



STUDIELINK GUIDE

Step 1

- Go to www.windesheim.studielink.nl
- On the welcome page of Studielink, change the language to English by clicking on the appropriate icon on the right-hand side of the page.



Via Studielink regel jij je (her)inschrijving bij hogescholen en universiteiten in Nederland. Meer informatie over de werking van Studielink vind je [hier](#), of raadpleeg de [VRAAGBAK](#).



In Studielink you can arrange your (re-)enrolment at institutions of higher education in the Netherlands. You can learn more about how Studielink works [here](#), or consult the [Q&A](#).



Step 2

Studielink offers two options for logging in.

- If you have the Dutch nationality, a Dutch correspondence address and or if you already have a DigiD, select the option 'Log in with DigiD'. Follow the steps from 2.1.
- If you have a foreign address, or do not have a DigiD (yet) select the option 'Log in without DigiD' and create a Studielink account. Follow the steps from 2.2.

Step 2.1 Log in with DigiD

- Select the option 'Log in with DigiD' and log in with your own DigiD username (Gebruikersnaam) and password (Wachtwoord). Click on the button 'Inloggen'.

The screenshot shows a web browser window with the URL <https://student.al-cloud.nl/account/digid/contact>. The page title is "Your contact details". The main content area contains a text block explaining that personal details are requested from the Municipal Personal Records Database (BRP, previously GBA) and that the official home address registered with the municipality will be used in Studielink. Below this is a yellow-bordered box with the text: "Do you already have a Studielink account, but did your citizen service number (BSN) change or did something else go wrong? Then please contact your educational institution." The form fields include: "First name", "Email address", "Confirm Email address", "Telephone number" (with a dropdown menu), "Telephone number 2" (with a dropdown menu and "Optional" label), and "Language preference" (with a dropdown menu). At the bottom, there is a checkbox for "I agree with the [general terms and conditions](#) of Studielink." and two buttons: "Cancel" and "Save" with a right-pointing arrow.



- In the next screen (Create account) you can enter your full name, contact details and correspondence language. Your other personal details like names, home address and date of birth are being retrieved from the GBA (Municipal personal records database). At the same moment your previous education will be retrieved from DUO (only Dutch previous education).
- When you have finished this, a confirmation email will be send to you by studielink to confirm your registration. *Please note this will usually take a few minutes, but can take up to a few hours. Also check your spam mailbox just to be sure.*
- After confirming your registration you need to log in again. Now you will enter a new page where you can sent your previous education. If a previous education is missing you can add it yourself (see step 3). By clicking on the **<Choose a study programme>** button you can start the enrolment application (see step 4).



Step 2.2 Log in without DigiD (create Studielink account)

Create your Studielink account

1. Personalia 2. Address 3. Contact 4. Summary

Please note: do you already have a Studielink account and are you unable to log in or did you forget your login details? Please do NOT create a new Studielink account! Contact your (future) educational institution, they can help you regain access to your account.

Please enter your details as stated in your passport or identity document. These details will be sent to the institution to which you are submitting an enrolment application.

First names

Initials

Given name

Prefix

Surname

Gender Established as unknown Female Male

Date of birth

Place of birth

Country of birth

Nationality

2nd Nationality

[Cancel](#) [Next](#)

- Enter your personal details and enter an e-mail address to which you want your Studielink e-mail to be delivered. *Please note your details as stated in your passport or ID document.*

Create your Studielink account

1. Personalia 2. Address 3. Contact 4. Summary

Official home address

Country

Street

House number with addition

Postcode

Town/city

Additional address information

This is also my correspondence address

[Back to previous page](#) [Next](#)

- Note down your current home address.
You can change the address when moving to Zwolle/ The Netherlands at a later moment in time. Mail and information about your application procedure can be enter to the noted address. Your address should always be up to date.



Create your Studielink account

1. Personalia 2. Address 3. Contact 4. Summary

Email address

Confirm email address

Password

Confirm password

Phone number

Phone number 2 Optional

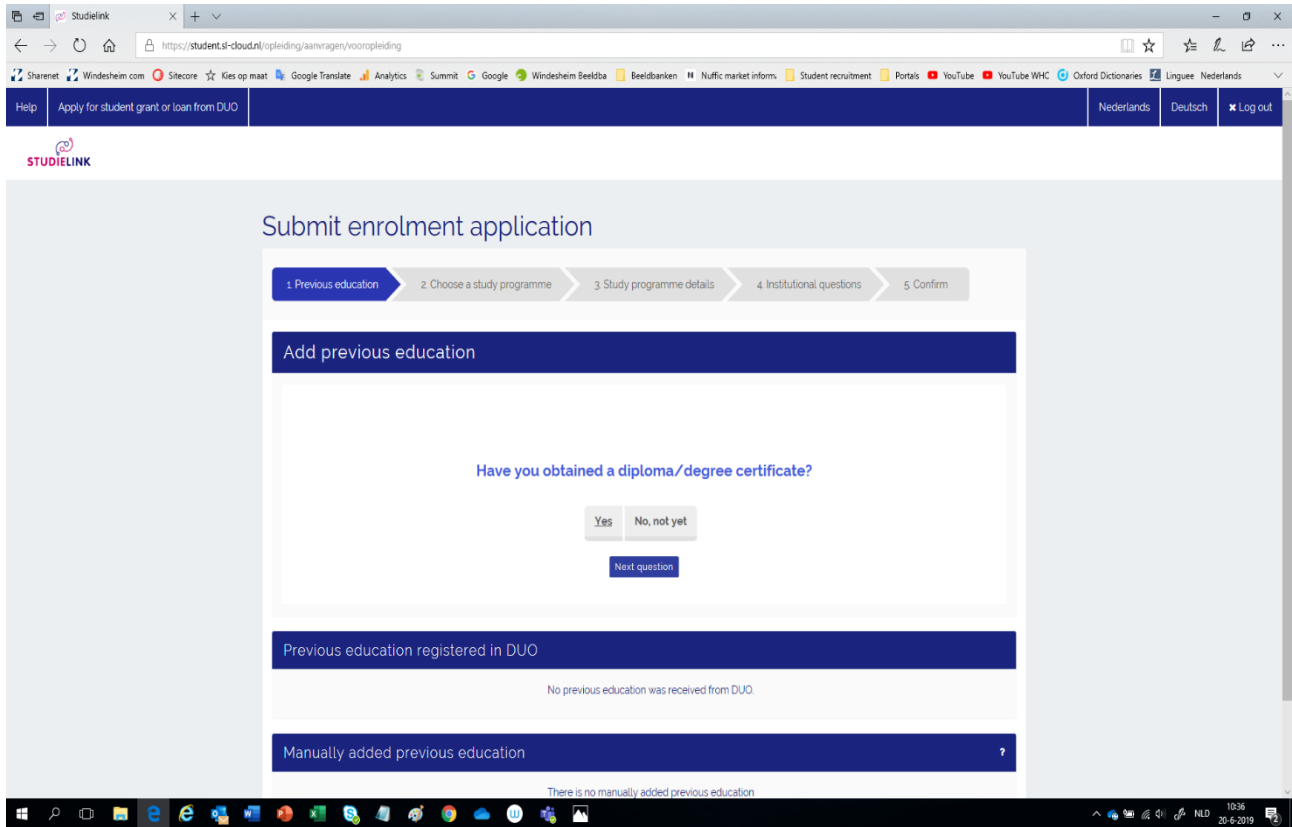
Correspondence language

[Back to previous page](#) [Next](#)

- Choose a password
- Check your data. If they are correct, tick the box 'I have checked all my details and hereby confirm that it has been entered correctly.' And tick the box 'I agree with the [general terms and conditions](#) of Studielink' then click on Confirm.
- When you have finished this, a confirmation email will be sent to you by Studielink to confirm your registration.
- Go again to www.windesheim.studielink.nl and change the language if needed by clicking on the appropriate language.
- Now you will enter a new page where you can enter your previous education. If a previous education is missing you can add it yourself (see step 3). By clicking on the **<Choose a study programme>** button you can start the enrolment application (see step 4).

Step 3

- Perform the action **<Add previous education>** or click on the link 'Add previous education' in 'My previous education'. For Dutch students with a Dutch Education this is automatically done due to the login by DigiD. Always check if it is correct but otherwise you can start Step 4.



Submit enrolment application

1 Previous education 2 Choose a study programme 3 Study programme details 4 Institutional questions 5 Confirm

Add previous education

Have you obtained a diploma/degree certificate?

Yes No, not yet

Next question

Previous education registered in DUO

No previous education was received from DUO.

Manually added previous education ?

There is no manually added previous education



Submit enrolment application

1. Previous education 2. Choose a study programme 3. Study programme details 4. Institutional questions 5. Confirm

Add previous education

On which date did you obtain your diploma/degree certificate?

day month year

Back to previous question Next question

Previous education registered in DUO

No previous education was received from DUO.

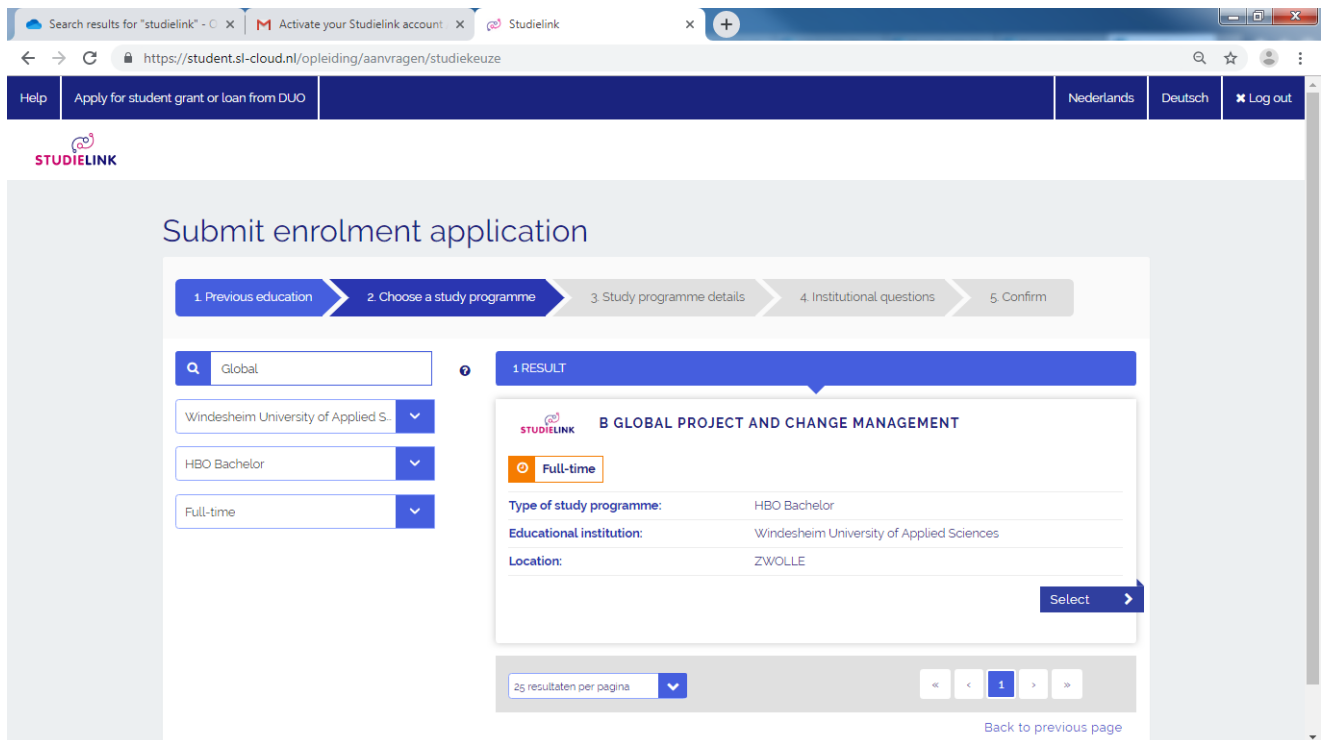
Manually added previous education

There is no manually added previous education

- Indicate when you have or will receive your previous education diploma by entering the date of when you received, or expect to receive, your diploma.
If you have entered just now that you will receive your diploma at a later date, please change your diploma status in Studielink as soon as you have received it.
- Select the country in which you received your diploma, or expect to receive it.
- Select the level of diploma you received, or expect to receive. If this diploma is not mentioned in the list, select 'Other' and enter the name of the study programme.
- Click on 'Confirm'.

Step 4

Now you can start an enrolment application by clicking the **<Choose a study programme>** button on the top of the screen.



- Select Windesheim University of Applied Sciences.
- Select ' HBO Bachelor's.
- *OR* Type the full name of the programme to find your choice or click through the options.
- Click on the blue button **<SELECT>**.

**STEP 5**

The screenshot shows a web browser window with the URL <https://students.sl-cloud.nl/opleiding/aanvragen/opleidingsgegevens>. The page has a progress bar at the top with five steps: 1. Previous education, 2. Choose a study programme, 3. Study programme details (current step), 4. Institutional questions, and 5. Confirm. The main content area displays the details for the study programme 'B Global Project and Change Management'. The details are as follows:

Full-time	
Type of study programme	HBO Bachelor
Name of study programme (national)	Global Project and Change Management
Educational institution	Windesheim University of Applied Sciences
Place	ZWOLLE
Website	https://www.windesheim.nl
Start date	September 1 2019
Type of enrolment	Student
Start as	First-year

At the bottom right of the form, there are two buttons: 'Back to previous page' and 'Next'.

Even though there are more options:

- Select **<September 1, 2020>**.
- Select **<Student>** as 'Type of enrolment'
- Select **<First Year>** as 'Start As'



Step 6

You now get to the part with 'Institutional Questions' with numerous questions about your personal circumstances, previous education, need of extra support due to dyslexia, dyscalculia, AD(H)D, and other questions. *There is 1 question about Dutch language skills. This is **not** applicable for you since the IB Programme and GPCM programme both fully taught in English.*

When finishing your questions you get an overview of your answers which you can confirm. An additional screen will show up beneath with your personal details which you can confirm. *Do not forget to tick the box 'I have checked all the details and they are correct'.*

Click **<Confirm>**

You will now be directed to a the Windesheim.nl page. For more information about the English pages please refer to www.windesheim.com.

When going back to Studielink you can see in your Home Page you are now registered.

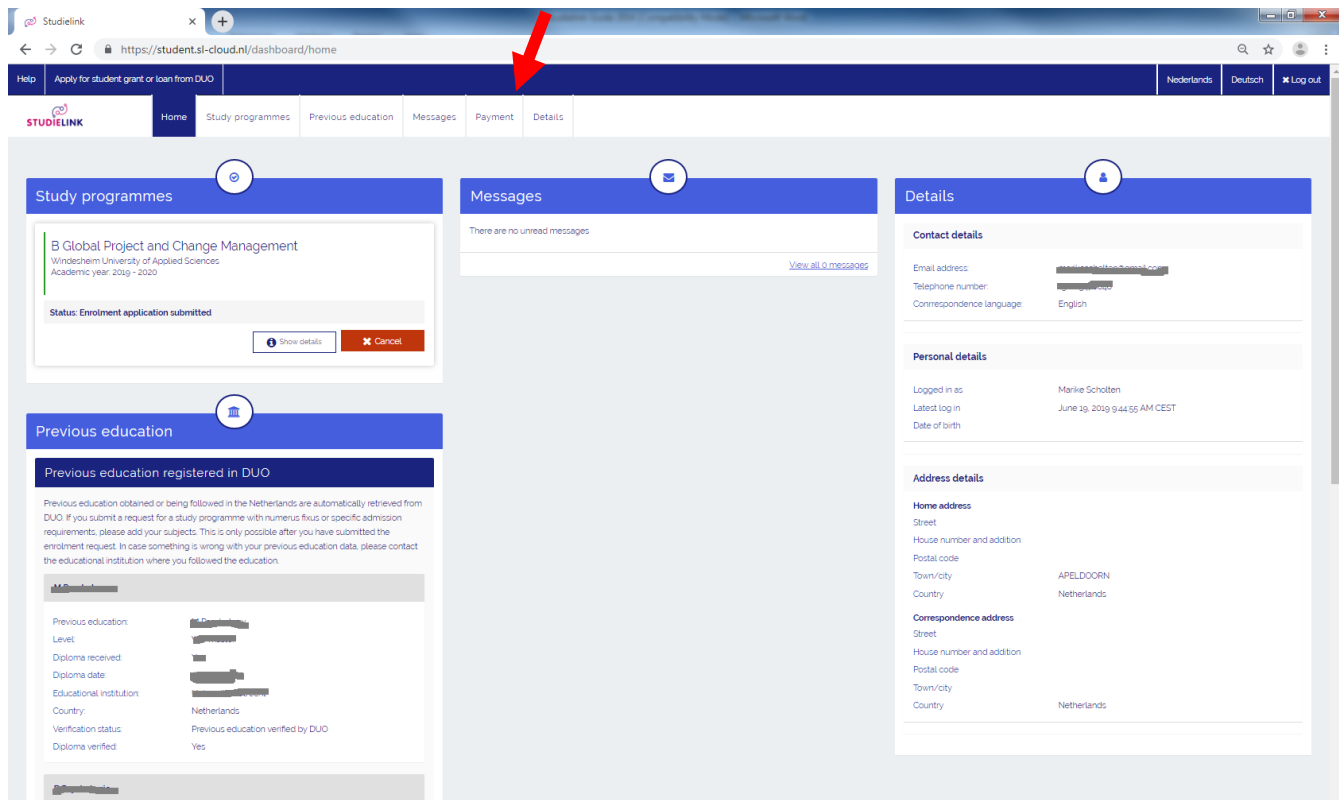
The screenshot shows the Studielink dashboard home page. The browser address bar displays 'https://student.sl-cloud.nl/dashboard/home'. The navigation menu includes 'Home', 'Study programmes', 'Previous education', 'Messages', 'Payment', and 'Details'. The main content area is divided into three columns:

- Study programmes:** Shows 'B Global Project and Change Management' with the status 'Enrolment application submitted' and buttons for 'Show details' and 'Cancel'.
- Messages:** Displays 'There are no unread messages' with a 'View all 0 messages' link.
- Details:** Contains sections for 'Contact details', 'Personal details', and 'Address details'.
 - Contact details:** Email address, Telephone number, and Correspondence language (English).
 - Personal details:** Logged in as (Marlie Schotten), Latest log in (June 19, 2019 9:44:55 AM CEST), and Date of birth.
 - Address details:** Home address and Correspondence address, both showing Street, House number and addition, Postal code, Town/city (APELDOORN), and Country (Netherlands).

The 'Previous education' section is partially visible at the bottom left, showing 'Previous education registered in DUO' and a table of educational data.

Step 7

On the Home page you can find the details for payment details



The screenshot shows the Studielink dashboard home page. A red arrow points to the 'Details' tab in the top navigation bar. The dashboard is divided into three main sections: Study programmes, Messages, and Details.

- Study programmes:** Shows 'B Global Project and Change Management' with a status of 'Enrolment application submitted' and buttons for 'Show details' and 'Cancel'.
- Messages:** Indicates 'There are no unread messages' with a 'View all 0 messages' link.
- Details:** Contains personal and contact information.
 - Contact details:** Email address, Telephone number, Correspondence language (English).
 - Personal details:** Logged in as (Marlie Scholten), Latest log in (June 19, 2019 9:44:55 AM CEST), Date of birth.
 - Address details:** Home address (Street, House number and addition, Postal code, Town/city: APELDOORN, Country: Netherlands) and Correspondence address (Street, House number and addition, Postal code, Town/city, Country: Netherlands).

You can pay the tuition fees by making use of the digital authorization form via Studielink (only possible for SEPA countries). If you do not change the application, in the month of June/July the General Student Administration will send you more information about the payment of the tuition fees.

If you have any further questions after having read the instructions in the guide, please visit the Studielink information site <http://info.studielink.nl/en/studenten/vraag/Pages/vraag.aspx> or contact the General Student Administration at Windesheim, e-mail: gsabalie@windesheim.nl or call: +31 88 469 9120.

For information about your application process for the programme Global Project and Change Management, contact the admissions office at Windesheim Honours College, e-mail: admission-whc@windesheim.nl or call: +31 88 469 8400.

For more information about your application process for the programme International Business, contact them at ib@windesheim.nl.