

Dear student,

Greetings from Utrecht!

I would like to inform you about the application procedures for students selected to study at Utrecht University in 2008-2009.

Application forms

With this application information sheet the international coordinator at your home university will forward or hand out to you:

1. Application forms, for full year, semester 1 or semester 2 applications
2. Certificate Courses Selection form: students fill out the courses of their choice (preliminary study plan; current information at www.uu.nl/exchange*)
3. Language proficiency form: to be filled out if the applicant's native language is not English
4. Application Student ID card
5. Information sheet Utrecht University

*** Important note – Application for University College Utrecht (UCU) or Roosevelt Academy (RA):**

University College Utrecht (UCU) and Roosevelt Academy (RA) are the international honours colleges of Utrecht University. They have their own selection procedure, and students wishing to take courses here will be submitted to these criteria. Both look for talented and motivated students with a broad interest and good to excellent grades. A careful selection takes place after all applications have been received. Approval from the home university does not guarantee exchange students acceptance at UCU or RA.

UCU has its own campus with academic buildings and student housing. Student rooms are furnished and meals are provided in a central dining facility. Students who would like to attend UCU full-time (enrol in 4 courses in a semester) will be housed on campus.

Please note that Roosevelt Academy is not located in Utrecht, but in Middelburg which is a 2-hour train ride from Utrecht!

It is *not* possible to choose (1-3) separate courses at UCU or RA. However, application for a *complete* semester programme (4 courses) is possible. Additional motivation and a GPA of at least 3.0 are required.

Please also note that UCU and RA have a different academic calendar than Utrecht University. For this reason it is not possible to combine courses at UCU or RA with courses at other faculties of UU. More information can be found through our web site www.uu.nl/exchange .

Application deadlines

Application deadline for September 2008 (semester 1 and full year)

- **April 1, 2008** for students who will need an entrance visa (MVV)
- **May 1, 2008** for students who do **not** need an entrance visa (MVV)

Deadline for February 2009 (semester 2)

- **September 1, 2008** for students who will need an entrance visa (MVV)
- **October 1, 2008** for students who do **not** need an entrance visa (MVV)

We will only accept applications from students whose nomination (name, study area, etc) has been sent to us by an exchange partner university. Applications have to be sent to the Central International Office of Utrecht University, *not* to the faculty of your choice.

Acceptance procedure

Once we have received the complete application form and it has been checked by our International Office, we will forward it to the respective faculty/department for official acceptance. Conditions will be availability and approval of a suitable pre-registered programme (see attachment 2 'Certificates Courses Selection Form').

You will be notified if changes in course selection are required to have the application approved. If the application is complete then it usually takes about a month until we know if you can be accepted. You will be informed about this through email and a copy of this message will be sent to the coordinator of your home university.

Before the start of the semester students will receive information and an invitation for orientation sessions by e-mail. In due time, the updated orientation programmes will become available at www.uu.nl/orientation. Pre-departure information is available on our web site.

Utrecht Feel At Home

Together with the message of acceptance you will receive information about the Utrecht Feel At Home (UFAH) services that the university offers. This includes the priority visa procedure, application for accommodation, and the ESN mentor programme.

An independent housing corporation arranges the accommodation, and the terms and conditions are rather strict. Therefore we urge you to read the terms and conditions before applying for housing. It is possible to read the terms and conditions on www.uu.nl/housing. Please note that you do not yet have to enclose the housing form with your general application form.

For more information please read the attached Information Sheet Utrecht University. Should you have any further questions, please contact the international officer of your home university.

We hope to see you in 2008-2009!

Best regards,