Step-by-step instruction: Create Studielink account (without DigiD)

This step-by-step instruction is intended for students without a Dutch home address and therefore have no DigiD. DigiD is a digital ID that is used in the Netherlands. Do you live in the Netherlands and are you registered with the municipality? Then you have to request a DigiD to create a Studielink account. See www.digid.nl/en for more information.

To create a Studielink account without DigiD, you need a passport or European identity card. Make sure that you have a scan or photo available on your device. If you hold two nationalities, including a European one, please use your European passport or identity card. This is used for the calculation of the tuition fee.

➔ **Step 1**: Go to www.studielink.nl and choose your preferred language (Dutch, English or German) in the upper right corner.

➔ **Step 2**: Click <Create account> and follow the steps below.
Step 3: Enter the nationality on the identity document that you are uploading and select <Scan passport/ID>.

Step 4: A wizard opens where you can upload your identity document. Select <Start>. 
Step 5: Select the document that you are uploading. Please note: non European identity cards can’t be uploaded. Use a passport in that case.

Step 6: Upload a photo or scan of the identity document. Allowed formats are: JPEG, PNG, BMP and PDF. For passports you have to upload a scan or photo of the page with the passport photo, for identity cards you must upload a scan or photo of both the front and back of the card.
Step 7: After you uploaded the document, you can crop the document if needed. After that, select <Continue>.

Step 8: Optionally, you will be asked to enter the issuing country of the identity document.

Step 9: Select the document version in the next step and then <Submit>.

Step 10: If the details of the document are read out correctly, you can check your details carefully on the following page. On the bottom of the page you can indicate that the personal details on the screen match with the details in the document. Click <Next>.

Please note: it is important that you check your details thoroughly. You can’t change them afterwards.

If you indicated that your details match with the details of your identity document, a pop up appears where you have to confirm this. Tick the checkbox and select <OK>. You will return to the main screen. Do you want to change details? Then you must indicate that your details don’t match with the details on your identity document. You can edit and correct them in the following step. Then select <Next>.
Confirmation

**NB:** if you indicate that the details shown here match the details on your passport/ID, you can **NOT** change them once your Studielink account has been created. We will use these details on items like your student ID card and your diploma.

If you see any errors in the details shown here, please indicate that they do not match the details on your passport/ID. You can then enter the correct personal details at the next step.

☐ I have read the disclaimer above and am aware of any consequences that may arise.

If you have indicated that the details match with the document, you can fill in your preferred first name and country of birth.

**You can proceed with step 11.**

**Please note:** if not all the details are read out correctly from the document, you will be redirected to a form where you can edit and correct your details. On this page you also fill in your preferred first name and country of birth. Then, select **<Next>**.
**Step 11:** Fill in your home address. *Please note: this can’t be a Dutch address. If you have a Dutch address, you can request a DigiD ([www.digid.nl/en](http://www.digid.nl/en)). After you received your DigiD, you can select `<Log in with DigiD>` on the homepage [www.studielink.nl](http://www.studielink.nl).
 ➔ **Step 12:** Now fill in your contact details. Please use an email account that only you can access. The email address must be unique in Studielink, there can’t be two Studielink accounts with the same email address.

 ➔ **Step 13:** Check your details and tick the boxes. Click the right image to prove you are not a robot. Select **<Create>** to create your account.

**Please note:** after submitting an enrolment application, your personal details will be sent to the educational institution. Did you indicate that your personal details didn’t match the details on your identity document and did you correct them? In that case, the educational institution will contact you to show a copy of your identity document in order to verify your details.
Step 14: An email with an activation link will be sent to your email address. Go to your inbox (check your spamfolder if you can’t find it!) and click on the link.

Your account has been activated.

Step 15: Your account is now activated. You are redirected to www.studielink.nl and you can now log in with your email address and password. Please note: your Studielink account is not complete yet. After you submitted an enrolment application, the process of creating a Studielink account is completed and you will be able to access your personal dashboard.

Step 16: Fill in your previous education. First you will be asked for your date of graduation, country where you obtained your diploma and the kind of diploma. Please note: Your education will later need to be verified by your educational institution.
Step 17: Check your previous education. To add more, select <Add previous education>. You can also finish this step after you submitted your enrolment application by clicking
Step 18: Now you have to select the study programme you wish to enrol in. You can find your programme by filling in the city, school, name, type and/or format of the programme. You can also search your programme using the filters.

Step 19: Confirm the selection by ticking the checkbox and continue by selecting <Next>. 
Please note: it is determined by the educational institution per programme whether or not you have a choice at <Start as>.

In some cases it is possible you don’t have a choice at <Starting date> and/or <Type of enrolment>. This means that the programme of your choice can only be followed with the already entered characteristics. This is determined by the educational institution.

You can enter a maximum of 4 enrolment applications per academic year, of which only one or two with a selection procedure. Find out more about programmes with selection/numerus fixus on www.studyinholland.nl.

In some cases you are asked if you wish to participate in the Study Choice Activity. For more information about the Study Choice Activity, please contact your (future) university (of applied sciences).

➔ **Step 20**: Some educational institutions will ask you some programme-specific questions. For more information about these questions you have to contact the educational institution.

➔ **Step 21**: Check all the information displayed. If something is not correct use the button <Back to previous page> to go back and correct it. If everything is correct, select <Confirm> to submit your application.

➔ **Step 22**: You are now routed to your personal Studielink dashboard. Here you can find your enrolment application.
If you want to add another application, go to the tab <Study Programmes>.
If you want to add more previous education, go to the tab <Previous Education>.

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