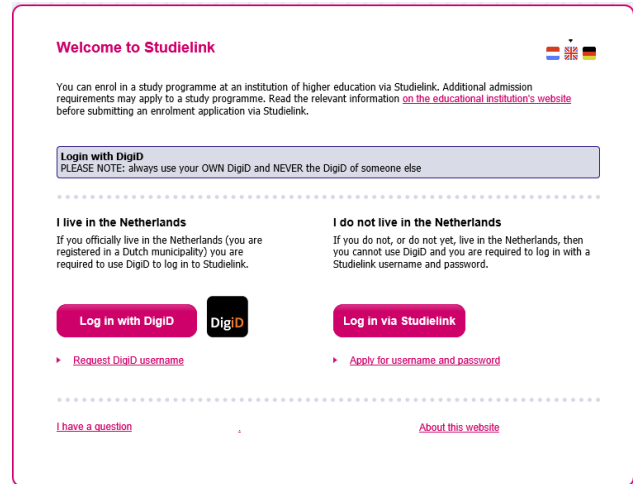
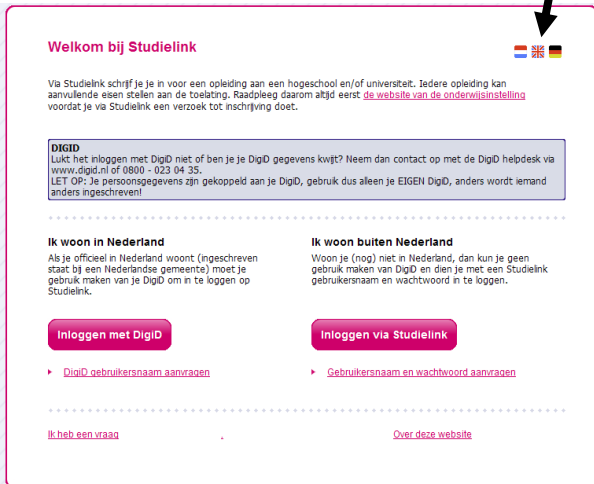


## STUDIELINK GUIDE

### Step 1

- Go to [www.windesheim.studielink.nl](http://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 you speak Dutch, select the option 'Log in with DigiD'. Follow the steps from 2.1.
- If you have a foreign address, select the option 'Apply for a Studielink username and password' 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 preferred 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 entered your contact details you can go to <My Studielink> page. On <My Studielink> page you will find three green buttons. Follow the actions by clicking on the green buttons and check your data. If a previous education is missing you can add it yourself (see step 3). By clicking on the <Enrolment application> button you can add an enrolment application (see step 4).



## Step 2.2 Log in via Studielink (create Studielink account)

**Create Studielink account**

Please provide the personal details listed below. Enter these details as they appear in your passport or identity card.

**Studielink account**  
To create a Studielink account you can enter a username of your choice. We will send you your password by e-mail.

\* Username:

**Personal details**

\* Surname:

Surname prefixes:

\* First (given) names:

Initials:

\* First name (as you are called by family/friends):

\* Gender:

I only know a year of birth:

\* Date of birth:  -  -

\* Place of birth:

\* Country of birth:

\* Nationality:

2nd Nationality:

**Address details**

**Official home address**

\* Country:

My mail address is not the same as my home address

**Contact details**

Mobile phone country code:

- Choose a user name that is easy for you to remember.  
*Suggestion: write down your username since you will need it whenever you need to log in to your Studielink account.*

- Enter your personal details and enter an e-mail address to which you want your Studielink e-mail to be delivered.

- Check your data. If they are correct, tick the box 'I have read and approved the general conditions' and then click on Confirm.

- Go again to [www.windesheim.studielink.nl](http://www.windesheim.studielink.nl) and change the language if needed again by clicking on the appropriate flag.

- Click on 'Log in via Studielink'.

- Enter your chosen username and the password you received from Studielink by e-mail.

- Click on 'Log in'.

- On the next page you can change your password.

## Step 3

- Perform the action <Add previous education> in your 'My To Do list' or click on the link 'Add previous education' in 'My previous education'.

**My Studielink** [Log out](#)

**My To Do list** (0 actions)

**My messages** (0 unread)

**My study programmes** [Add new enrolment](#)

**My previous education** [Add previous education](#)

**My details**

**Add previous education**

Add at least one previous education programme based on which you can be admitted to the study programmes you applied for. This includes previous education programmes in which you are currently enrolled.

**Previous education information**

\* Diploma received  Yes  Not yet

\* Diploma date:

\* Country:

\* Previous education level:

- Indicate whether you have already received your previous education diploma by clicking either 'Yes' or 'Not yet'.

- Enter 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, or expect to receive, your diploma.

- 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 add an enrolment application by clicking the **<Enrolment application>** button in your My To Do list or click on the link 'Add new enrolment' in 'My study programmes'.



**Enrolment application**

Enter the name of the study programme you wish to follow. You can enter a maximum of 4 enrolment applications per academic year via Studielink.

**Select study programme**  
Enter the name of the study programme you wish to follow.

\* Academic year  
 Academic year 09-01-2013 / 08-31-2014  
 Academic year 09-01-2014 / 08-31-2015

\* Institution of higher education  
 University of Applied Sciences  
 University

\* Type of study programme  
 Bachelor's or other non master programmes  
 Master's or other follow-up study programme  
 Associate Degree

\* Starts in the first year  
 Yes  
 No (authorisation required)

\* Educational institution:  
 Hogeschool Windesheim

\* Study programme name (institution):  
 B Windesheim Honours College

Study programme name (national):  
 B Windesheim Honours College

\* Location of educational institution:  
 ZWOLLE

\* Study programme format:  
 full-time

**Starting date**  
Enter the starting date of your study programme here.

\* Starting date:

\* Study starts from month:

\* Enrolment format:  
 Student

- Select the academic year in which you wish to start your Windesheim Honours College study.

- Select 'University of Applied Sciences' and select 'Bachelor's or other non master programmes'.

- Educational institution: You can find Windesheim under H for 'Hogeschool Windesheim' in the pull down menu.

- Study programme name (institution): Select B Windesheim Honours College in the next pull down menu.

*Please note that indicating B Windesheim Honours College is sufficient information for now, later on Windesheim will contact you on which specialization you would like to choose.*

- Click on Confirm study programme and click on Confirm starting date.

- Answer the Study programme-specific questions *Please note for Windesheim Honours College you do not need Dutch language support, our programme is taught completely in English.*

- Check your enrolment. If it is correct, tick the box 'I confirm that I wish to enrol in this study programme' and then click on Confirm.

- When you have submitted the enrolment application, return to **<My Studielink>** page.

### Step 5

Now you see the action **<Enter your payment details>** in your 'My To Do List'.

You can pay the tuition fees by making use of the digital authorisation 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.



Study programme title	Educational institution	Required action
B Windesheim Honours College	Hogeschool Windesheim	<a href="#">Enter your payment details</a>

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

For information about your application process contact the admissions office at Windesheim Honours College, e-mail: [admission-whc@windesheim.nl](mailto:admission-whc@windesheim.nl) or call: +31 88 469 8400.