emergency contact information has already been added. If it is incorrect, you can change it via the uSis personal information tile.



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	<p><input checked="" type="checkbox"/> I have checked the host institution's language requirements and agree to take any necessary language tests.</p> <p><input checked="" type="checkbox"/> I have checked the host institution's academic calendar and have discussed any overlaps with my international exchange coordinator.</p> <p><input checked="" type="checkbox"/> I have checked the study abroad requirements set by my faculty/study programme.</p> <p><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.</p>
Emergency Contact	<p>By clicking on submit you declare that the information you have entered is accurate and the documents you have uploaded are authentic.</p> <p>All documents submitted will remain the property of Leiden University.</p>
Submit	<p align="center"> <input style="background-color: #003366; color: white;" type="button" value=" << Previous "/> <input style="background-color: #008000; color: white;" type="button" value=" Submit "/> </p>

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