How to apply for a university-wide exchange programme in uSIS

Before applying, make sure to thoroughly read the information on the exchange website about when, where and how you can go on exchange. If you have questions, please contact the International Relations Office via studyabroad@sea.leidenuniv.nl

General tips

There is a question mark ‘?’ icon in the upper right corner of your screen. Always click the question mark button and read the information before completing each step.

For some questions, additional information is available under an ‘i’ icon. Read this information carefully before entering your data.

Start your application

1. Go to uSIS and click the Study Abroad tile.

2. You will now see three options for going abroad.
   Select ‘Study at a partner university via an exchange programme’ and click

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:
  - Conference
  - Fieldwork
  - Excursion or fieldtrip
  - Internship
  - Mandatory study abroad
  - Moot court
  - Research project
  - Summer or winter school
  - Thesis

3. Confirm your choice by clicking OK.
4. You will now see an overview screen. To start your application click **Submit**.

**Overview**

Via this screen you can work on your application/registration and check which steps you still need to complete.

Submit your application/registration on time! Click on the question mark text at the top of the screen for information on deadlines.

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**Step 1: Education**

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

<table>
<thead>
<tr>
<th>Education</th>
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</thead>
<tbody>
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<td>Application</td>
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<tr>
<td>Uploads</td>
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<tr>
<td>Emergency Contact</td>
</tr>
<tr>
<td>Submit</td>
</tr>
</tbody>
</table>

**Education**

- **Current study programme at Leiden University**
  - If you are following more than one study programme, select the programme relevant to this period abroad.

<table>
<thead>
<tr>
<th>Level</th>
<th>Bachelor</th>
<th>Study programme</th>
<th>Security Studies</th>
</tr>
</thead>
</table>

- **Study programme at Leiden University during your period abroad**

  Same as above

1. If you are doing more than one study programme, select the one that is relevant to your 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 **Next >>**

**Step 2: Application**

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

**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/term systems. Check in advance with your study advisor or programme coordinator whether this is compatible with your current programme and credit requirements.

- **Academic year during exchange**
  - 2022 - 2023

- **Start semester**
  - Full

- **Duration**
  - 1 semester

- **Exchange Programme**
  - University wide

- **Your faculty at Leiden University**
  - Faculty of Science

Please choose your destinations in order of preference

<table>
<thead>
<tr>
<th>Order of Preference</th>
<th>Country</th>
<th>University</th>
<th>Agreement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Enter the required information under 'Proposed period and destination abroad'.
   - Academic year during exchange: select 2023-2024.
   - Duration: select 1 semester, unless a full year exchange is a mandatory part of your master’s.
   - Exchange Programme: select University-wide.

2. Add your preferred destinations under 'Please choose your destinations in order of preference'. You can choose up to 10 universities. The more choices you add, the higher your placement chances are.

   Click [Add destination+] for every new university you want to add to your list of preferences. Start with your first choice, then add your second choice etc. Use one or more filters to narrow down your search. Make sure to only pick uni-wide exchange partner universities.

<table>
<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>Japan</td>
<td>University of Tokyo</td>
<td>Bilateral-JP TOKYO04-LEI-UNI_WIDE</td>
</tr>
<tr>
<td>2</td>
<td>South Korea</td>
<td>Yonsei University</td>
<td>Bilateral-KR SEOUL05-LEI-UNI_WIDE</td>
</tr>
<tr>
<td>3</td>
<td>New Zealand</td>
<td>University of Otago</td>
<td>Bilateral-NZ DUNEDIN06-LEI-UNI_WIDE</td>
</tr>
<tr>
<td>4</td>
<td>United States of America</td>
<td>Ohio State University at Columbus</td>
<td>Bilateral-US COLUMBUS91-LEI-UNI_WIDE</td>
</tr>
<tr>
<td>5</td>
<td>United States of America</td>
<td>Washington College</td>
<td>Bilateral-US CHESTERTOWN01-LEI-UNI_WIDE</td>
</tr>
<tr>
<td>6</td>
<td>Japan</td>
<td>Ritsumeikan University</td>
<td>Bilateral-JP KYOTO02-LEI-UNI_WIDE</td>
</tr>
<tr>
<td>7</td>
<td>Australia</td>
<td>University of Melbourne</td>
<td>Bilateral-AU MELBOURNE01-LEI-UNI_WIDE</td>
</tr>
<tr>
<td>8</td>
<td>United States of America</td>
<td>ISEP (International Student Exchange Programs)</td>
<td>Bilateral-US ISEP01-LEI-UNI_WIDE</td>
</tr>
</tbody>
</table>

3. Click [Next >>]

Step 3: Uploads
Here you can upload supporting documents for your application.
1. Upload your English motivation letter by clicking [Upload]. Make sure to use the correct template.

2. Click [+] if you need to upload additional documents. You are required to upload an additional official transcript with GPA if
   i. you are, or have been, a Leiden University College (LUC) student, or if
   ii. you are a dual-programme student (i.e., if you study LST or MST at TU Delft), or if
   iii. you are a master’s student who did not do their bachelor’s at Leiden University.

3. Click [Next >>]

**Step 4: Emergency contact**

Your emergency contact information has already automatically been added. If it is not correct, you can change it via the personal information tile in uSIS. Think carefully about who should be your emergency contact.

**Step 5: Submit**

Once you have completed all necessary steps you must finalize your application by submitting it. One day after submission, you will receive a confirmation email.

1. Tick the four check boxes to agree to the application conditions.

2. Click [Submit]