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.
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’.
- 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)

- 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.

- 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 sent to the noted address. Your address should always be up to date.
- 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.
- 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

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](http://www.windesheim.com).

When going back to Studielink you can see in your Home Page you are now registered.
Step 7
On the Home page you can find the details for payment details

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.