Complete your online application in 18 steps!

In order to apply for a Global Exchange Programme, make sure you have thoroughly read all the information about the university of your choice on our website www.uva.nl/global

The menu ‘Destination’ lists detailed information about the participating universities in the Global Exchange Programme and tools to make a choice. Under ‘Application’ you will find information about our general requirements, the selection procedure, application rounds, available places, the online application and necessary additional documentation.

Please note that not all universities of the programme are automatically available in each application round. Download the overview of possible destinations for the upcoming application round and check whether the university of your choice is included. If your university is included please follow the step-by-step application instructions in this guidebook.
Step 1

Between 1 November, 9.00am and 1 December, 17.00pm (round 1) and between 24 December, 9.00am and 15 January, 17.00pm (round 2) and 15 May, 9.00am and 15 June, 17.00pm (round 3), it is possible to apply for the Global Exchange Programme through the Digital World Map. Please note, if you wish to apply for one of the other exchange programmes (Erasmus/QTEM/LAW faculty spots), please realise that there will be a different application procedure with other deadlines and instructions.

First step in the online application procedure is to visit the Digital World Map (www.uva.nl/worldmap), go to the ‘Study Abroad’ section and select the university of your choice on the map or from the list. (Please note: We advise you to use a different browser than Microsoft Explorer).

Step 2

For some universities there is a strict division between the available spots per semester. If this is the case, this information is visible in the university’s information on the digital world map. For these destinations you will have to choose for which semester you apply when you start the application.

In the Global Programmes section of the destination of your choice you will also find information about the exchange capacity. This will tell you how many exchange spots are available and how many students are in the process of submitting an application for this destination. Please realise that although this information can be used to calculate your chances of being placed, most students will wait until the last day of the application round to submit an application.
Step 3

Scroll down in the Global Programmes section of the destination of your choice to find the ‘Apply Now’ button. This will give you access to our online application programme.

Step 4

With your email and student number you will be able to start your application. Your application will automatically be saved, by simply closing the page of the browser. You can log back by using the unique URL you received in the email to your personal application page. You can adjust your application as long as you have not submitted the application.

Please make sure to submit the application well before the given deadline. There are three application rounds for the Global Exchange Programme:

- Round 1: starts 1 November at 9:00am and ends 1 December at 17:00pm
- Round 2: starts 24 December at 9:00am and ends 15 January at 17:00pm
- Round 3: starts 15 May at 9.00 am and ends 15 June at 17.00pm

Please use your UvA student number as listed on your student card. If you aren’t enrolled as a UvA student yet, please contact the Office of International Student Affairs (global@uva.nl) to generate a valid application number. As for your email, please list your main email address. We will use this address to contact you about the application outcome and all further communication about your Global Exchange Programme.

Step 5

Choose your destination carefully! Some destinations are split up: General spots & Faculty spots. Please make sure you apply for the destination that is right for you.
Your application at New York University

Thank you for starting the official online version of our Global Programmes application. Please visit this link to access your application in the future.

Click here

For application instructions, please refer to the application guide:

Please make sure to submit the application before the application deadline: 29 December 2017, 12:03 (CET).

Good luck with your application!
Office of International Student Affairs

After starting the application with your student number and email address, you will receive an email with your unique URL to your application page. Please make sure to keep hold of this email, as we will only send it to you once. If you lose this email, you will need to contact global@uva.nl with a scan of your student number to request your unique URL again.

Step 6

The unique URL gives you access to your personal Global Programmes application. Please note that the online application system remembers the destination of your choice. If you wish to change this to another destination, you can change it at the top of the page.

Your application will open on the ‘Personal’ section, where you are asked to fill in your personal details. **It is very important to list your full name as mentioned in your passport because for some destinations this information is used for VISA documents after selection.**
Step 7

Please provide us with the contact details of an emergency contact person. We may contact this person in case of an emergency. Please remember to inform your emergency contact person that he or she is listed as our contact in the event that something urgent happens and we cannot contact you. When you have completed this section you can continue with the next item ‘Study’.

Step 8

Please provide us with an overview of your educational background. It is required that you list all the studies (in higher education) you were enrolled in after high school.

Indicate clearly whether or not you are currently enrolled for the programme you list. If you are currently enrolled in two programmes, please choose one of these study programmes as your main field of study. This should be in line with your field of interest at the host university and the academic approval that you will submit. The other UvA study programme can be listed as second study.

You are required to indicate your average grade for each of the study programmes you list here. Please provide us with the weighted average of the study programme. In our FAQ document you will find an explanation of how to calculate your total grade average. Failure to provide us with the correct average, or untruthfully ‘upping’ your grade point average will lead to exclusion from the Global Exchange Programme.
Step 9

Choose your destination carefully!
Some destinations are split up:
General spots & Faculty spots.
Please make sure you apply for the destination that is right for you

It is important to have a clear picture of where you want to go, what time you wish to go abroad, what study level you wish to opt for and which study area you are interested in. Please make sure to carefully read the information about this host university in our Digital World Map before filling in this section. It is not possible to negotiate on the terms of this exchange or the information given in the Digital World Map. Please check whether the given information meets your expectations of the Global Exchange before applying for this destination.

We also ask you to fill in a list of courses. As timetables of host universities may not yet be finalized by the time you submit your application, this is only regarded as a wish list of courses and not your final course list. You can make changes to this list of courses after you are selected for the exchange. Please list the courses that interest you and specify more courses than required for a full time course load.

Step 10

On this page you are requested to indicate your proficiency in the first and second language of instruction at the university of your choice. If the main language at the host institution is not English (for example Afrikaans, Portuguese, Cantonese, Japanese, Jewish, Mandarin, Spanish) but you will be following courses in English, please first indicate your proficiency in English. Only list your proficiency in other languages if you also wish to take courses in that specific language. After completing this section you can continue with the next item ‘Motivational Letter’.
On this page you will have to answer (in English) 6 questions that will collectively make up your ‘motivational letter’. Please limit your responses to a maximum of 850 characters per answer, including spaces. The six questions are:

1. Please introduce yourself.
2. What do you expect to be the influence (academically) of a study abroad experience on you as a university student?
3. Please explain the relationship between your proposed field of study (at your host university) and your current study programme (at your home university).
4. What will be the value for you personally if you compare studying abroad with studying at home?
5. How will you prepare yourself for cultural differences?
6. Which benefits do you expect from this study abroad experience in relation to your future study and/or future career?

When you have completed this section you can continue with the next item ‘Supporting Documents’.
Step 12

The following pages are all upload pages.

The required documents (in PDF) are:

- Résumé: please use our format as provided on the Global Exchange website [www.studyabroad.uva.nl](http://www.studyabroad.uva.nl) > exchange > global exchange programme > application > Online application and result. The résumé should be written in English.
- Academic Approval Form: please download the form and follow the given instructions on page 2 and 3.
- Official transcripts: please upload transcripts of all institutions you studied at, after high school (even if you did not complete this study programme with a diploma). All grades obtained at the UvA may be listed on 1 UvA transcript.
- Diplomas and Certificates: please upload all the diplomas and certificates of all institutions you studied at after high school. This includes language certificates. If you don’t have a language certificate because you do not meet the required language proficiency yet, then upload a plan of action how you will acquire the required level.

You can only upload documents in a PDF format, no other formats are allowed. You can scan pages in a PDF document at any copy/scan machine at the UvA. If you wish to upload multiple pages as a specific document, please make sure to scan all the pages as one PDF document, or by pasting them together using Adobe Acrobat Pro or a similar PDF programme.

In addition to uploading your academic approval form we ask you to indicate which department signed your academic approval form. This department will be listed as the academic department that endorses your exchange.

**TIP:** Please do not upload PDF documents that are secured with a password. Difficulties will occur when saving, opening and reviewing these applications!
Step 13

This page is the ‘Personal Remarks’ page, which can be used to indicate if there is anything you would like to comment on your personal circumstances that might be relevant for your application (academic restrictions, study delay, medical or psychological background). Please know that the answer to this question will be treated with utmost confidentiality.

Step 14

After answering all the required questions click the Check and Submit button to check if all required fields have been entered correctly and if you are ready to submit your application. If anything is missing, the application system will indicate that you missed a required field.

If all required fields are filled in please click on ‘Done’ which will direct you to the overview page of your entire application.
Step 15

Please check all your answers in the application before you select the ‘Submit’ button.

Step 17

If you have checked your application and you do not want to make changes, please select ‘Submit’. You will be asked to give permission to share your email address with other exchange students. “We encourage exchange students, (both UvA and international students) to build a network and reach out to each other to help or ask questions. Do you give us permission to share your email address with (future) exchange students”? After answering this question you can confirm your submission.
You have now successfully submitted your online application for the Global Exchange Programme. After submitting your application you will receive a confirmation email.

Please note that you cannot change your application after submitting and we will not accept any late documents. You can access your application any time using the URL that was sent in the email. The results of selection will be announced by email approximately two weeks after the application deadline passed.

The selection is carried out by a selection committee, under the supervision of the Office of International Student Affairs and conducted by student advisors/counsellors working at Student Services or at one of the faculties. Please do not contact us via email with questions concerning your application; if you have any urgent matters you may book an appointment with our office through the Student Service Desk.