Global Exchange Programme

Application Guide
Complete your online application in 14 steps!

Before you start your application for the Global Exchange Programme, make sure to have thoroughly read all the information about the application procedure on our website www.uva.nl/global. The menu ‘Orientation’ lists information on tools to help you make a choice. At ‘Application’ you can find information about the general requirements, the application procedure, application rounds, available places, the online application and the academic approval form. Information about the placement procedure is listed at ‘Placement’.

After reading the information about the application procedure, please also carefully read the information about the university that you wish to apply for on the Digital World Map.

Please note that not all universities of the programme are automatically available in each application round. Download the destination overview for the upcoming application round and check whether the university of your choice is included. You can find this overview on www.uva.nl/global at ‘Application’. If your university is included please follow the step-by-step application instructions in this guidebook.

The Global Exchange Programme includes over 90 universities outside Europe. Students of all disciplines are eligible for these exchange programmes unless the host university applies certain restrictions.

The agreement between University of Amsterdam (UvA) and the host university specifies the entrance requirements, possible study areas, the duration of the exchange and the number of students who are to be exchanged.

For instance, you can only go on exchange once to the same partner university. UvA students are required to pay tuition to the University of Amsterdam and do not need to pay tuition to the host university.
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 1 June, 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), there are different application procedures with different 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

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 there 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.

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 have to choose for which semester you apply when you start the 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 the online application portal.

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 in again to your personal application page by using the unique URL you received in your email. You can change 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 1 June at 9.00 am and ends 15 June at 17.00pm

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.

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

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 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 card to request your unique URL again.

Step 6

The unique URL gives you access to your personal Global Exchange Programme 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 in the section ‘Application Details’ by clicking on the arrow in the box ‘University’ and selecting the university of your choice.

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.
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 if you get placed.**

**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 the details of your current study programme at the UvA. 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. Your other current UvA study programme can be listed as second study.
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 the host university of your choice 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. **Please note that you are required to fill in the Period of Exchange according to the UvA Calendar system.**

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

University of Amsterdam

My Application
Applying for: Boston College
Coming from faculty: Global Programmes
Exchange type: Exchange programme
Student number: 12345677
Contact email:
Application Status: OPEN

Personal Reflection
Research shows that students who undertake a study abroad activity that places them into new, challenging and uncertain situations, can enhance their personal development, international orientation and help them develop intercultural competences. To unlock such benefits it is essential to analyse and reflect on how study abroad may impact you personally, academically and professionally. Please answer the following questions:

Which aspects of the chosen host university inspired you to apply for this study abroad experience?

On this page you are required to answer (in English) 6 questions to help you analyse and reflect on how study abroad may impact you personally, academically and professionally. Please limit your responses to a maximum of 850 characters per answer, including spaces. The six questions are:

1. Which aspects of the chosen host university inspired you to apply for this study abroad experience?
2. How could this experience contribute to your personal development?
3. What is the connection between your proposed field of study (at your host university) and your current study programme at the UvA?
4. In what ways will your study abroad experience affect your future academic development and/or study programme?
5. How will this study abroad experience help you gain knowledge, skills and attitudes that will benefit your future professional career?
6. Which extracurricular activities during your study abroad experience may help you engage with local people, topics, views and/or culture?

When you have completed this section you can continue with the next item ‘Academic Approval Form’.
Step 11

On this page you are asked to upload the academic approval form in pdf.

With the Academic Approval Form (AAF) you obtain permission from your faculty/UvA study programme to apply for the Global Exchange Programme. Without this signed form, your application will not be processed. By means of the AAF your faculty declares that you have obtained sufficient credits to apply. You can find the academic approval form on the Global Exchange Programme website at ‘Application’. Please download the form and follow the given instructions on page 2 and 3.

You can only upload the AAF in a PDF format, no other formats are allowed. You can scan the required page in a PDF document at any copy/scan machine at the UvA.

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!
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 12

Please check all your answers in the application before you select the ‘Submit’ button.
Step 13

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.

Step 14

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 placement/selection will be announced by email approximately two weeks after the application deadline passed.
The placement/selection is carried out by a selection committee, under the supervision of the Office of International Student Affairs. Please do not contact us via email with questions concerning your application; if you have any urgent matters you are asked book an appointment with our office through the Central Student Service Desk.