Step-by-step instruction – Request for proof of paid tuition fees in Studielink

**Please note:** A proof of paid tuition fees can only be requested in Studielink if you are already fully enrolled for a study programme at an educational institution and you have submitted an enrolment application for a study programme at another educational institution for the same academic year.

➔ **Step 1:** Log into your Studielink account and click `<Enter payment details>` on top of the page or below the To do under the right study programme. This is only possible after you have submitted an enrolment application for a study programme and the educational institution has made this option available.
» **Step 2:** You will be directed to the tab `<Payment>`. Here you can see an overview of all educational institutions at which you have submitted an enrolment application. Click the button `<Apply for proof of paid tuition fees>` of the educational institution to which you want to make your payment with the proof of paid tuition fees.

![Payment screenshot](image)

» **Step 3:** On the next screen you can apply for the proof of paid tuition fees. The field `<Educational institution where you have already paid tuition fees>` states the educational institution at which you are already fully enrolled. If you are fully enrolled at more than one educational institution, you can choose the educational institution according to your own preference. Read the `<Authorisation>` carefully and tick the box. Information of the educational institution about paying with the proof of paid tuition fees will be shown beneath the authorisation. Click on the `<Apply for proof of paid tuition fees>` button.
Step 4: A confirmation of your application will be shown. Click on the <Close> button.

Please note: not every educational institution provides the possibility for a digital application for a proof of paid tuition fees in Studielink. Should this be the case, then you still must indicate in Studielink that you would like to pay with a proof of paid tuition fees. You then need to apply for the proof of paid tuition fees outside Studielink, directly at the educational institution where you have paid your tuition fees. You have to present this to the educational institution where you want to pay with the proof of paid tuition fees.
Step 5: You will return to the tab <Payment>. You can see the status of your application under the educational institution where you want to pay with the proof of paid tuition fees, at the section <Proof of paid tuition fees>. Here you can track the progress of your application.
Step 6: When the proof of paid tuition fees is issued by the educational institution where you have paid your tuition fees and is forwarded to the educational institution where you want to pay, you will see the following status:
➔ **Step 7a, status accepted**: If the educational institution where you want to pay with the proof of paid tuition fees accepts the proof, you will see the following status (including the amount paid and the period during which the proof will be valid):

![Payment details status](image)

**Payment details status**
- Payment details entered
- Payment details confirmed
- Your payment details have been sent to the educational institution

**Actions**
- There are no outstanding actions

**Payment information**

**Payment details entered**

**Proof of paid tuition fees**
- Requested from: Universiteit Utrecht
- Issued by: Universiteit Utrecht
- Forwarded to: Universiteit van Amsterdam
- Accepted by: Universiteit van Amsterdam
- Amount paid: €2500.00
- Start date of proof of paid tuition fees: September 1, 2022
- End date of proof of paid tuition fees: August 31, 2023
**Step 7b, status additional payment:** If your proof of paid tuition fees does not fully cover the tuition fees at the other educational institution, an additional payment will be needed. You will see the following status in your Studielink account (including the amount still due, the period during which the proof will be valid and the reason why additional payment is needed):

You will also receive an email at the email address registered in your Studielink account.
**Step 7c, status rejected:** If your proof of paid tuition fees is not accepted by the educational institution where you want to pay with the proof, you will see the following status (including the reason for rejection):

![Payment status diagram](image-url)

You will also receive an email at the email address registered in your Studielink account. You need to enter your payment details again.