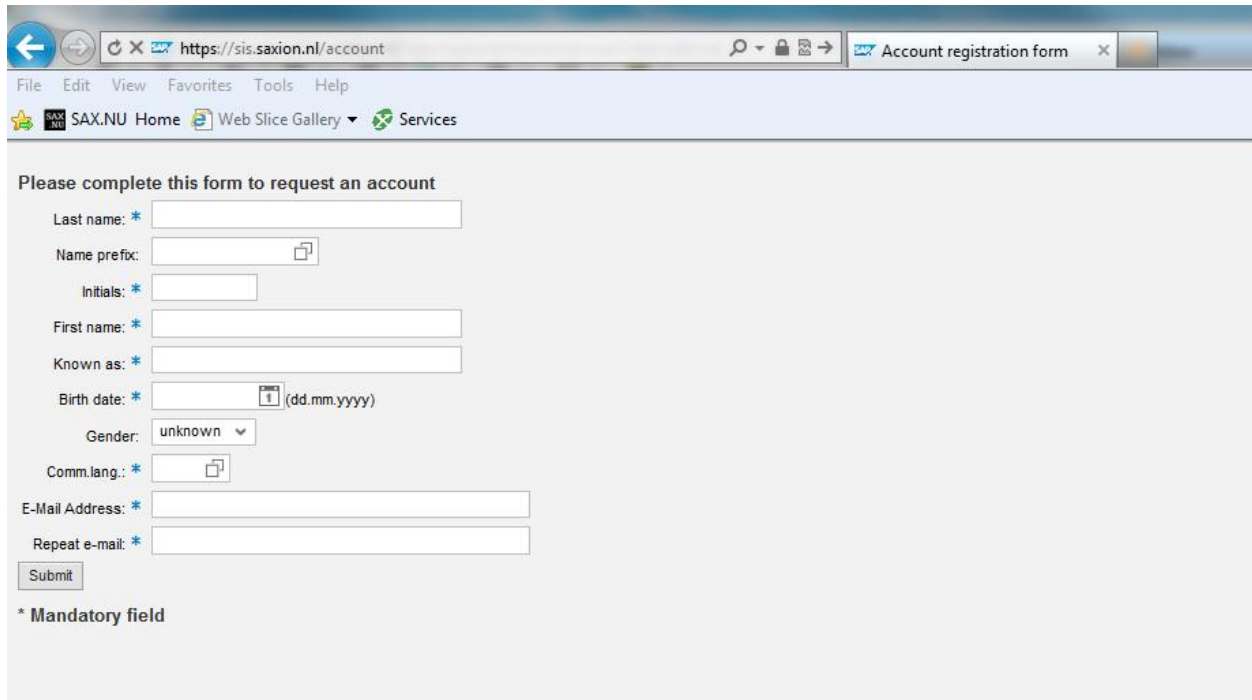


Saxion application manual

In this document we would like to explain step by step the process of application at Saxion University of Applied Sciences. Students who want to study in one of our Bachelor Programmes or our Master in Facility Management or Real Estate Management have to apply via Studielink (www.studielink.nl) before they will receive a login and password for the Saxion application portal. For all of our other programmes students first have to apply for a password on sis.saxion.nl/account before they receive an account:



The screenshot shows a web browser window with the address bar displaying <https://sis.saxion.nl/account>. The browser's address bar also shows a search icon, a lock icon, and a refresh icon. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a home icon, a search icon, and a services icon. The page title is "Account registration form".

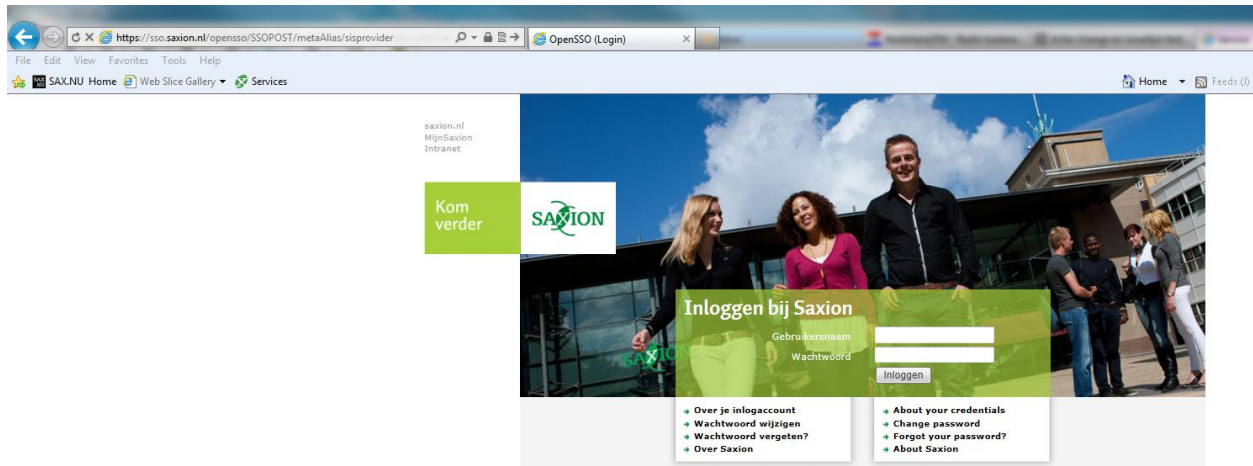
The form is titled "Please complete this form to request an account". It contains the following fields:

- Last name: *
- Name prefix:
- Initials: *
- First name: *
- Known as: *
- Birth date: * (dd.mm.yyyy)
- Gender: unknown
- Comm.lang.: *
- E-Mail Address: *
- Repeat e-mail: *

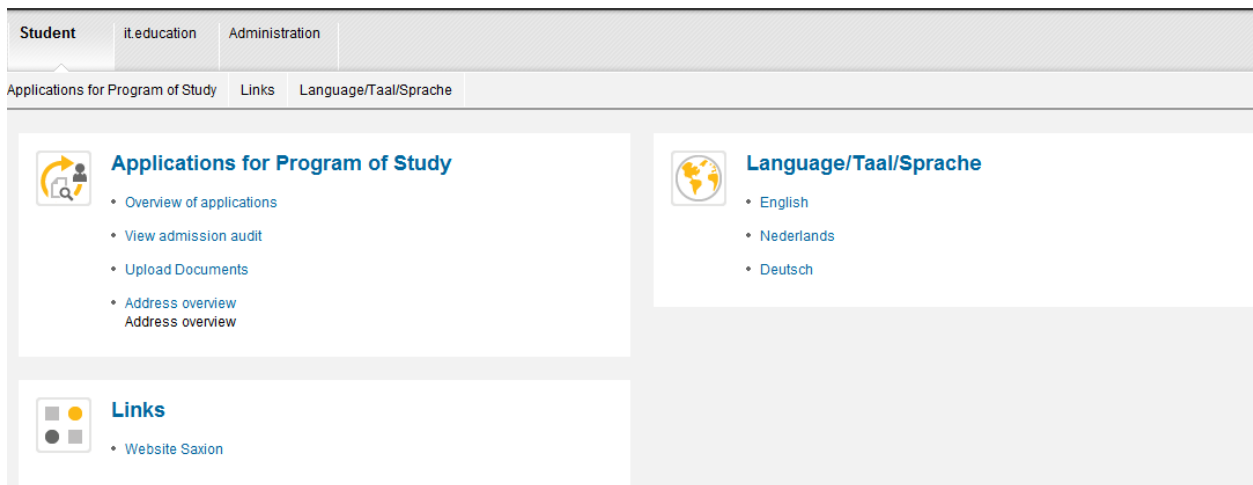
There is a "Submit" button at the bottom of the form. Below the form, there is a legend: "* Mandatory field".

After applying via Studielink or sis.saxion.nl/account we will send an email in which the account information is stated to the emailaddress used in the application process. Please be aware that account information is considered as SPAM by a lot of email-clients so make sure that you check your spam-box as well for this information. After having received the account information you can login to our application portal to provide us with additional information and upload your application documents.

Link to application portal: sis.saxion.nl. You will then be redirected to the Saxion login page where you can enter the login information. Please make sure that your browser is set to English in order to be redirected to the English page.

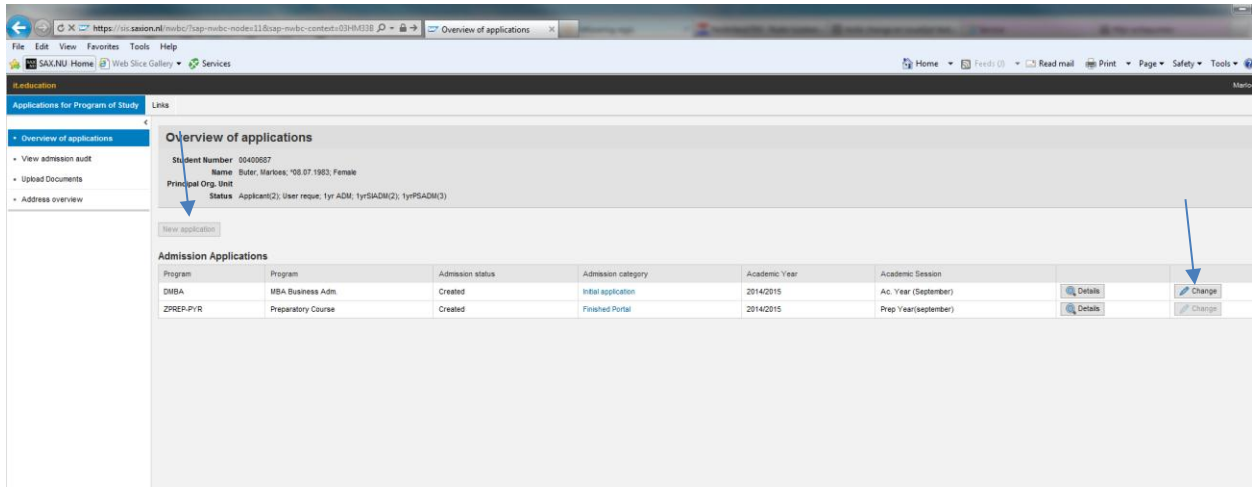


You will then see the homepage of our application portal:



- 1) Overview of applications: in this link you can see all your applications at Saxion
- 2) View admission audit: you can check the admission status of your application at Saxion (per programme)
- 3) Upload documents: if you have at least one application you can upload your documents here. You can also add documents via this link in a later stadium in the application process (after finishing the portal it is still possible to add documents via this link).
- 4) Adress overview: you can change your address here.

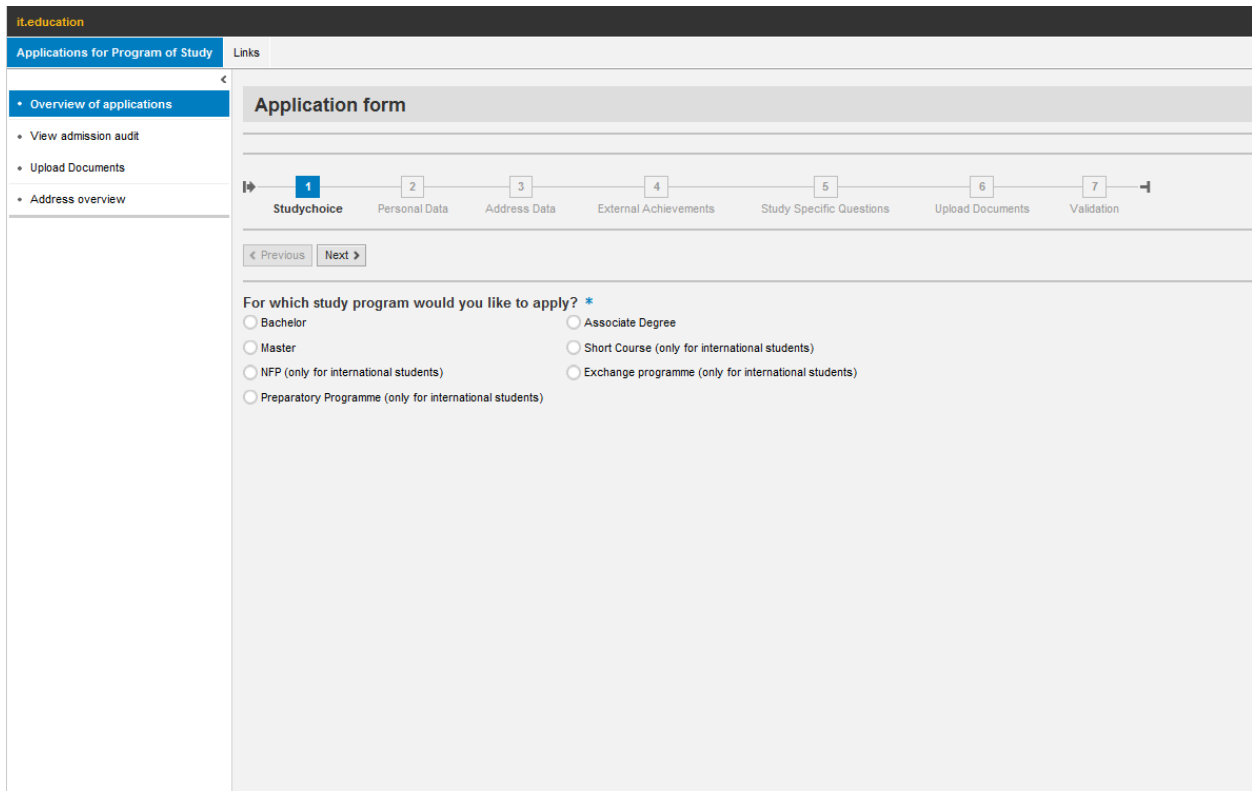
In the screen below you can see the page after you have clicked on 'Overview of applications' :



If you have already applied via Studielink you can here see the programme that you have applied for in Studielink. In case you want to apply for a different programme (not via Studielink) please click the new application button. You will then see the following screen. For all other students, please click the 'change' button in order to add the information and application documents.

STEP 1 of the application portal:

In the screen for 'new application' you can select your programme of choice:



Application for our MA/MBA programme:

The screenshot shows a web browser window with the URL <https://sis.saxion.nl/nwbc/?sap-nwbc-node=11&sap-nwbc-context=03HM33B>. The page title is "Overview of applications". The navigation menu includes "Applications for Program of Study" and "Links". The main content area is titled "Application form" and features a progress bar with seven steps: 1. Studychoice, 2. Personal Data, 3. Address Data, 4. External Achievements, 5. Study Specific Questions, 6. Upload Documents, and 7. Validation. The "Studychoice" step is currently active. Below the progress bar, there are two sections of radio button options. The first section, "For which study program would you like to apply? *", includes options for Bachelor, Associate Degree, Master (selected), Short Course (only for international students), NFP (only for international students), Exchange programme (only for international students), and Preparatory Programme (only for international students). The second section, "Do you want to apply for a MA/MBA *", includes options for Yes and No.

Application for our preparatory programmes (Short Track and Foundation Summer Course via the portal but the following programme via Studielink). Make sure that you select the correct programme of study and period:

This screenshot shows the same application form as above, but with the "Preparatory Programme (only for international students)" option selected. Below this section, there is a section titled "Which program do you want to apply for:" with options for Foundation Summer Course, Preparatory Semester, Preparatory Year (selected), Preparatory Intensive, and Preparatory Short Track. Below this, there is a dropdown menu for "Program of Study:" with "ZPREP-PST - Preparatory Course" selected. Below that, there is a "Full/Part-Time:" section with "Full Time" selected, and a "Period:" dropdown menu. Two blue arrows point to the "Program of Study:" dropdown and the "Period:" dropdown.

Example preparatory year:

The screenshot shows the 'Application form' interface. The left sidebar contains a menu with 'Overview of applications' selected, and other options like 'View admission audit', 'Upload Documents', and 'Address overview'. The main content area features a progress bar with seven steps: 1. Studychoice (highlighted), 2. Personal Data, 3. Address Data, 4. External Achievements, 5. Study Specific Questions, 6. Upload Documents, and 7. Validation. Below the progress bar are 'Previous' and 'Next' buttons. The form content includes:

- For which study program would you like to apply? ***
 - Bachelor
 - Associate Degree
 - Master
 - Short Course (only for international students)
 - NFP (only for international students)
 - Exchange programme (only for international students)
 - Preparatory Programme (only for international students)
- Which program do you want to apply for:**
 - Foundation Summer Course
 - Preparatory Semester
 - Preparatory Year
 - Preparatory Intensive
 - Preparatory Short Track
- Program of Study: *** ZPREP-PYR - Preparatory Course
- Full/Part-Time:** Full Time
- Period: *** 2014/2015 - Prep Year(september)

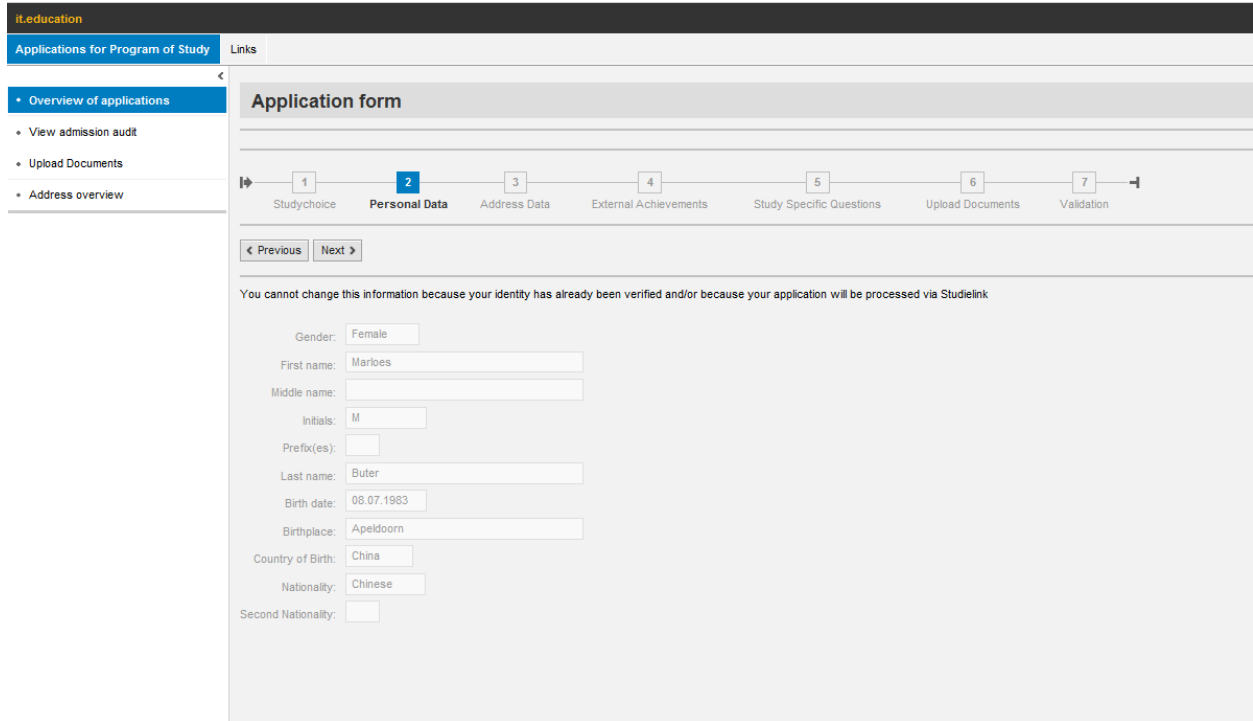
In case you have already applied via Studielink it is not possible to change your programme via the application portal. Please change your programme or personal data via Studielink.

This screenshot shows the 'Application form' interface for a different program. The browser address bar shows the URL: <https://sis.saxion.nl/nwbc/?sap-nwbc-node=11&sap-nwbc-context=03HM33B>. The left sidebar is identical to the previous screenshot. The main content area features the same progress bar with seven steps: 1. Studychoice (highlighted), 2. Personal Data, 3. Address Data, 4. External Achievements, 5. Study Specific Questions, 6. Upload Documents, and 7. Validation. Below the progress bar are 'Previous' and 'Next' buttons. The form content includes:

- Program of Study:** DMBA - MBA Business Adm.
- Full/Part-Time:** Full Time
- Period:** 2014/2015 - Ac. Year (September)

STEP 2 of the application portal:

Enter your personal data in this step. If you have applied via Studielink you have to change your personal data in Studielink.



it.education

Applications for Program of Study Links

• Overview of applications

- View admission audit
- Upload Documents
- Address overview

Application form

1 Studychoice 2 **Personal Data** 3 Address Data 4 External Achievements 5 Study Specific Questions 6 Upload Documents 7 Validation

< Previous Next >

You cannot change this information because your identity has already been verified and/or because your application will be processed via Studielink

Gender:

First name:

Middle name:

Initials:

Prefix(es):

Last name:

Birth date:

Birthplace:

Country of Birth:

Nationality:

Second Nationality:

STEP 3 of the application portal:

Enter your personal data in this step. A GBA address is an address in the Netherlands. Please only enter this information if you already live in the Netherlands or after you have arrived in the Netherlands and have registered at town hall.

it.education

Applications for Program of Study Links

Overview of applications

- View admission audit
- Upload Documents
- Address overview

Application form

1 Studychoice 2 Personal Data 3 **Address Data** 4 External Achievements 5 Study Specific Questions 6 Upload Documents 7 Validation

< Previous Next >

GBA Address

Correspondence Address

Living address

Phone number(s) and e-mail address

Telephone (landline): *

Mobile phone number: *

Emergency telephone:

E-Mail Address: *

Save

STEP 4 of the application portal:

You will see the information indicated in Studielink here. For all other programmes please do not enter information here but upload the gradelists or diploma in step 6 of the application portal.

it.education

Applications for Program of Study Links

Overview of applications

- View admission audit
- Upload Documents
- Address overview

Application form

1 Studychoice 2 Personal Data 3 Address Data 4 **External Achievements** 5 Study Specific Questions 6 Upload Documents 7 Validation

< Previous Next >

Add another previous education

Country: *

Educational background category: *

Educational background subcategory: *

City: *

Institution: *

(Expected) Graduation date: * Diploma achieved:

Save

STEP 5 of the application portal:

Please answer all the questions stated in this step.

Here you can also fill in the agency information.

Application form

1 Studychoice 2 Personal Data 3 Address Data 4 External Achievements 5 Study Specific Questions 6 Upload Documents 7 Validation

I hereby declare to pay the tuition fee conform the Regulations tuition fees of Saxion University of Applied Sciences *

Yes, I agree

Do you intend to start your own business / company? *

Yes, I'm already started Yes, during my studies
 Yes, after my studies Maybe
 No

Which language test have you taken? Please, also fill in your results.

I have a Healthcare Insurance policy that covers me for the academic year 2013-2014

Yes No

I have sufficient finances to provide for day-to-day expenses during my studies. I have at least € 835. - per month (=for one year € 10,020.-) in my bank account.

Yes No

If you are applying through a recruitment agent, please fill in their name

and e-mail address (recruitment agent)

I have never been found guilty of a crime

Yes No

Saxion University of Applied Sciences informed me what to do if I change my address.

No Yes

Saxion University of Applied Sciences is obligated to inform the IND (immigration and naturalization service) about the study progress of students and to withdraw a residence permit for study purposes, if a student does not meet the requirements of th

I hereby give Saxion University of Applied Sciences permission to inform the IND about my study progress and to act on my behalf when contacting the IND in order to apply for an extension of my residence permit for study purposes. No

I am aware of the fact that, if I do not meet the requirements of the IND, Saxion University is obligated to inform the IND to withdraw my legal stay on the basis of study.

Yes No

Would you like to apply for a program after finishing your preparatory Program?

Yes No

Does your final decision depend on being granted a NFP or other external scholarship?

Yes No

Do you want to apply for a Saxion scholarship?

Yes No

Are you from a West African country? (Ghana, Liberia, Nigeria, Sierra Leone, the Gambia):

Yes No

City where I want to collect my VISA

Do you wish to apply for scholarship? *

Yes No

STEP 6 of the application portal:

Please upload all the application documents in this step.

The screenshot displays the 'Application form' interface. At the top, there is a navigation bar with 'it.education' and 'Applications for Program of Study'. Below this is a sidebar with a menu containing 'Overview of applications', 'View admission audit', 'Upload Documents', and 'Address overview'. The main content area shows a progress bar with seven steps: 1. Studychoice, 2. Personal Data, 3. Address Data, 4. External Achievements, 5. Study Specific Questions, 6. Upload Documents (highlighted in blue), and 7. Validation. Below the progress bar, there are 'Previous' and 'Next' buttons. The 'Upload Documents' section is titled 'General documents (for example identification, photograph, etc.)' and lists five categories: Photo, Diploma, Transcript of grades, Language test, and Other document, each with an 'Add' button. Below this, there is a section for 'Documents accompanying the application for MBA Business Adm. (2014-2015)' with a document icon and a text box.

Required documents to start your application process:

General documents

- Photo
- Copy passport
- CV
- Diploma
- Translation diploma
- Transcript
- Translation transcript
- Language proof (IELTS / TOEFL)

Documents accompanying the application for(applied programme)

- Motivation letter (needed for SDP / Master applications)
- Course description (needed for SDP applications)

STEP 7 of the application portal:

Make sure that you tick the boxes and finalize your application by submitting your form.

Application form

1 Studychoice 2 Personal Data 3 Address Data 4 External Achievements 5 Study Specific Questions 6 Upload Documents 7 Validation

I certify that the information given above and in attached documents is correct to the best of my knowledge

I have read and agree to the terms and conditions. [Click here to view terms and conditions](#)

[Previous](#) [Submit](#)

If you go back to 'Overview of applications' you will see now the admission category changed from 'Initial application' to 'Finished portal', which means that you have applied successfully and we are able to start your application process.

Now you can also apply for a new application for a different programme in the portal.

Overview of applications

Student Number 00400687
Name Buter, Marloes; *08.07.1983; Female
Principal Org. Unit
Status Applicant(3); 1yr ADM; 1yrSIADM(2); 1yrPSADM(3)

[New application](#)

Admission Applications

Program	Program	Admission status	Admission category	Academic Year	Academic Session	Details	Change
XIEX	Int. Off. Exchange	Created	Initial application	2014/2015	Ac. Year (September)	Details	Change
DMBA	MBA Business Adm.	Created	Finished Portal	2014/2015	Ac. Year (September)	Details	Change
ZPREP-PYR	Preparatory Year	Created	Finished Portal	2014/2015	Prep Year(september)	Details	Change