How to submit a successful Study Abroad application
Topics

1. Timeline (university-wide)
2. Leiden Study Abroad online application
3. Leiden selection process
4. Tips to stand out
5. Application to partner university
### 1. Exchange timeline university-wide

<table>
<thead>
<tr>
<th>Orientation &amp; eligibility</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Application at Leiden:</strong></td>
<td>until 1 December 23:59</td>
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<tr>
<td><strong>Selection &amp; placement offers</strong></td>
<td>From 4 Dec until the last week before the holidays</td>
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<tr>
<td><strong>Accept/decline your offer</strong></td>
<td>2 weeks after you get your offer (mostly within the 1st week of January)</td>
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<tr>
<td><strong>Nomination &amp; info sessions</strong></td>
<td>January - March/August-September (for 2nd semester)</td>
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<tr>
<td><strong>Application to partner university</strong></td>
<td>January - June/august-end October (for 2nd semester)</td>
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<tr>
<td><strong>Acceptance</strong></td>
<td>March – July /October-January (for 2nd semester)</td>
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<tr>
<td><strong>pre-departure (mandatory)</strong></td>
<td>April</td>
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<tr>
<td><strong>Study abroad</strong></td>
<td></td>
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<tr>
<td><strong>Share experience</strong></td>
<td>returnee day: march?, pre-dep april, SAF october</td>
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2. Leiden Study Abroad online application

A. Meet the deadline

- University wide agreements - deadline: 1 December 2017
- Faculty agreements - deadline varies per faculty
- Online application

B. Required documents

- Certified transcript
- Motivation letter (in English)
- Choices of partner universities
Certified transcript

- Certified: signed and stamped
- Grade point average (GPA)
- We do not accept print screens of uSis!
- Order at Education administration office
- Apply on time!
Imagine....

...you are a member of the selection committee. You have received 15 applications for this one amazing university. Unfortunately you can only select 2 students!

What would you find important?

Keep the following in mind:

1. It is a highly ranked university, one of the best in the world.
2. You find it very important to maintain good relations with your partner universities.
3. Its department of Marine Biology is very well known.
Motivation letter – What is important?

Well informed  Prepared
Study plan  Research on destination  Short
Motivation  Region
Concise  Academic reasons
Specific  Student reports  Enthusiasm
Expectations  Future career  Personal
Course selection  Language proficiency  Clear
Motivation letter – What does help...

- Enthusiastic and personal letters
- Well-considered and specific academic motivation
- Short (1 A4)

Questions that might help:

- What would you like to do? (Academics)
- Why there? (Selection of universities)
- Why would you make a great candidate?

NB: Letters should be written in English!

TIPS!

- Imagine yourself in position of the selection committee
- Decide what you want from a study abroad experience
- Do your research!
- Ask for feedback from others
- Rewrite!
Motivation letter – … and what does not?

• Non-academic related motivations
• Statements such as.. If you do not select me, I can not pursue my dreams
• Practical questions in your letter
• Generalizations – Be specific!
Selection of partner universities

• List max. number of partners (3-10; varies / faculty)
  Adding more partners increases your chances of being able to go on exchange; however you should be just as prepared to go to the number 3, 5 or 10 partner on your list as number 1, so make sensible choices.

• Combining faculty and uni-wide partners? → 2 separate applications.
  Once you have accepted one offer, you will have to decline the other one.
3. Leiden selection process

1. Who selects?
   - University – wide agreements: IR mobility team
   - Faculty – international coordinators / studyadvisors / exam commitees

2. Based on
   - GPA & first choice
   - Motivation
   - Study plan, language skills, study progress and completed ECTS
Selection Process

Keep in mind the following:

- Limited number of places per semester (see worldmap, updated start Nov)
- We receive a lot of applications, especially for very popular destinations.

How do we select:

- GPA (we start with highest ranking, but this is not final)
- We read all motivation letters
- We try to place you at your first choice (when places are filled, then 2\textsuperscript{nd}, .. 10\textsuperscript{th})
Chances of being selected

Depends on:
- Available spots per semester
- Number of students who apply
- To which partners you apply: if your first choices are very popular destinations, you will need a very good motivation and very high GPA (often above 8.0).
- Competition (GPAs/motivation).
- If we cannot place you, we will work together with you to try to find a good alternative. Since we don’t know the number of applications we can’t guarantee a new offer.
- Second round for open places (we will announce this on Facebook & website)
4. Tips to stand out

- Work on your grades – GPA is important!
- Well-considered motivation
- Start in time and meet our deadlines
- Keep your promises

The competition is high, and we need to know we are sending good students to our partners. Students who fail to meet deadlines or do not respond to messages in a timely manner don’t go. We need to select students who are on top of things, and who we are convinced will be respectful and prompt towards our partners.
5. Application to partner university

- More information follows after accepting our offer
- Follow specific procedure and deadlines for your partner university
- You might need additional documents!
  - Updated certified transcript
  - Recommendation letter from a member of staff
  - Language test result (start in time!)
- Accept offer of admission from partner university
Questions?