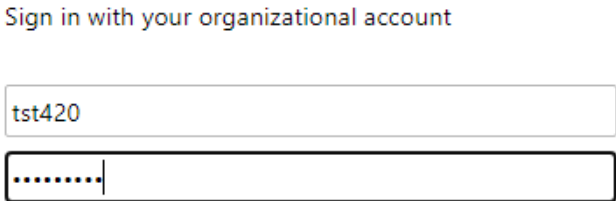# Step-by-step guide to your personal dashboard

This manual will assist you in completing your application for a programme at Vrije Universiteit Amsterdam. Before you can complete your application, you need to have submitted your application through Studielink first. In the following instructions you can see how to submit an application in Studielink (step 1 of the application procedure) if you haven't already done : Studielink Step-by-step plans

Before you continue with the next steps of your application procedure, we advise you to collect all the required documents. Most documents can only be uploaded in PDF format. Study programmes may differ in the set of required documents that you need to upload. You can check the ones you need on the webpage of your programme:

- Master > on this page international diploma applicants can find further information about the requested application documents
- Bachelor > on this page international diploma applicants can find further information about the requested application documents

STEP 1:	After you have completed Studielink, you will receive a login name (VUnet-ID) and password by e-mail	Vrije Universiteit Amsterdam - New application
STEP 2:	Go to your VU Dashboard	https://vu.nl/en/dashboard/services/registration
STEP 3:	Enter your personal dashboard with your VUnet-ID and password	Sign in with your organizational account tst420 ••••••••
STEP 4:	Set language	

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STEP 5:	You will see the following page; please click *Continue with application*	
		Course of study **Status** **Action**
		M Business Administration Open Continue with application
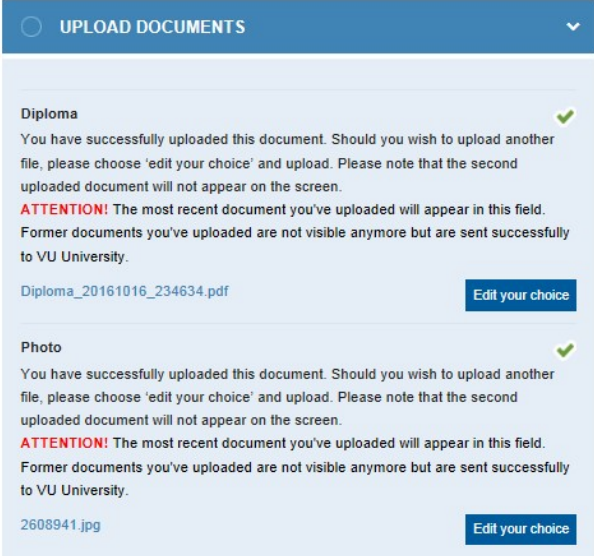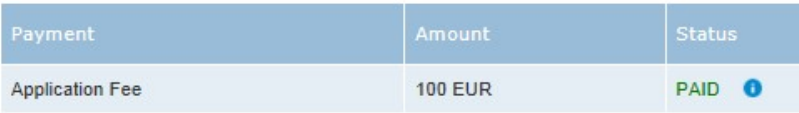
STEP 6:		
	You will need to complete 7 steps:	**COMPLETE APPLICATION**
	1. Check if your course of study and study period are correct	**Progress** **Admissions**
	2. Fill out contact details of your emergency contact	71% completed
	3. General questions (not necessary for all programmes)	✔ Course of study ✔ COURSE OF STUDY
	4. Study-specific questions (not necessary for all programmes)	✔ In case of emergency ✔ IN CASE OF EMERGENCY
	5. Disability registration (if applicable to you)	✔ General questions ✔ GENERAL QUESTIONS
	6. Upload documents	✔ Disability registration edit
	7. Confirm	✔ Study-specific questions
		○ Upload Documents ✔ DISABILITY REGISTRATION
		○ Confirm ✔ STUDY-SPECIFIC QUESTIONS
		○ UPLOAD DOCUMENTS
		○ CONFIRM

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STEP 7:	Submit your documents. More information on the required documents can be found through the links at the start of this manual. Please note: we receive any document you upload. **New documents do not overwrite previous uploads**. Only your latest uploaded document will be shown in the application portal. When submitting a Photo, make sure you submit a .jpg file no larger than 55 kb.	**UPLOAD DOCUMENTS** **Diploma** ✔ You have successfully uploaded this document. Should you wish to upload another file, please choose 'edit your choice' and upload. Please note that the second uploaded document will not appear on the screen. **ATTENTION!** The most recent document you've uploaded will appear in this field. Former documents you've uploaded are not visible anymore but are sent successfully to VU University. Diploma_20161016_234634.pdf [Edit your choice] **Photo** ✔ You have successfully uploaded this document. Should you wish to upload another file, please choose 'edit your choice' and upload. Please note that the second uploaded document will not appear on the screen. **ATTENTION!** The most recent document you've uploaded will appear in this field. Former documents you've uploaded are not visible anymore but are sent successfully to VU University. 2608941.jpg [Edit your choice]
STEP 8:	Please check all information you've submitted for errors. If everything has been filled out correctly you can proceed by confirming your application.	
STEP 9:	After confirming your application, you will be able to arrange the payment of the €100 application fee. You can easily arrange payment online with Visa, MasterCard, American Express or PayPal. More information on the online payment can be found here. Here you will also be able to find the required bank details if you wish to make a bank transfer.	<table><tr><th>Payment</th><th>Amount</th><th>Status</th></tr><tr><td>Application Fee</td><td>100 EUR</td><td>PAID ℹ️</td></tr></table>

And that's it! You have now completed your application in your personal dashboard! We will contact you about your application status via e-mail as soon as possible. If something is missing or incorrect you have until the application deadline to rectify this.

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For more information on what you need to do to complete your application, please visit our website:
www.vu.nl/application

In case you have any questions about your application (or this manual), please do not hesitate to contact our International Support Assistants and International Student Advisors:
www.vu.nl/isa

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