

Instruction – Digital (payment) authorisation

Digital authorisation

If you issue a **digital authorisation** you give permission **via Studielink** to the institution of higher education to debit the tuition fees from your bank account.

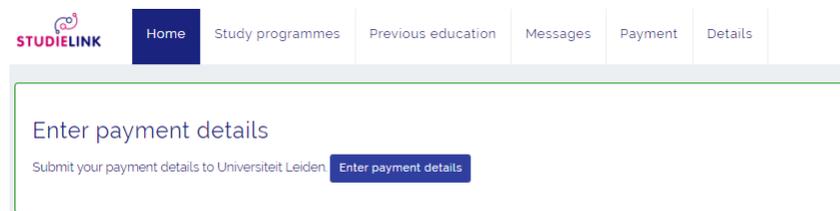
Payment via a digital authorisation is possible if:

- You are aged 18 or older.
- Your bank is located in the SEPA area (You can find out which countries (in addition to the Netherlands) are located in the SEPA area, [here](#)).

If you are not (yet) 18, you can opt to have someone else pay on your behalf. This person must also have an account in the SEPA area.

DIGITAL AUTHORISATION

IF YOU ARE GOING TO PAY YOURSELF:



The screenshot shows the Studielink navigation menu with 'Home', 'Study programmes', 'Previous education', 'Messages', 'Payment', and 'Details'. Below the menu is a form titled 'Enter payment details' with a subtext 'Submit your payment details to Universiteit Leiden.' and a blue button labeled 'Enter payment details'.

→ **Step 1:** Go to **<My To Do List>** and click **<Enter your payment details>**. (This is only possible after you have submitted an enrolment application for the study programme and your educational institution has made this option available).

Digital direct debit authorisation [**Digitale incassomachtiging**] (DIM)

By issuing a **digital direct debit authorisation** you give your institution of higher education permission **via your bank's transaction screen** to debit the tuition fees from your bank account. The issuing of a DIM works in the same way as iDEAL. After you have selected your bank in Studielink you will be taken to your bank's Internet banking environment where you can enter the requested details. After that you will return to the Studielink site.

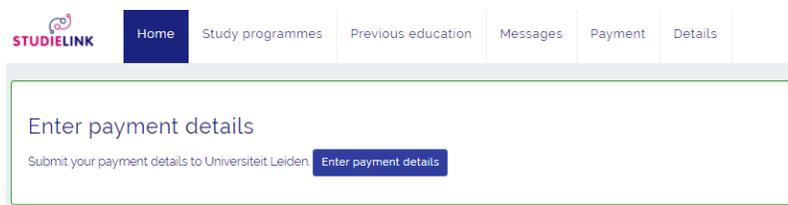
Payment via a digital authorisation is possible if:

- You are aged 18 or older.
- Your educational institution has activated this payment method.
- Your bank and that of the educational institution support the payment authorisation. You can find out which banks support DIM here: www.currence.nl (under Products > Emandates licences).

If you are not (yet) 18, you can opt to have someone else to pay on your behalf. This person must also be a client of a bank that supports DIM.

DIGITAL DIRECT DEBIT AUTHORISATION (DIM)

IF YOU ARE GOING TO PAY YOURSELF:



The screenshot shows the Studielink navigation menu with 'Home', 'Study programmes', 'Previous education', 'Messages', 'Payment', and 'Details'. Below the menu is a form titled 'Enter payment details' with a subtext 'Submit your payment details to Universiteit Leiden.' and a blue button labeled 'Enter payment details'.

→ **Step 1:** Go to **<My To Do List>** and click **<Enter your payment details>**. (This is only possible after you have submitted an enrolment application for the study programme and your educational institution has made this option available).

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→ **Step 2:** Click the button <Enter payment details>.

Payment details Universiteit Leiden	
Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 4000.00
Information tuition fees	https://www.universiteitleiden.nl/

[Enter payment details](#)

→ **Step 3:** Select the country of your bank.

Universiteit Leiden

What is your bank's country of establishment? (Payment options may vary per country.)

[Next question](#)

→ **Step 4:** Choose payment method <Digital authorisation>. State that you will be paying yourself and if you wish to pay in installments.

Universiteit Leiden

How do you want to pay the tuition fees?

Digital authorisation

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

→ **Step 2:** Click the button <Enter payment details>.

Payment details Universiteit Leiden	
Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 4000.00
Information tuition fees	https://www.universiteitleiden.nl/

[Enter payment details](#)

→ **Step 3:** Select the country of your bank.

Universiteit Leiden

What is your bank's country of establishment? (Payment options may vary per country.)

[Next question](#)

→ **Step 4:** Choose payment method <Digital authorisation>.

Universiteit Leiden

How do you want to pay the tuition fees?

Digital authorisation

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

Instruction - Digital (payment) authorisation

→ **Step 5:** State that you will pay yourself

Universiteit Leiden

Who is paying the tuition fees?

Me Someone else

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

→ **Step 6:** Choose whether you want to pay in installments

Universiteit Leiden

Do you want to pay in instalments?

Yes No

Collection details

Tuition fee amount:	€ 4000.00
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[Back to previous question](#) [Next question](#)

→ **Step 7:** Select your own bank or choose **<Other>** if your bank is not in the list. If your or the educational institution's bank does not support digitale direct debit authorisation or did you choose **<Other>**? Afterwards the digital authorization process via Studielink will start.

→ **Step 5:** State that you will pay yourself

Universiteit Leiden

Who is paying the tuition fees?

Me Someone else

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

→ **Step 6:** Choose whether you want to pay in installments

Universiteit Leiden

Do you want to pay in instalments?

Yes No

Collection details

Tuition fee amount:	€ 4000.00
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[Back to previous question](#) [Next question](#)

→ **Step 7:** Select your own bank. If your bank supports digital direct debit authorisation, the  icon will appear.

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Universiteit Leiden

Select the bank of the account holder.

Other

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

→ **Step 8:** Enter the account holder's details.

Universiteit Leiden

Bank account holder details

First and last name bank account holder

IBAN

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

 **PLEASE NOTE I:** if the bank of the educational institution does not support digital authorisation, you will not be asked for your bank.

 **PLEASE NOTE II:** Only choose <Other> at <Bank> if your bank is not in the list or if your educational institution specifically instructed you to do so.

→ **Step 9:** Check the overview page and tick the box at 'I hereby state...'. Press <Save>.

Your digital authorisation is now confirmed. You will receive an email 'Digital authorisation confirmed' in your Studielink Dashboard and mailbox.

Universiteit Leiden

Select the bank of the account holder.

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

→ **Step 8:** Check your <Address details account holder>.

Tick the box 'I hereby state...'. After that you press <Save>.

→ **Step 9:** You will now be taken to your bank's internet banking environment. Fill in the necessary details to issue the direct debit authorisation. After that you will be redirected to Studielink.

Your digital payment authorisation has now been confirmed. You will receive a confirmation by email and in your Studielink account and mailbox.

If the issue of the authorisation turns out unsuccessful, you will also receive an email about this.

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IF SOMEONE ELSE PAYS YOUR TUITION FEES:

→ **Step 1:** Go to <My To Do List> and click <Enter your payment details>. (This is only possible after you have submitted an enrolment application for the study programme and your educational institution has made this option available).

The screenshot shows the Studielink navigation bar with 'Home', 'Study programmes', 'Previous education', 'Messages', 'Payment', and 'Details'. Below the navigation bar is a box titled 'Enter payment details' with the text 'Submit your payment details to Universiteit Leiden' and a blue button labeled 'Enter payment details'.

→ **Step 2:** Click the button <Enter payment details>.

The screenshot shows the 'Payment details 2021 - 2022' page. It features a table with the following data:

Payment details Universiteit Leiden	
Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 4000.00
Information tuition fees	https://www.universiteitleiden.nl/

Below the table is a blue button labeled 'Enter payment details'.

→ **Step 3:** Select the country of your bank.

The screenshot shows the 'Universiteit Leiden' page with the question 'What is your bank's country of establishment? (Payment options may vary per country.)'. Below the question is a dropdown menu and a blue button labeled 'Next question'.

IF SOMEONE ELSE PAYS YOUR TUITION FEES:

→ **Step 1:** Go to <My To Do List> and click <Enter your payment details>. (This is only possible after you have submitted an enrolment application for the study programme and your educational institution has made this option available).

The screenshot shows the Studielink navigation bar with 'Home', 'Study programmes', 'Previous education', 'Messages', 'Payment', and 'Details'. Below the navigation bar is a box titled 'Enter payment details' with the text 'Submit your payment details to Universiteit Leiden' and a blue button labeled 'Enter payment details'.

→ **Step 2:** Click the button <Enter payment details>.

The screenshot shows the 'Payment details 2021 - 2022' page. It features a table with the following data:

Payment details Universiteit Leiden	
Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 4000.00
Information tuition fees	https://www.universiteitleiden.nl/

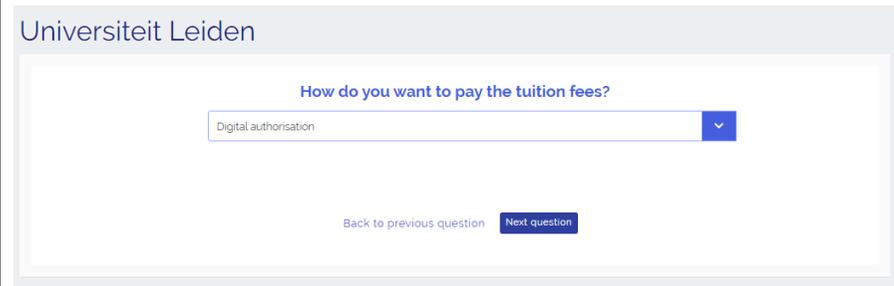
Below the table is a blue button labeled 'Enter payment details'.

→ **Step 3:** Select the country of your bank.

The screenshot shows the 'Universiteit Leiden' page with the question 'What is your bank's country of establishment? (Payment options may vary per country.)'. Below the question is a dropdown menu and a blue button labeled 'Next question'.

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→ **Step 4:** Choose payment method <**Digital authorisation**> and state that someone else is paying the tuition fees.



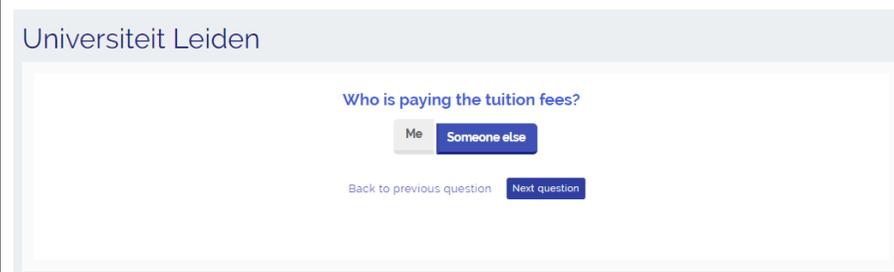
Universiteit Leiden

How do you want to pay the tuition fees?

Digital authorisation

Back to previous question Next question

→ **Step 5:** State that someone else is paying the tuition fees.



Universiteit Leiden

Who is paying the tuition fees?

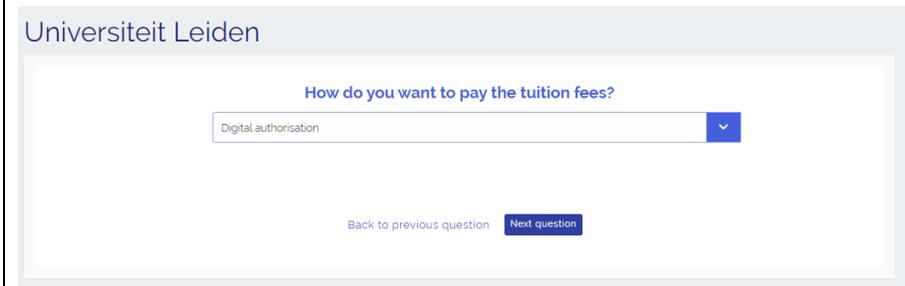
Me Someone else

Back to previous question Next question

→ **Step 6:** An overview of the entered details is shown. You have to tick the box 'I hereby state...' and press <**Save**>.

→ **Step 7:** You (the student) will now receive an email at the email address submitted to Studielink. This email will contain instructions on how the person who is going to pay your tuition fees can confirm the digital authorisation. Forward this email immediately to this person and ask them to confirm the authorisation as soon as possible. You will also find the message with instructions in <**My messages**> in your Studielink account.

→ **Step 4:** Choose payment method <**Digital authorisation**> and



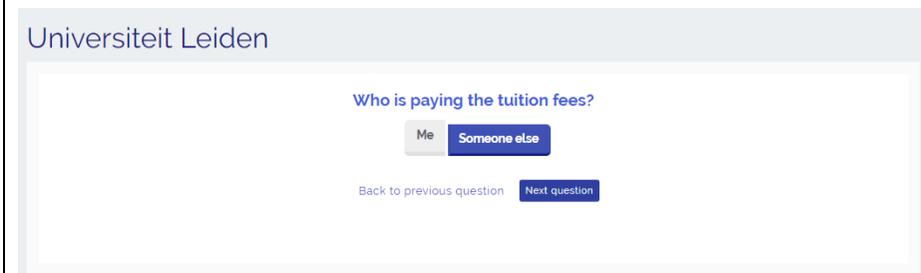
Universiteit Leiden

How do you want to pay the tuition fees?

Digital authorisation

Back to previous question Next question

→ **Step 5:** State that someone else is paying the tuition fees.



Universiteit Leiden

Who is paying the tuition fees?

Me Someone else

Back to previous question Next question

→ **Step 6:** An overview of the entered details is shown. You have to tick the box 'I hereby state...' and press <**Save**>.

→ **Step 7:** You (the student) will now receive an email at the email address submitted to Studielink. This email will contain instructions on how the person who is going to pay your tuition fees can confirm the digital direct debit authorisation. Forward this email immediately to this person and ask them to confirm the authorisation as soon as possible. You will also find the message with instructions in <**My messages**> in your Studielink account.

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Until the digital authorisation has been confirmed, you will have a **<Get digital authorisation confirmed>** action item in your To Do list.

→ **Step 8:** The person that will pay the tuition fees clicks on the payment link in the email. He chooses **<Other>** because their bank is not in the list. In case the educational institution does not support digital direct debit authorisation, the payer will not be asked for their bank at all.

Enter payment details

Select the bank of the account holder

Other

Next question

→ **Step 9:** The payer has to fill in their account holder's details.

Enter payment details

Account holder's details

Name account holder

IBAN

Back to previous question

Next question

Until the digital direct debit authorisation has been confirmed, you will have a **<Get digital authorisation confirmed>** action item in your To Do list.

→ **Step 8:** The person that will pay the tuition fees clicks on the payment link in the email. This person chooses their bank.

Enter payment details

Select the bank of the account holder

RABOBANK (RABONL2U)

Next question

→ **Step 9:** The payer is asked if they want to receive a copy of the email about the issue of the authorisation. If YES is chosen, an email address should be filled in.

Enter payment details

I want to receive a copy of the e-mail about the issue of the authorisation.

Yes No

Email address

Bob@brown.com

Back to previous question

Next question

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→ **Step 10:** The payer is asked if they want to receive a copy of the email about the issue of the authorisation. If YES is chosen, an email address should be filled in.

Enter payment details

I want to receive a copy of the e-mail about the issue of the authorisation.

Email address ✓

[Back to previous question](#)

→ **Step 10:** Next, the payer should fill in their address details.

Enter payment details

Account holder's address details

Country

Street

House number and addition

Postal code

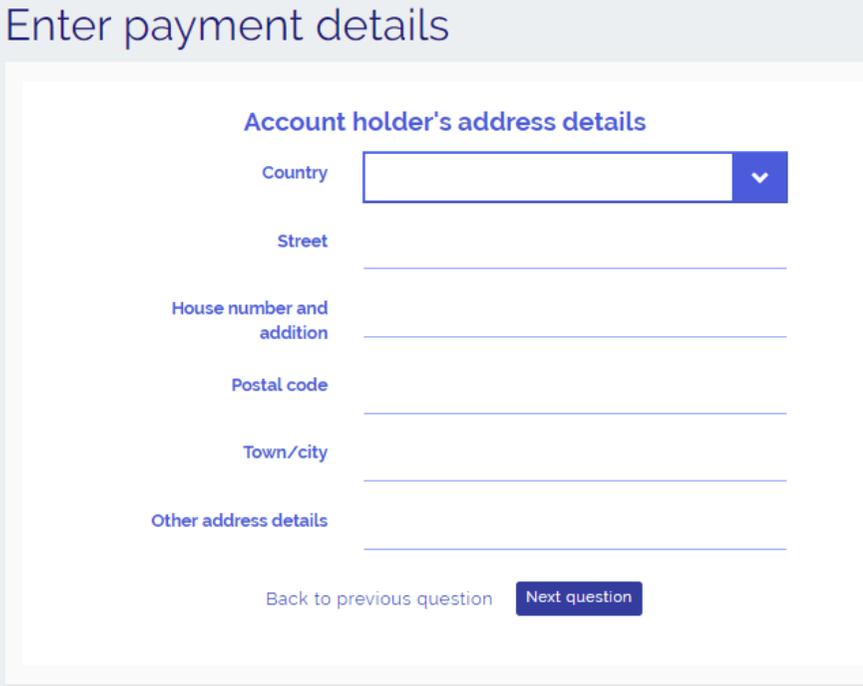
Town/city

Other address details

[Back to previous question](#)

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→ **Step 11:** Next, the payer should fill in their address details.

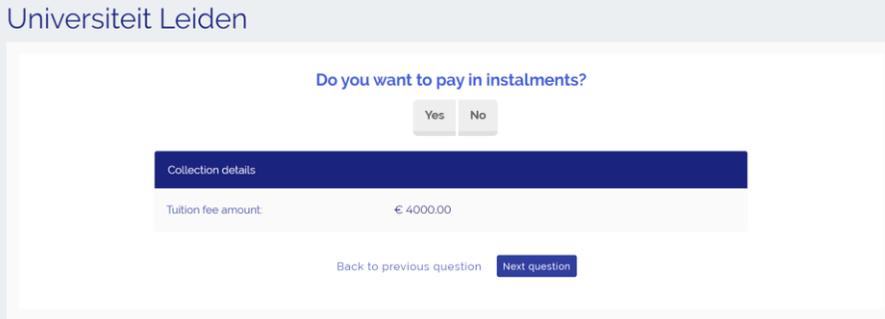


The screenshot shows a form titled "Enter payment details" with a sub-section "Account holder's address details". The form contains the following fields:

- Country: A dropdown menu.
- Street: A text input field.
- House number and addition: A text input field.
- Postal code: A text input field.
- Town/city: A text input field.
- Other address details: A text input field.

At the bottom of the form, there are two buttons: "Back to previous question" and "Next question".

→ **Step 11:** The payer must state whether or not they want to pay in installments.



The screenshot shows a form titled "Universiteit Leiden" with a sub-section "Do you want to pay in instalments?". The form contains the following elements:

- Buttons for "Yes" and "No".
- A dark blue bar labeled "Collection details".
- A table showing "Tuition fee amount" as "€ 4000.00".
- Buttons for "Back to previous question" and "Next question".

→ **Step 12:** An overview of the entered details is shown where the payer has to tick the box 'I hereby state...' and press <Save>.

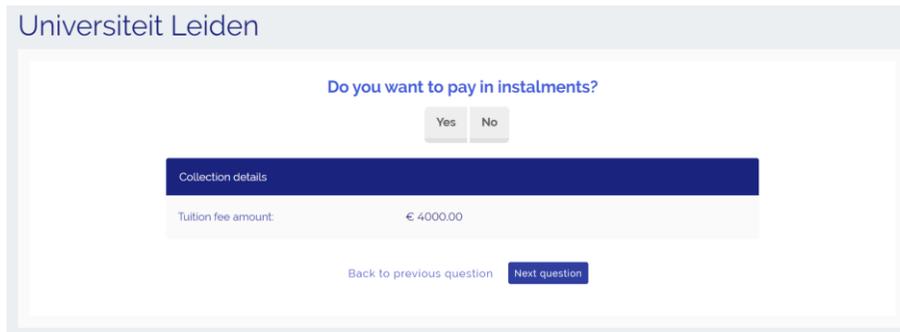
After filling in the details in the Internet bank environment, the digital payment authorisation will be initiated.

After that the digital authorisation will be confirmed and the payer will be able to log out. You will yourself receive a message that your digital payment authorisation has been confirmed at the email address submitted to Studielink and in your Studielink account.

In case the issue of the authorisation was unsuccessful you will also receive an email about this.

Instruction - Digital (payment) authorisation

→ **Step 12:** The payer must state whether or not they want to pay in installments.



The screenshot shows the Universiteit Leiden website interface. At the top, it says "Universiteit Leiden". Below that, a question is displayed: "Do you want to pay in instalments?". There are two buttons: "Yes" and "No". Below the question, there is a section titled "Collection details" with a dark blue header. Underneath, it shows "Tuition fee amount: € 4000.00". At the bottom of this section, there are two buttons: "Back to previous question" and "Next question".

→ **Step 13:** An overview of the entered details is shown where the payer has to tick the box 'I hereby state...' and press <**Save**>.

The digital authorisation is now confirmed. You will receive a confirmation email. In case the issue of the authorisation was unsuccessful you will also receive an email about this.

Instruction – Digital (payment) authorisation

If you have other questions and want to find out more about Studielink and how it works, go to <https://info.studielink.nl/en> or find the answer to a specific question at <https://help.studielink.nl/en/>.