



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

Create+

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

Create+

3. Confirm your choice by clicking OK.

Create

Are you sure you want to create this type of application/registration? You cannot change your application type partway through.

Cancel

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.



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 Study programme Security Studies
Submit	▼ Study programme at Leiden University during your period abroad
	Same as above <input checked="" type="checkbox"/>

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.

Education	▼ Proposed period and destination abroad								
Application	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.								
Uploads	Indicate if you want to study abroad for one or two semesters.								
Emergency Contact	*Academic year during exchange 2023 - 2024								
Submit	*Start semester Fall								
	*Duration 1 semester								
	*Exchange Programme University-wide ⓘ								
	*Your faculty at Leiden University Faculty of Science								
	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 Description</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td></tr></tbody></table>	Order of Preference	Country	University	Agreement Description	1			
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1									
	Add destination+								

- 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.
- 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.

Please choose your destinations in order of preference

Add destination+

	Order of Preference	Country	University	Agreement Name
<input type="checkbox"/>	1	Japan	University of Tokyo	Bilateral-JP TOKYO04-LEI-UNI_WIDE
<input type="checkbox"/>	2	South Korea	Yonsei University	Bilateral-KR SEOUL05-LEI-UNI_WIDE
<input type="checkbox"/>	3	New Zealand	University of Otago	Bilateral-NZ DUNEDIN01-LEI-UNI_WIDE
<input type="checkbox"/>	4	United States of America	Ohio State University at Columbus	Bilateral-US COLUMBUS01-LEI-UNI_WIDE
<input type="checkbox"/>	5	United States of America	Washington College	Bilateral-US CHESTERTOWN01-LEI-UNI_WIDE
<input type="checkbox"/>	6	Japan	Ritsumeikan University	Bilateral-JP KYOTO02-LEI-UNI_WIDE
<input type="checkbox"/>	7	Australia	University of Melbourne	Bilateral-AU MELBOURNE01-LEI-UNI_WIDE
<input type="checkbox"/>	8	United States of America	ISEP (International Student Exchange Programs)	Bilateral-US ISEP01-LEI-UNI_WIDE

3. Click Next >>

Step 3: Uploads

Here you can upload supporting documents for your application.

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>												
	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▼ My Uploads </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #4a69bd; color: white;"> <th style="width: 5%;"></th> <th style="width: 60%;">Item</th> <th style="width: 20%;">Status</th> <th style="width: 15%;">Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>*English motivation letter</td> <td>Upload needed</td> <td style="text-align: center;">Upload</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Non-LU bachelor transcript</td> <td>Optional upload</td> <td style="text-align: center;">Upload</td> </tr> </tbody> </table> </div>		Item	Status	Action	<input type="checkbox"/>	*English motivation letter	Upload needed	Upload	<input type="checkbox"/>	Non-LU bachelor transcript	Optional upload	Upload
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1. Upload your English motivation letter by clicking 

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 

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.

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><input type="text" value="Your first name"/></td></tr><tr><td>*Last name</td><td><input type="text" value="Your last name"/></td></tr><tr><td>*Relationship to student</td><td><input type="text" value="Parent/Carer"/></td></tr><tr><td>*Telephone</td><td><input type="text" value="012 3456789"/></td></tr><tr><td>*E-mail</td><td><input type="text" value="you@umail.leidenuniv.nl"/></td></tr><tr><td>Country</td><td><input type="text" value="The Netherlands"/></td></tr><tr><td>City</td><td><input type="text" value="Leiden"/></td></tr></table>	*First name	<input type="text" value="Your first name"/>	*Last name	<input type="text" value="Your last name"/>	*Relationship to student	<input type="text" value="Parent/Carer"/>	*Telephone	<input type="text" value="012 3456789"/>	*E-mail	<input type="text" value="you@umail.leidenuniv.nl"/>	Country	<input type="text" value="The Netherlands"/>	City	<input type="text" value="Leiden"/>
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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.

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.
	 

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

2. Click 