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.
• 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.

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.

- **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.

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.

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**

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

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.

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