Tutorial with Q&A: Applying for Exchange

International Relations Office | Student and Educational Affairs
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Topics

1. Application procedure
2. Documents
3. How do we select?
4. Chances of placement
5. What if not selected?
6. Questions
Leiden Application Procedure

- **Online application**
- **Max 10 Choices (uni-wide)**

Combining faculty and uni-wide partners?

→ **2 separate applications.**

**Required documents:**
- Certified transcript with GPA
- Motivation letter (in English)

**Selection criteria:**
- GPA & motivation letter

*for 1st and 2nd semester*
Application procedure  *Internal selection*

Go to the Online Application System  ➔  https://www.apply.leiden.edu/oiem/mox/login/

If you haven’t applied before, you will need to create an account first with your ULCN account!
Create an account

You will return to the homepage and receive an email to confirm your account. Check your spam box!
Log in

User Login
Start by creating an account below

E-Mail: test@test.com
Password: ********

Login  Forgot your password? 😊

For who?
This online application system is intended for students of Leiden University who would like to study abroad within the framework of a faculty or university-wide agreement, for example the Erasmus programme.

For further information on studying abroad please go to study abroad (in English) or study abroad (in Dutch).

Before submitting an application via this system please make sure that you have done the following:
- contacted the Study Abroad Coordinator within your faculty or study programme;
- checked the admission and language requirements of the university where you would like to study abroad;
- familiarised yourself with Leiden University's Regulations on Studying Abroad.

Good luck with your application!

If you filled in a wrong e-mail address, please send an email to oiemfb@sea.leidenuniv.nl
Click on the button Application to start your application for university wide exchange partners.

Read the instructions carefully
Fill in your personal details

It is important that you fill in your name exactly as it is listed in your passport, both here and later in your (online) application to the exchange partner.
Fill in your emergency contact details
Who is my exchange coordinator?
Fill in all information about your language proficiency. You need to prove your proficiency only after you have been nominated by the Leiden University Central Exchange Office and when the partner university requires any proof. Most students will be waived from the English language proficiency requirement since you are doing a fully English-taught programme. This proof of sufficient proficiency (e.g. French, Spanish or English) needs to be submitted when you apply to the host institution. For now, just providing the information will suffice.
**Step 5: Proposed exchange destination**

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<tr>
<th>Proposed exchange destination</th>
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<tr>
<td><strong>Academic year</strong></td>
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<td><strong>Which semester</strong></td>
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<td><strong>Duration</strong></td>
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<td><strong>Subject requirements</strong></td>
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<tr>
<td><strong>Semester check</strong></td>
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<td><strong>Scholarship check</strong></td>
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<td><strong>Agreement level</strong></td>
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**Univeristy-wide OR faculty-wide**
Discover the world at Leiden University
Supporting documents

• 1- Grade transcript (grade list in English with your GPA on)

• 2- Motivation Letter
Review

- Make sure to review your application carefully before submitting it.
- Make sure that your contact details are correct and complete (including the ones for the emergency contact!)
- Make sure that all your choices for university-wide/faculty exchange partners are listed in the right order of preference! All your choices should be in this single application per exchange programme. You can not mix uni-wide and faculty.
- Make sure you have uploaded your transcript and motivation letter.

⚠️ Click “Continue to submit” to go the final step.
Submit your application

Your final step is to submit your application. Check the box “I have read and understood….” and don’t forget to click on “Submit”.

After you have submitted your application, check whether you have received a confirmation email. Also, new menu options (Acceptance, During your stay abroad, and Upon your return) will appear. For now, you do not need to complete these steps.
Documents

1. Motivation letter
2. Transcript of grades (with your GPA on)
Certified transcript

- Certified: signed and stamped
- Grade point average (GPA)
- Order at Education administration office
- Apply on time!

Uni-wide exchange programme does NOT accept print screens of uSis!
Motivation letter – What does help...

• Enthusiastic and personal letters
• Well-considered and specific academic motivation
• Short (max 1,5 A4)

Questions that might help:
➢ What would you like to do? (Academics)
➢ Why there? (Selection of universities)
➢ Which field of study

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
• Naming specific courses
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 world map, currently updating)
- We receive a lot of applications, especially for very popular destinations.

How do we select:

- GPA (we start with highest GPA)
- We read all motivation letters
- We try to place you at your first choice (when places are filled, then 2nd, .. 10th)
Making choices: consider the following

- Do your research before you apply
- Adding more choices increases chances of placement
- Start in time and meet our deadlines

- What are your needs?
- Make sensible choices
- Incomplete applications are not considered

Discover the world at Leiden University
Chances of placement

Depends on:
- Available spots per semester
- Number of applicants
- Popularity of destination
- Your GPA & motivation
- Your flexibility
Not placed?

- 2nd round
- Try your programme/faculty
- Free-mover
- ISEP DIRECT
- Go abroad independently
- Summer/winter schools
- NIMAR
- Internship