Step-by-step instruction – Change account number

If you have issued a digital direct debit authorisation via your own online banking environment, you will be able to change your account number via Studielink. The steps you need to take to do this are detailed below.

Do you not see the <Change payment details> button? In this case you have given a digital authorisation for the payment through Studielink or someone else is paying your tuition fees for you. You will not be able to change any payment details through Studielink and will have to contact your educational institution to change your payment details.

➔ **Step 1**: Log in to Studielink and go to the <Payment> tab. Here you can see an overview of all educational institutions at which you have submitted an enrolment application. You will find a button <Change payment details> when you unfold the block ‘Payment details entered’. Click on this button.

➔ **Step 2**: You are directed to a page where you have to choose your bank again. It is not possible to adjust the method of payment, who is paying the tuition fees or the instalments. Choose your bank and tick the boxes next to <Authorisations> after reading the authorisations carefully.
➔ **Step 3**: After you have clicked **Issue digital direct debit authorisation** you will be directed to your digital banking environment where you can issue a digital direct debit authorisation on your new account number.